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मध्यप्रदेश राजपत्र

प्राधिकार से प्रकाशित

क्रमांक 10]

भोपाल, शुक्रवार, दिनांक 6 मार्च 2020—फाल्गुन 16, शक 1941

भाग ४

विषय—सूची

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

भाग ४ (क)—कुछ नहीं

भाग ४ (ख)

अध्यादेश

उच्च शिक्षा विभाग

मंत्रालय, वल्लभ भवन, भोपाल

भोपाल, दिनांक 29 फरवरी 2020

क्र.—आर—282—सीसी—2019—अड़तीस.— मध्यप्रदेश निजी विश्वविद्यालय (स्थापना एवं संचालन) अधिनियम, 2007 की धारा 28(1) अनुक्रम में सेम ग्लोबल निजी विश्वविद्यालय, रायसेन के प्रथम अध्यादेश क्र. 01 से 62 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 62

मध्यप्रदेश के राज्यपाल के नाम से तथा आदेशानुसार,

वीरन सिंह भलावी, अवर सचिव.

ORDINANCE No. 1**DEFINITIONS**

Definitions in these ordinances unless the context otherwise requires:-

- 1.1 "A Regular Course of Study" means the course of study running in the University as full time or campus-based study and in this regards at least 75% attendance is necessary for all the students studying in the University for all the parts of study, i.e. Lectures, Tutorials, Practical as well as quiz, Assignments etc. with the relevant condition of Exemptions as mentioned in the Regulation for this purpose.
- 1.2 "Academic Council" means the Academic Council of the University.
- 1.3 "Act" means Madhya Pradesh Niji Vishwavidyalaya (Sthapana Avam Sanchalan) Adhiniyam 2007.
- 1.4 "Board of Management" means the Board of Management of the University.
- 1.5 "Board of Studies" means the Board of Studies of the University.
- 1.6 "Branches of Study", means the area of the specialization of the study of any of the programmes or any respective Faculty.
- 1.7 "Certificate Programmes", means the Certificate in the relevant sphere of knowledge of respective Department / Faculty / Institute/School of the University.
- 1.8 "Chancellor" means the Chancellor of the University;
- 1.9 "Chief Finance and Accounts Officer" means the Chief Finance and Accounts Officer of the University
- 1.10 "College" means the College of the University.
- 1.11 "Commission" means the Regulatory Commission established under section 36 of the Act.
- 1.12 "Controller of Examinations" means the Controller of Examinations of the University
- 1.13 "Dean" means the Dean appointed by the University.
- 1.14 "Degree / Diploma / Certificate" means a Degree / Diploma / Certificate or any other academic Distinction / titles awarded by the University.
- 1.15 "Department" means a Department of Studies of the University.
- 1.16 "Detained Candidate", means the candidate who has taken admission in the University as a regular student but he has not been permitted to appear in the examination due to shortfall of attendance, indiscipline or for any other reason.
- 1.17 "Director" means the Director appointed by the University.
- 1.18 "Doctoral Programme", means the Doctorate / Research Programme in the relevant sphere of knowledge of respective Department / Faculty / Institute/School of the University
- 1.19 "Examination Hall", means the examination place, room, location, where students have to appear for the respective examination.
- 1.20 "Examination Pattern", means the system of the examination of the University which is being followed by the University.
- 1.21 "Ex-student Candidate" means the candidate who has taken admission in the University as regular student and was not able to appear in the examination in then admission year or declared failed in the examination of the admission year or the subsequent examination or detained due to shortfall of attendance, indiscipline or by any other reason and seeks permission to appear in the examination in the next academic year.
- 1.22 "External Examiner", means the examiner from other Universities / Institutions.
- 1.23 "Fee" means the collection made by the University from the students.

- 1.24 "Governing Body" means the Governing Body of the University.
- 1.25 "Higher Education" means study of Curriculum or Course Knowledge beyond 10+2 levels or HSSC or equivalent.
- 1.26 "Institute/Institution" means an Institute/Institution of Studies of the University.
- 1.27 "Internal Examiner", means the examiner from the University Teaching Department.
- 1.28 "Invigilator" means the teacher or person who has been assigned duty in the particular Examination Hall.
- 1.29 "Mode of Study", means the various ways of study in the University including Full time; Part time, Sequential, By Research, e-Learning, Interactive, Face-to Face, Workshop, Through Webinar, or any higher innovative technological modes adopted by the University.
- 1.30 "Ordinances" means the First Ordinance & subsequent ordinance of SAM Global University, Raisen (M.P.)
- 1.31 "PG Certificate Programmes" means the Post Graduate Certificate in relevant sphere of knowledge of respective Department / Faculty / Institute/School of the University.
- 1.32 "Post Graduate Programmes", means the Master's Degree in the relevant sphere of knowledge of respective Department / Faculty / Institute/School of the University.
- 1.33 "Post-Doctoral Programme", means the Post Doctorate / Research Programmes in the relevant sphere of knowledge of respective Department / Faculty / Institute/School of the University.
- 1.34 "Pro-Chancellor" means the Pro-Chancellor of the University;
- 1.35 "Registrar" means the Registrar of the University.
- 1.36 "Regular Candidate" means the candidate who is studying in full time course running in the University in the respective academic year, and seeks permission for appearing in examination of the University as such.
- 1.37 "School" means a School of Studies of the University.
- 1.38 "Section", "Sub-Section", "Item" respectively means Section of the Act / Statutes / Ordinances / Regulations, Subsection of the "Section" and Item of the "Section" or "Sub-Section" of the above said Act / Statutes / Ordinances / Regulation.
- 1.39 "Sponsoring Body" means the Sponsoring Body of the University.
- 1.40 "State" means the State of Madhya Pradesh.
- 1.41 "Student" means the person enrolled in the University for pursuing a course of study for the award of a Degree, Diploma Certificate or other academic Distinction.
- 1.42 "Teacher" means a Professor, Associate Professor, Assistant Professor, Lecturer, Professor Emeritus or Teaching Associates or a person known by any other designation who is required to impart education or to guide research or to render guidance to the students for pursuing a course of study of the University.
- 1.43 "Undergraduate Programmes", means the Bachelor's Degree programmes in the Relevant sphere of knowledge of respective Department / Faculty / Institute/School of the University.
- 1.44 "University Grants Commission" means the University Grants Commission established under the University Grants Commission Act, 1956 (No.3 of 1956).
- 1.45 "University" means the SAM Global University (SGU), Raisen, (M.P.) incorporated under the Act.
- 1.46 "Vice-Chancellor" means the Vice-Chancellor of the University.
- 1.47 "Visitor" means His Excellency the Governor of M.P. as defined in Section 15 of the Act.
- 1.48 "Words and Expression" used but not defined in these Ordinances shall have the same meaning as assigned to them in the Act.
- 1.49 "Course Teacher", means the teacher of the University who has been assigned a responsibility to teach the respective course in the respective semester or academic year.
- 1.50 "Diploma Programmes" means in Diploma Courses the relevant sphere of knowledge of respective Department / Faculty / Institute/ School of the University.
- 1.51 "Duration of Course", means the whole tenure of the particular course (grace period of the course is not included in the tenure).
- 1.52 "Regulation" means the regulation of the University made under the provisions of the Act.
- 1.53 "Regulatory Council" means the Relevant Councils as stated in the Act.
- 1.54 "SGU", means SAM Global University, Raisen.
- 1.55 "Statutes" mean the Statutes of the University made under the provisions of the Act.

ORDINANCE No. 2
FACULTY AND SCHOOL

The University shall have the following Faculty / Institutes / Schools / Departments, for imparting education leading to Diploma / Degrees / Certificates:

1. Faculty of Engineering and Technology

(i) School of Civil Engineering

- (a) Civil Engineering
- (b) Architecture and Planning
- (c) Environmental Engineering
- (d) Rural Engineering & Technology

(ii) School of Mechanical Engineering

- (a) Mechanical Engineering
- (b) Automobile Engineering
- (c) Production Engineering
- (d) Aeronautical Engineering
- (e) Railway Engineering
- (f) Mechatronics

(iii) School of Electrical and Electronics Engineering

- (a) Electronics & Communication Engineering
- (b) Electronics & Instrumentation Engineering
- (c) Electronics & Telecommunication Engineering
- (d) Electrical and Electronics Engineering
- (e) Electrical Engineering

(iv) School of Computer Science & Technology

- (a) Computer Science Engineering
- (b) Information Technology
- (c) Information Engineering

(v) School of Mining Engineering

(vi) School of Chemical Engineering

- (a) Chemical Engineering
- (b) Nanotechnology
- (c) Fire Engineering
- (d) Nuclear Engineering

(vii) School of Agriculture

- (a) Agricultural Engineering
- (b) Farm Machinery and Power
- (c) Soil & Water Conservation Engineering

(d) Irrigation & Drainage Engineering

(viii) **School of Textile Engineering**

(ix) **School of Petroleum Engineering**

(x) **School of Architecture**

- (a) Architecture & Interior Design
- (b) Architectural in Assistantship

(xi) **School of Design**

- (a) Product Design
- (b) Interior Design
- (c) Graphic Design
- (d) Animation Design
- (e) Jewellery Design
- (f) Automobile Design

2. Faculty of Agriculture Sciences

(i) **School of Agricultural Science**

- (a) Agronomy
- (b) Horticulture
- (c) Genetics & Plant Breeding
- (d) Agriculture Extension & Communication
- (e) Agriculture Economic
- (f) Food Science & Technology
- (g) Agriculture Extension & Rural Development
- (h) Fisheries
- (i) Seed Science & Technology
- (j) Soil Science & Agriculture Chemistry
- (k) Plant Pathology
- (l) Entomology

3. Faculty of Sciences

(i) **School of Life Sciences**

- (a) Botany
- (b) Zoology
- (c) Forestry
- (d) Environmental Sciences
- (e) Biotechnology
- (f) Microbiology
- (g) Criminology

- (ii) **School of Physical and Applied Sciences**
- (a) Mathematics
 - (b) Physics
 - (c) Chemistry
 - (d) Computer Science and Applications
 - (e) Information Technology
 - (h) Geology
 - (i) Forensic Science
 - (j) Statistics
 - (k) Applied Mathematics
 - (l) Bioinformatics
 - (m) Food & Nutrition
 - (n) Human Development & Childhood Studies

- (iii) **School of Library Science**

- (iv) **School of Information Technology**
- (a) Computer Application
 - (b) Information Technology
 - (c) Animation and Multimedia
 - (d) Graphic Design

4. Faculty of Education

- (i) Education
- (ii) Physical Education

5. Faculty of Arts, Social Science and Humanities

- (i) **School of Arts**
- (a) Applied Arts
 - (b) Visual Arts
 - (c) Fashion Designing
 - (d) Fine Arts
 - (e) Music
 - (f) Women Studies
- (ii) **School of Humanities and Social Sciences**
- (a) Public Administration
 - (b) Sociology
 - (c) Political Science
 - (d) History
 - (e) Geography
 - (f) Economics
 - (g) Philosophy

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- (h) Home Science
- (i) Languages
- (j) Social Works
- (k) Psychology
- (l) Hindi
- (m) English
- (n) Sanskrit
- (o) Yoga

(iii) School of Journalism & Mass Media

6. Faculty of Management & Commerce

(i) School of Business Administration & Management

- (a) Banking and Insurance
- (b) Business Management
- (c) Agri Business Management
- (d) Rural Management
- (e) Logistics Management
- (f) Information Technology
- (g) Hospital Management
- (h) Human Resources Management
- (i) Marketing Management
- (j) Finance Management
- (k) Operation Management
- (l) International Business Management
- (m) Supply Chain Management
- (n) E Commerce Management
- (o) Tour & Travels Management
- (p) Health Care Management
- (q) Hotel Management & Catering Technology
- (r) Business Administration
- (s) Service Management

(ii) School of Commerce

- (a) Commerce
- (b) Economics
- (c) Accounts
- (d) Finance
- (e) Banking
- (f) Taxation
- (g) Financial Analysis & Control
- (h) Business & Managerial Economics
- (i) Industrial & Corporate Governance
- (j) Computer Application
- (k) Accounts & Management

7. **Faculty of Medical and Paramedical Sciences**
- (i) **School of Pharmacy**
- (a) Pharmaceutics
 (b) Industrial Pharmacy
 (c) Pharmaceutical Chemistry
 (d) Pharmaceutical Analysis
 (e) Pharmaceutical Quality Assurance
 (f) Pharmaceutical Biotechnology
 (g) Regulatory Affairs
 (h) Pharmacy Practice
 (i) Pharmacology
 (j) Pharmacognosy
 (k) Phytopharmacy & Phytomedicine
- (ii) **School of Para Medical Sciences and Technology**
- (a) Physiotherapy
 (b) Medical Laboratory Technology
- (iii) **School of Naturopathy and Yogic Science**
- (a) Yogic Science
 (b) Naturopathy
8. **Faculty of AYUSH**
- (i) **School of Ayurveda and Panchkarma**
- (ii) **School of Homeopathy**
9. **Faculty of law**
 School of law
10. **Faculty of Nursing**
- (i) **School of Nursing**
- (a) Community Health nursing
 (b) Pediatrics Nursing
 (c) Medical Surgical Nursing
 (d) Obstetrics & Gynecology
 (e) Psychiatry Nursing
11. **Faculty of Home Science**
12. **Faculty of Vocational Studies and Skill Development.**
13. **Other Institutes/ Institutions/ Faculty / Schools / Centers of Excellence can be created / modified/merged as per the decisions and approval of the appropriate authorities**

Some of the School may not offer some of the Programmes. Further, new School may be established after the approval of the Academic Council, and other relevant bodies of the University with due approval of Madhya Pradesh Private University Regulatory Commission.

The Curriculum of the Programme, Minimum teaching hours, Examination, Evaluation Schemes, Passing Marks and award of divisions etc. shall be decided by the various competitive bodies of the University including that of Academic Council.

ORDINANCE No 3**ADMISSION OF STUDENTS TO UNIVERSITY TEACHING SCHOOLS OR INSTITUTIONS, TRANSFER OF STUDENTS AND MAINTENANCE OF DISCIPLINE**

- 3.1** In this Ordinance, unless there is anything repugnant in the subject or context
- 3.1.1** "Qualifying Examination" means an examination the passing of which makes a student eligible for admission to a particular year in a course of study leading to a Bachelor's or Post-Graduate Degree or Diploma or Certificate or Research Degree or other academic Distinctions / Titles conferrable by this University.
- 3.1.2** "Equivalent Examination" means an examination which has been conducted by-
- (i) Any recognized Board of Higher Secondary Education; or
 - (ii) Any Indian University incorporated by any law in force, and recognized by the University as equivalent to its corresponding examination; or
 - (iii) Any foreign University / Board examination that has been recognized by AIU as equivalent to 10+2 stage qualification, Certificate or Degree Programme.
- 3.2** Admission to all courses shall be governed by the following principles:
- 1 Admission shall not be a matter of right.
 - 2 Eligibility shall not imply admission.
 - 3 Admission in all University Teaching Schools or Faculties or Institutions that are constituent units of the University shall be governed as per Regulations made in this behalf, subject to the norms / eligibility / guidelines issued by the relevant Regulatory Bodies and as per state government norms. The University shall follow reservation policies of the State as enacted by a relevant Act of the Legislative Assembly.
- 3.3** A student seeking admission to a University Teaching School or Faculty or an Institution shall, on or before the date prescribed for submission of applications for admission, submit his application in the prescribed form to be obtained on payment of prescribed fee, at the prescribed location.
- 3.4** The mode of sending application for admission of students can be either direct in person or through counseling or through guidance centre or by post or through Online. Any student from India or abroad seeking admission in the University can interact Online with the University.
- 3.5** No candidate shall be admitted in more than one degree (UG / PG) course / programme, simultaneously, in one and the same session. However the students are allowed to take admission in Diploma / Certificate / other capsule courses / short term courses pertaining to engineering and technical training, skill development, computers, as well as of various languages, conducted by the various Schools / Faculties / Institutes / Centres of the University.
- 3.6** The University shall follow the normal admission process to all courses, if otherwise not specified, as follows:

- 3.6.1 The University will publish an admission notification in local newspapers, on the University's website, notice boards of the university and/on in other publicity media for information, before the start of every academic session of courses. Also the entire admission process shall be **online or offline**.
- 3.6.2 List of candidates provisionally selected for a admission/ shortlisted based on merit will be displayed on the notice board of the University/ University's website or the students will be duly informed either directly or by any other mode for their admission.
However the admission into professional / technical and other selected courses shall be based on the specific admission procedure designed by the University which may include either or all, aptitude test / academic credentials / Group Discussion / personal interview and / or counseling whose separate merit list shall be prepared for admission to the concerned courses. Provided that, the University may also use the score cards of various National/ State level entrance test conducted by various agencies / organizations Institutes / Universities / Boards for this purpose.
- 3.6.3 The candidates whose results of the qualifying exam are awaited can also apply, who will be admitted provisionally. Such candidates, however, must produce the previous year mark-sheet / Faculty / College / University certificates or any other certificate / undertakings as desired by the University, as a proof for required eligibility criteria along with the application form and prescribed fee before the due date. The candidate so admitted shall have to present the final mark sheet of the qualifying examination within a specified period prescribed for this purpose by the University; otherwise the admission shall stand cancelled.
- 3.6.4 If a candidate admitted provisionally under 3.6.3 above could not obtain the marks to fulfill the requirements & eligibility criteria of the admission the provisional admission granted to him will be cancelled.
- 3.7 The application form may be rejected due to any of the following reasons, if:
- 3.7.1 The candidate does not fulfill the eligibility conditions.
- 3.7.2 The prescribed fees are not deposited or submitted within stipulated period
- 3.7.3 The application form is not signed by the candidate and his / her parents/ guardian, wherever required
- 3.7.4 Supporting documents like **migration certificate or transfer certificate etc** for admission are not enclosed.
- 3.7.5 The University administration has any adverse report, comments or information about the candidate through any source of information or the University may give the provisional admission to such student with the certain specified conditions or the University may put such student on his conduct probation for some specified duration.
- 3.8 Enrollment / Registration number will be assigned to the student by the University after verification & submission of all the necessary documents and fees.
- 3.9 Admission rules as framed by the University shall be applicable for all admissions from time to time, subject to the provisions of section 3.2 above.
- 3.10 The application for admission shall among other documents be accompanied by
- 3.10.1 The Faculty or College Leaving Certificate signed by the Head of the Institution last attended by the student,

- 3.10.2** True copy of the statement of marks showing that the applicant has passed the qualifying examination, and in the case of a student who passed the examination as private candidate, a certificate signed by two responsible persons certifying to the good character of the applicant. If an applicant for admission, as aforesaid, has passed the qualifying examination from a Board other than the Board of Secondary Education, Madhya Pradesh, or a University other than this University, he shall submit in addition to the Faculty or College Leaving Certificate an eligibility or a Migration Certificate from the Secretary or Registrar of such Board or University, as the case may be together with immigration fee decided by the University.
- 3.10.2.1** Provided that if it does not become possible for the applicant to obtain a migration certificate in time to submit the application, he may submit his / her application in time stating that the required certificate shall be produced as soon as it is received by him from the concerned board / University, and for that purpose applicant may be allowed by such period as the University may specify.
- 3.10.2.2** Provided that a student who is eligible for second or supplementary examination of the University shall be permitted to take provisional admission to the next higher class within the prescribed date. If student fails to clear the supplementary or pass the second examination, the provisional admission in the higher class shall stand cancelled.
- 3.11** Provided further that the Vice-Chancellor shall have power to grant admission in cases of candidates
- 3.11.1** Who qualify for admission as a result of revaluation and who seek admission within a month from the date of declaration of the result,
- 3.11.2** Candidates coming on transfer from other universities because of the transfer of their Parents / Guardians, or any other genuine hardship, beyond the last date for admission, on the clear understanding that the attendance of all such students, admitted under the provision, shall be counted from the date of commencement of the session of the particular course / programme.
- 3.12** No student shall be admitted to an Institution / School / Faculty for pursuing a course of study for the initial year of the first degree under any College unless he has passed the final examination held under any recognized Board of Higher Secondary Education or an examination declared equivalent to such examination or such other qualifying examination as may be prescribed from time to time for a particular course / programme by the University.
- 3.13** No student enrolled in the University shall be admitted to any subsequent higher class in any Institution / School / Faculty unless he has passed the examination qualifying him to appear for the examination for which he will be preparing.
- 3.14** No student migrating from any other University shall be admitted to any class in Institutions / Schools / Faculty unless he has passed the examination which has been

- declared by the University as equivalent to the qualifying examination for a student of the University.
- 3.15** Without prejudice to the provisions contained in sub-clause 3.14 above, no student migrating from any other University shall be admitted to any class in Institutions / School / Faculty without the previous permission of the Registrar wherever by any general or special direction, such permission is necessary.
- 3.16** An applicant for admission to a course leading to any Degree or Diploma or Certificate shall not be so admitted unless he is prepared to appear in all the subjects prescribed for the particular examination.
- 3.16.1** No student who has passed a part of any Degree or Post-Graduate examination from another University shall be admitted to subsequent higher class for which examination in any Institutions / School / Faculty without the approval of the Vice-Chancellor.
- 3.16.2** No person who is under sentence of rustication from another University or a Teaching Institution connected with that University shall be admitted to any course of study in any Institutions / School / Faculty University.
- 3.16.3** No person shall be given admission to any course / program of the University unless the student and his parents shall submit an affidavit / undertaking with regard to not to participate in any manner of ragging or any kind of unsocial and destructive activities, violence / crime or use of drugs or alcohol / wine etc.
- 3.16.4** Admission to any course or Programme to the University can be cancelled at any time if any information furnished by the candidate is found to be false or incorrect.
- 3.17** Admission to various courses / programmes of the University will be done as per their admission session declared by the University. The Vice-Chancellor can make changes in the admission session of courses / programmes from time to time.
- 3.18** A Complete list of all student admitted to the Department/ Faculty/ institution/ School shall be forwarded by the Head of the Department / Faculty / Institution/ School to the Registrar of the University by the last date (or as per the last date declared in the academic calendar of the University) with a certificate that all admissions have been made as per University Rules.
- 3.18.1** A student shall be enrolled as a member of Department/ Faculty/ Institution/School as soon as he is admitted by the Head of the Department/ Faculty / Institution/School and has paid the prescribed fees.
- 3.18.2** A student seeking admission, after the commencement of the session to any course or programe of Department/ Faculty/ Institute/ School shall be required to pay the whole prescribed fees including tuition fee from the commencement of session or as decided by the University.
- 3.19** The Head of the Department / Faculty / Institution/School may permit a student to change his optional subjects for a course / programme or with the approval of the Vice-Chancellor, to change the College within 30 days of start of the course / programme.
- 3.20** Every student in the University shall at all times be of good behavior, show diligence in studies, maintain decorum and dignity, take proper interest in co-curricular activities and observe all rules of discipline of the School / Faculty /

- 3.21** Institution of which he is a student and of the University.
- 3.22** When a student has been found guilty of breach of discipline within or outside the premises of the University or Department / Faculty / Institution/School, or persistent idleness or has been guilty of misconduct, the Head of the Department / Faculty / Institution/School, at which such student is studying or the Vice-Chancellor / Registrar / Dean Student Welfare may according to the nature and severity of the offense:
- (i) Suspend such a student from attending classes for a specific period or
 - (ii) Impose monetary fine or both as decided by the appropriate authorities of University, or
 - (iii) Expel such a student from his Department / Faculty / Institution/School, or
 - (iv) Disqualify such a student from appearing at the next ensuing examination, or rusticate such a student.
- 3.23** However, before inflicting any punishment as aforesaid, the Head of the Department Faculty / Institution/School shall give the student concerned an opportunity of personal hearing and record the reasons of inflicting the punishment in writing.
- 3.24** The Head of the Department / Faculty / Institution/School concerned shall have power to suspend a student for such time as may be necessary, temporarily from the Department / Faculty / Institution/School pending inquiry against his conduct in connection with alleged offense.
- 3.25** The period, during which a student remains suspended for completion of an enquiry shall be reckoned in the calculation of his attendance for appearing at an examination, provided if he is found innocent.
- 3.26** The rustication of a student from Department / Faculty / Institution/School of the University shall entail the removal of his name from the register of enrolled students.
- 3.27** There shall be a code of conduct for students as may be prescribed by Regulations. It shall be compulsory for all students to comply with its provisions. In the event of non observance of the code of Conduct, by a student it shall be the duty of the Dean/ Head of School / Faculty / Institution / Registrar of the University to take disciplinary action against him under the Clause 3.21 as mentioned above.

ORDINANCE No. 4
REGISTRATION / ENROLLMENT OF STUDENTS AND THEIR ADMISSION TO
THE COURSES OF STUDY AND TEACHING METHODOLOGY AND STUDY
INSTRUCTIONS

- 4.1 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, Transfer Certificate, Migration Certificate and any other certificate required by the University and the University fees on or before 30th September of the year. After due date he shall be liable to pay late fees as prescribed.
- 4.2 The Registration / Enrollment form will be forwarded by the Head of the Department / Faculty / Institution/School to the Registrar of the University.
- 4.3 On receipt of the registration form at the University Department / Faculty / Institution/School the candidate will be allotted a **enrollment** number.
- 4.4 The Registration/ Enrollment application form will be subjected to verification by the University and after due verification, the candidate will be given an Enrollment Number.
- 4.5 The validity of the Enrollment will be for the following periods:
- 4.5.1 Certificate and one year Degree / Diploma programmes-2years
- 4.5.2 Three years Degree / Certificate programmes-6years
- 4.5.3 Four years Degree Programmes- 8 years
- 4.5.4 Master Degree and two years programmes-4 years
- 4.5.5 Integrated Master Degree & Five years programme -10 years
- 4.6 Teaching Days: Ordinarily every course / programme offered by the University shall ensure the minimum actual academic days not below 180 days in an academic year and 90 days in a semester. However it may vary for identified and selected course / programme keeping in view of their nature, mode, methodology and operation.
- 4.7 Teaching methods of all the courses shall include one or more methods of teaching like Class Room Teaching, Assignments, Lab classes, Seminars, Workshops, Presentation, Group Discussion, Project Work, Summer Training, Field Work / Visit, Industrial Visit, Industrial Training, Educational Tour, Face to Face, online, e-learning, through webinar in smart classroom.
- 4.7.1 For better support to the students in conjunction with the traditional approaches, most modern approaches based on innovative communication technologies for teaching learning will also be adopted wherever possible. These may include online teaching-learning, Web casting, Podcasting, Online chatting with teachers, Online Discussion Forums.
- 4.7.2 Also for better support to the students for their studies of any programme / course, the course material shall include various prescribed text books as well as University shall also provide other instructional and study materials with e-learning instructions and e-journals along with its own developed study material wherever possible. The University as far as possible shall also adopt the other innovative teaching aids and materials from time to time.
- 4.7.3 The teaching methodology, instructions & course / programme material may vary from course / programme to course / programme and it shall be appropriately designed by the University.
- 4.7.4 For the research oriented courses in all spheres of knowledge, the scope of the research, curriculum, the teaching and instructions methods may be of unique and innovative in nature and differ from the traditional approach of carrying out researches which shall be appropriately designed by the University from time to time.

ORDINANCE No. 5
EXAMINATIONS (GENERAL)

PART-I DEFINITIONS

- 5.1** In this Ordinance and in all Ordinances and Regulations laying down conditions for appearing in an examination of the University for a Degree or a Certificate or Certificate, either in general or for a particular examination, unless there is anything repugnant in the subject or context have the following meanings-
- 5.1.1** "Regular Candidate" means the candidate who is studying in full time course running in the University in the respective academic year, and seeks permission for appearing in examination of the University as such.
- 5.1.2** "Ex-student Candidate" means the candidate who has taken admission in the University as regular student and was not able to appear in the examination in the admission year or declared failed in the admission year or detained due to shortfall of attendance, indiscipline or by any other reason and seeks permission to appear in the Examination in the next academic year.
- 5.1.3** "Detained Candidate" means the candidate who has taken admission in the University as a Regular student but he has not been permitted to appear in the examination due to shortfall of attendance, indiscipline or by any other reason.
- 5.1.4** "Failed Candidate" is a person who has failed in any of the theory paper or in any other part of the examination.
- 5.1.5** "Registration Period" means the period for which a candidate's Enrollment is valid.
- 5.1.6** "Forwarding Officer" means any person authorized by the Registrar of the University.
- 5.1.7** "Attested" means attested by the forwarding officer.

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

- 5.2** No candidate shall be permitted to appear in the University examinations unless he / she is duly registered / enrolled with the University.
- 5.3** Filled up examination forms of all the candidates with the complete examination fees shall be forwarded by the Head of the Department / Faculty / Institution / School so as to reach to the Controller of Examination through the Registrar on or before the last date prescribed for the purpose by the University. It will be the responsibility of the Head of the Department / Faculty / Institution / School to see that the candidate possesses minimum academic qualifications for appearing in the examination, has fulfilled attendance norms and is of good conduct.
- (i) Application submitted by regular candidates together with the examination fee and marks card fee shall be forwarded by the Head of the Department / Faculty / Institution / School of the University so as to reach the Controller of Examination through the Registrar on or before the last date prescribed for the purpose by the University.

- (ii) In case of each application, the Head of the Department / Faculty / Institution/ School of the University shall certify that the candidate :-
- (a) Possesses the minimum academic qualification for appearing at the examination to which he seeks admission.
- (b) The student has good conduct.
- (iii) The Head of the Department / Faculty / Institute /School of the University concerned shall send a list of candidates eligible for examination, as per examination schedule declared by the University to the Controller of Examinations and the Registrar for information.
- 5.4** The head of the Department / Faculty / Institute / School or the Registrar of the University can detain a candidate from appearing in an examination if he / she has not paid complete fees and full dues of the University.
- 5.4.1** An Ex-student shall submit his examination form in prescribed format on or before the last date notified by the University to the concerned head of the Department / Faculty / Institute /School who will forward it to the Controller of Examinations through the Registrar after due verification.
- 5.4.2** An Ex-student candidate shall offer the same subjects or optional papers which he had previously offered as a Regular candidate, the changes in scheme of examinations by the University notwithstanding.
- 5.5** The Head of the Department / Faculty / Institute /School of University may detain a regular candidate from appearing in an examination or at any stage of examination if he does not pay outstanding dues, or does not return the property and all the articles and uniform issued to him for Sport or NCC or for any other purpose or does not pay the cost thereof in case of its loss, 15 days before the commencement of the examination or if the conduct of the student has been unsatisfactory.
- 5.6** No candidate shall be allowed to take the Term-end / Annual / Semester Examination unless one has:
- (i) Attended at least 75% of lectures delivered / practical or lab classes conducted.
- (ii) Paid all the prescribed fees and dues / fine imposed if any.
- (iii) Obtained 'No Dues' certificate from all the concerned sections of the respective Department / Faculty / Institute/ School / library of the University.
- (iv) Submitted the Job Internship Certificate / Project Report (where ever it is applicable), as notified by the appropriate authority of the concerned Department / Faculty / Institute / School of the University.
- (v) Received in-plant training (wherever it is applicable), as prescribed in the syllabus and notified by the appropriate authority of the University.

PART III GENERAL CONDITIONS

- 5.7 Where there are two or three examinations for any degree such as Year I, II and III or Previous and Final examinations and there are Two or more alternative subjects / courses are available for such a degree, a candidate for that degree must take the same in years / Final examination as he has taken in the year-II / Previous examination.
- 5.8 No candidate shall appear in more than one degree (UG / PG) examination simultaneously, in one and the same year. However the students are allowed to appear in Certificate/ other capsule courses / short term course pertaining to engineering and technical training, skill development, computers, as well as of various languages conducted by the various Schools / Faculties / Institutes of the University.
- 5.8 A Candidate who has passed the Bachelor's Degree Year-I or Year-II examination or the Previous examination of a Master's Degree of another University may with the permission of the Vice- Chancellor, be admitted to the next higher examination of the University for the degree concerned, provided the course offered by the candidate at such other University is equivalent to the course of the University for the corresponding examination.
- 5.10 No person who has been expelled or rusticated from the University or has been debarred from appearing at University examination shall not be admitted to any examination during the period for which the sentence is in operation.
- 5.11 Not with standing anything contained in the Ordinances relating to admission of candidates to appear in an examination for the course / program he has been already admitted in the University, the Vice- Chancellor may, in special cases in which he is satisfied that the delay in submitting the application for admission to an examination, is not due to lack of diligence on the part of the candidate and that it would be a great hardship to the candidate if his application is rejected, allow an application which is otherwise complete in all respects to be entertained with the requisite late fees.
- 5.12 The Controller of Examination shall issue an admission card in favor of a Candidate, if:
- 5.12.1 (a) The application of the candidate is complete in all respect in accordance with the provisions applicable, and is in order.
(b) The candidate is eligible for admission to an examination and the fees as prescribed have been paid by the candidate.
- 5.12.2 Where the practical examination is held, earlier than the examination in theory papers, a candidate, shall not be deemed to have been admitted to the examination until he is issued an admission card for appearing in the examination.
- 5.12.3 The admission card issued in favour of a candidate (including Regular, Ex-student and private candidate), to appear at an examination may be withdrawn if it is found that
(a) The admission card was issued or permission was given by mistake, or the candidate was not eligible to appear in the examination.
(b) Any of the particulars given or document submitted by the candidate in or with the application for enrollment, admission to a University Teaching School /

Faculty / Institutes for admission to an examination is false, incorrect, or forged and fabricated or found unsatisfactory.

(c) The Controller of Examinations may, if he is satisfied that an admission card has been lost or destroyed, grant a duplicate admission card on payment of a prescribed fee as decided by the University for this purpose. Such card shall show in a prominent place the word "DUPLICATE".

5.12.4 A candidate shall not be admitted into the examination hall unless he / she produces the admission card before the invigilator or the Superintendent of the examination centre or appropriate authority pertaining to examination of the University. A candidate shall produce his admission card whenever required by the Superintendent or the invigilator during the examination.

5.12.5 In the Examination hall the candidate shall be under the disciplinary control of the Superintendent of the Examination Centre and invigilator, and shall obey their instructions. In the event of a candidate disobeying the instructions or showing indiscipline conduct or arrogant behavior towards the Superintendent or any invigilator, the candidate may be expelled from that day's examination and if he persists in misbehavior he may be expelled from the rest of the examinations by the Superintendent.

5.12.6 If a candidate acts in a violent manner or uses force or makes a display of force towards the Superintendent or any invigilator at the examination centre or in its precincts endangering the personal safety of either of them or acts in a manner likely to obstruct the authorities in the discharge of their duties, the Superintendent may expel the candidate from the examination centre and if necessary the examination authority shall take the help of police to manage the situation and for smooth conduction of examination.

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

5.12.8 A candidate expelled on any of the grounds mentioned as above will not be allowed to appear in the subsequent papers.

5.12.9 In every case where action is taken by the Superintendent as above a full report shall be sent to the Registrar and Vice-Chancellor.

5.12.10 Vice-Chancellor shall send the case before the appropriate committee duly constituted.

5.12.11 The Vice-Chancellor for that purpose shall consider, according to the gravity of the offence, to further, after giving an opportunity and considering any explanation, punish a candidate by cancelling his examination and / or debarring him from appearing at any of the examinations of the University for one or more years submitted by the candidate.

5.12.12 If a candidate is found guilty of using or attempting to use or having used unfair means at an examination such as copying from some book or notes or from the

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answer of some other candidate or helping or receiving help from any other candidate or keeping with him the examination hall material connected with the examination or in any other manner whatsoever, the Vice Chancellor may cancel his examination and also debar him from appearing at any of the examinations of the University for one or more years according to the nature of the offence.

5.12.13 The Vice-Chancellor may cancel the examination of a candidate and / or debar him from appearing at an examination of the University for one or more years if it is discovered afterwards that the candidate was in any manner guilty of misconduct in connection with the examination and / or was instrumental in or has abetted the tempering of University records including the answer books, mark-sheets, result charts, degree / Certificates or certificates and alike.

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

2 A candidate who due to sickness or other cause is unable to present himself / herself at an examination shall not receive a refund of his fee, provided that the Vice Chancellor may in a case in which he is satisfied about the genuineness, or merit of it, on only exceptional cases with due consent of the Chancellor, order for adjustment of the following portion of the fee towards the immediate next examination :

(1) Examination fee: Other fees paid by the candidate shall lapse to the University. Application for such adjustment for a candidate accompanied by a Medical Certificate of illness if applicable must be sent, so as to reach the Registrar not later than 10 days from the date of commencement of the examination at which the candidate was to appear.

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

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

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

3 Any candidate, who has appeared at an examination conducted by the University, may apply to the Registrar for the re-totaling of his marks in the written papers in any subject and rechecking of his result on the prescribed pro-forma, of the University, which shall be available on the payment basis. Such application must be made so as to reach the Registrar within 15 days of the

publication of the result of the examination and **05 days with late fees afterwards.**

- (1) The application of re-totalling of marks must be accompanied by the prescribed fee of the University from time to time.
 - (2) The result of the re-totalling shall be communicated to the candidate.
 - (3) If as a result of re-totalling it is found that the examinee should be declared as having passed or placed in a higher division the result of the candidate shall be revised accordingly.
- 4 (1) A candidate whose result has been declared may apply to the Registrar in the prescribed form, of the University, which shall be available on the payment basis, within **15 days** of the declaration of his result and **05 days with late fees thereafter** for the revaluation of any answer books.
- Provided that no candidate ordinarily shall be allowed to have more than Answer Books of Two revalued. However in exceptional cases on the genuine ground the Vice Chancellor shall allow only one more Answer Book of one more subject.
- Provided also that no revaluation shall be ordinarily allowed in case of scripts of practical, field work, sessional work, class tests and such other evaluation like-seminar, presentations, group discussion etc. submitted in lieu of a paper at the examination. However the thesis submitted in lieu of a paper shall be re-valuated on the exceptional case without conduct of any fresh internal assessment and viva-voce, with the permission of the Vice-Chancellor. The revaluation fee for thesis shall be prescribed by the University separately.
- (2) The fee for revaluation/ retotalling shall be as decided by the University from time to time.
- 5 No person, who is under sentence of expulsion or rustication from a University Teaching School / Faculty / Institute / Centre or is debarred from appearing at examination of the University for any period of time, shall be granted a Migration Certificate during the period for which the sentence is in operation.
- 6 Because of loss, theft or any other reason if a student intends to apply for the duplicate copies of his / her mark sheet, degree, Certificate, certificate, migration etc., the student may apply to the Registrar of the University on the prescribed pro-forma, which shall be available on the payment basis and submit with the details of examination accompanied with an affidavit on stamped paper of proper value as per prevailing laws and requisite fee which shall be prescribed by the University from time to time.
- 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 Legal Law for the time being in force that the applicant has not utilized the Original Migration Certificate for appearing at an examination and has lost the same or that the same has been destroyed and that the applicant has real need for a duplicate.
- 7 The names of first ten successful candidates securing more than 65% of marks in each examination shall be declared in order of Merit for each class / subject / course / programme as the case may be.
 - 8 There shall be separate provision in the concerned regulation for the award, distribution and its proper regulation of the grace marks except where it has been already specified concerned ordinance.

PART-IV EXAMINATION FEES

- 9 The examination fees for various courses under semester / annual examination pattern will be such as prescribed by the University from time to time.
 - 10 The Board of Management of the University with due Concurrence of Finance Committee can change any fees or conditions for the examination as and when the situation so warrants.
- The control of exam fees and other fees shall rest with CFAO

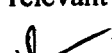
ORDINANCE No. 6
CONDUCT OF EXAMINATIONS

- 6.1 All arrangements for the conduct of examinations to be held by the University shall be made by the Controller of Examination in consultation of Examination Committee of concerned School / Faculty / Institute.
- 6.2 The Controller of Examinations shall prepare and duly publish a programme for the conduct of examinations specifying the date of each Examination and the last dates by which applications and fees for examinations shall be submitted by the intending examinees.
- 6.3 The Controller of Examinations shall appoint the appropriate number of Superintendent and Assistant Superintendents with the approval of the Vice-Chancellor, for the conduct of various examinations and shall issue instructions for their guidance.
- 6.4 The Superintendent of the Examination shall be personally responsible for the safe custody of question papers and the answer books, sent to him and shall render to the University office a complete account of used and unused question papers and answer books timely.
- 6.5 The Superintendent shall supervise the work of invigilators working under him and shall conduct the examinations strictly according to the instructions issued to him by the University.
- 6.6 The Superintendent of the Examination shall, whenever necessary send a confidential report to the Controller of Examinations about the conduct of examination, mentioning therein the performance of the invigilators and the general behavior of the examinees. He shall send a daily report on the number of examinees attending each examination, absentees roll numbers and such other information relating to the examination being held at the centre as may be considered necessary, along with any other matter which he thinks fit to be brought to the notice of the University.
- 6.7 He shall also be responsible for maintenance and submission of the account of advance money received and expenditure incurred in connection with the conduct of the examinations and to report to Controller of Examinations directly.
- 6.8 The Centre Superintendent shall have the power to expel an examinee from examinations on subsequent examination days, on any of the following grounds:
- a. That the examinee created a nuisance or serious disturbance at the Examination Centre.
 - b. That the examinee showed a seriously aggressive attitude towards an invigilator or a member of the staff entrusted with the examination work.
 - c. If necessary, the Superintendent may get police assistance, to manage the situation. Where a candidate is expelled, the Controller of Examinations and Registrar shall be informed immediately.
- d. Before commencing an examination a copy of time table is necessarily be sent to the Superintendent of police office as well as nearest police station for information.**
- 6.9 Unless otherwise directed, only teachers of University Teaching School /Faculty/Institutes shall be appointed as invigilators by the Superintendents. Invigilators can also be drawn from other educational institutions.
- 6.10 It shall be the duty of the Centre Superintendent to ensure that an examinee is the same person who had filled in the application form for appearing at the examination. As well as

- to see that on each day on which a candidate his / her signature is obtained on the prescribed forms / documents and to make sure that it tallies with the one already on it.
- 6.11** No examinee shall leave the examination hall within half an hour of the start of the examination for any purpose whatever and no late comer will be permitted in the examination hall after half an hour of its commencement.
- 6.12** Examinees desirous of leaving the examination hall temporarily shall be permitted to do so for a maximum period of 5 minutes. The absence shall be recorded and if the examinee fails to return within the limit of 5 minutes, he / she shall not be permitted to enter the examination hall, unless he / she gives convincing explanation.
- 6.13** A candidate found talking during the examination hours shall be warned not to do so. If the candidate continues talking inspite of the warning by the invigilators, the answer book of such examinee shall be withdrawn and a second answer book supplied. Only the second answer book shall be sent for valuation. The first answer book shall be cancelled and sent to the Controller of Examinations by the Superintendent.
- 6.14** The Controller of Examinations may, on the recommendation of the Centre Superintendent appoint an alternative person to write down dictation pertaining to answers to questions at the examination on behalf of an examinee who is unable to write himself on account of physical disability, severe short sightedness or sudden illness (must be supported by a certificate issued by a Medical Officer), provided that such an alternative person shall be a man / woman possessing qualification of at least one class examination lower than the examinee concerned and he may not be the relative of the examinee for which qualifying documents will be procured.
- 6.14.1** The Superintendent of an examination centre shall take action against an examinee who is found using or attempting to use unfair means in the examination hall or within the premises of the examination centre during the hours of examination, in the following manner:
- 6.14.2** The examinee shall be called upon to surrender all the objectionable materials found in his or her possession including the answer book and a memorandum shall be prepared with date and time.
- 6.14.3** The statement of the examinee and the invigilator shall be recorded.
- 6.14.4** The examinee shall be issued a fresh answer book marked "Duplicate Using Unfair Means" to attempt answer within the remaining time prescribed for the examination.
- 6.14.5** All the materials collected and the entire evidence along with a statement of the examinee and the answer book duly initiated shall be forwarded to the Registrar by name, in a separate confidential sealed registered packet marked "Unfair Means" along with the observations of the Superintendent.
- 6.14.6** The material so collected from the examinee together with both the answer books, collected while using unfair means and the other supplied afterward, will be sent to the examiner by the Registrar for assessing both the answer books separately

and to report if the examinee has actually used unfair Means in view of the material collected.

- 6.14.7** The cases of the use of unfair means at the examination as reported by the Centre Superintendent along with the report of the Examiner shall be examined by a Committee to be appointed by the Vice Chancellor every year.
- 6.15** The Vice Chancellor may cancel an examination if he is satisfied that there has been a leakage of question papers or any other irregularity which warrants such a step.
- 6.16** The Controller of Examination with due approval of the Vice- Chancellor may issue such General Instructions for the guidance of the Examiners, Centre Superintendents, Tabulators, Collators, as he considers necessary for the proper discharge of their duties.
- 6.17** Subject to the provision of this Ordinance, the Board of Management on the recommendation of Academic Council may from time to time make, alter or modify rules and procedures about the conduct of examination.
- 6.18** (1) The Results Committee for each Faculty shall consist of the following:
- (i) Dean of the Faculty (Chairman).
 - (ii) Head of the Department
 - (iii) Two senior most teachers of the Department (other than the head of the department).
 - (iv) Controller of Examinations (Member-secretary)
- (2) Two members shall form the Quorum,
- (3) The term of the Results Committee shall be one academic year.
- (4) The functions of the Results Committee shall be as follows
- (i) To scrutinize and pass the results of the examinations conducted by the University after satisfying itself that the results on the whole and in various subjects are in conformity with the usual standards and to recommend to the Vice Chancellor the action to be taken in case the result is unbalanced.
 - (ii) To scrutinize complaints against question papers and to take necessary action.
 - (iii) To decide cases of candidates who answered wrong paper.
 - (iv) To decide cases of candidates whose answer books were lost in transit.
 - (v) To decide cases of mistakes made by the paper-setters, Moderators, Examiners, Invigilators, Superintendents of the Examination Centres, Tabulators, Collators, coordinators and any other person concerned with the examinations whose cases are referred to the Committee.
 - (vi) To exercise such other powers as the Academic Council and Vice-Chancellor may delegate to it from time to time.
- 6.19** If a candidate has any communication to make on the subject of his / her examination paper, it shall be made in writing to the Controller of Examinations directly.
- 6.20** Any attempt made by or on behalf of a candidate, to secure preferential treatment, in the matter of his / her examination, shall be reported to the Controller of Examinations, who

- shall place the matter before the Vice-Chancellor and other appropriate forum of the University to take necessary action against such candidate.
- 6.21** Except as otherwise decided by the Board of Management, the examination answer books and the documents regarding the marks obtained by the examinees, except the tabulated results, shall be destroyed or otherwise disposed off after 6 months from the date of declaration of the results.
- 6.22** The Controller of Examinations will publish the results of the examinations as passed by the Results Committee on the various notice boards of the University. The results, when published, shall simultaneously be communicated to the Heads of School / Faculty / Institutes / Centres. If any clerical error or error in the process of calculation or computerization is discovered in the results so declared by any source, the Result Committee with the approval of the Vice-Chancellor shall have the power to rectify the same.
- 6.23** The remuneration of the Examiners, Superintendents, Asst. Superintendents, Invigilators, Tabulators and Collators and the deductions to be made in remuneration or any other kind of punishment or corrective measures for errors noticed shall be decided by the Board of Management in consultation with relevant committee constituted for the purpose from time to time.
- 6.24** Where a candidate applies for revaluation, the answer book in which revaluation is sought will be sent for valuation by the Controller of Examinations to Two Examiners (other than the One who initially evaluated it).
- 6.25** The average of the nearest two of the three valuations (one initial and two revaluation shall be taken as corrected marks.
Provided that, if the revaluation marks deviate by 10% or more in higher side from the initial valuation, than the average of these two revaluated marks shall be considered and awarded to student accordingly otherwise no change in his initial evaluation is done that means no change in already awarded marks.
- 6.26** All the records of examinations and results will be maintained by the University for a maximum period of six months from the date of declaration of results of the concerned examination except the tabulation chart or master cross list or grand chart reflecting the statement of marks of all examination of all examinees of a course / programme which shall be maintained and detained in the safe custody as the permanent document of the University.
- 6.27** Any matter not covered in the above provisions will be dealt in accordance with the provision of the Concerned / relevant Regulations which shall be amended from time to time
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ORDINANCE No. 7
THE CONDITIONS FOR AWARD OF FELLOWSHIPS / SCHOLARSHIPS / STIPENDS
/ MEDALS / PRIZES

- 7.1 Every year at an appropriate time, the University shall invite application from students / scholars through a notice for the various awards to be made.
- 7.2 All awards of Fellowships, Research Scholarships, Stipend and other Scholarships including its value and duration, shall be made on the recommendation of the Academic Council by the Board of Management and the various Medals, Prizes and Titles shall be awarded on the recommendation of a committee consisting of:
- | | |
|-------------------------------|-----------|
| Vice-Chancellor | Chairman, |
| All Deans / Directors | Member, |
| One nominee of the Chancellor | Member, |
| Registrar Member | Secretary |
- 7.3 Subject to the general conditions applicable to all Fellowships and Research scholarships as laid down in paragraph 7.4 below, the value, duration and conditions of the award of UGC fellowships shall be such as are laid down by the UGC.
- 7.4 The award, its value and duration of fellowships and Research Scholarships instituted by the University will have the following conditions-
- 7.4.1 The Fellow / Scholar will do whole time Research Work under approved guide / supervisor on a subject / title approved by the University.
- 7.4.2 The Fellow/ Scholar shall not accept or hold any appointment paid or otherwise or receive any emolument, salary, stipend etc. from any other source during the tenure of the award, nor shall he / she engage himself / herself in any profession or trade during that period. He / she may, however, undertake teaching assignment of not more than twelve hours a week in the institution, where he is working, without accepting any remuneration.
- 7.4.3 The Fellow/ Scholar shall not join any other course of study or appear in any examination after commencing work under the Fellowship / Scholarship.
- 7.4.4 Provided that the Vice- Chancellor may, on the recommendation of the guide, permit the Fellow / Scholar to join a Language Certificate Course and appear in an examination.
- 7.4.5 Provided further that exemption could also be for those, who wish to appear in an examination or a subject, relevant to the problems of research, without supplicating for any degree.
- 7.4.6 Unless permitted by the guide/ supervisor to work for a specified period at some other place, the Fellow/ Scholar shall be required to attend the specified concerned institution, where he is to work, on all working days and shall submit a satisfactory report with respect to his work and conduct from that institution.
- 7.4.7 If any information submitted by the Fellow/ Scholar in his application is found to be incorrect, incomplete or misleading, the award may be terminated by the Board of Management after giving him an opportunity of being heard.

- 7.4.8 If at any time it should appear to the University by any source that the progress or conduct of the Fellow / Scholar has not been satisfactory, the Fellowship / Scholarship may be suspended or withdrawn, at any time, by the University.
- (a) Leave for a maximum of thirty days in a year (15 day in each semester) in addition to general holidays may be allowed to a Fellow / Scholar with the approval of the guide / supervisor and the University. The general holidays, however, are not including in the vacation period. Provided that no other leave shall be admissible.
- (b) Further the Fellow / Scholar may, in a special case, be allowed leave by the University, without fellowship / scholarship for a period not exceeding three months, during the tenure of the award on the recommendation of the Guide / Supervisor.
- 7.4.9 The Fellow / Scholar shall be required to pay the prescribed fees to the University.
- 7.4.10 Post-Graduate Scholarship instituted by the University shall ordinarily be tenable for Two Academic Sessions i.e. Twelve Months in the First Year and Ten Months in the Second Year on condition that the Scholarship holder produces a certificate of efficiency in studies from the Head of the School in the subject of study.
- 7.4.11 If two or more candidates are eligible for the award of Scholarship, the scholarship shall be divided equally between the candidates concerned.
- 7.4.12 The Scholarship shall be tenable from the dates of the workload assigned in the respective semester in all cases. However, the fellow / scholar shall take the admission at the commencement of the session and liable to pay the prescribed fee including tuition fee & (or lab fee if applicable) for the entire session.
- 7.4.13 The payment of contingency grant of the Scholarship shall be made to the fellow/scholar on the production of valid and original bills of his expenses incurred in relevant heads / items, duly approved by his guide / supervisor and countersigned by the Head of the Department / Faculty / Institution/School where he studies.
- 7.4.14 No scholarship shall be paid to fellow / scholar, for a month unless the fellow / scholarship holder has attended the S c h o o l / Faculty / Institution, regularly in that month.
- 7.5 The drawl of Scholarship shall be done in accordance with the procedure that may be laid down by the University.
- 7.6 A Scholarship holder shall not combine any other course of study with the course for which the award is made.
- 7.7 The Scholarship shall be cancelled in the Final Year if the Scholarship holder fails to secure the examination result as prescribed by the University.
- 7.8 If a Scholarship holder is unable to appear at the Previous examination on account of sickness or any other reasonable cause, the scholarship for the period of preparation leave and examination shall be paid only if the Head of the Department/ Faculty/ Institution/ School, Certifies that the scholar diligently studied for the examination, but was unable to take the examination for reasons beyond control. Such a scholar shall not receive scholarship during the next session, but shall be entitled for 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.
- 7.9 A Scholarship holder shall at all times be of good conduct and behavior and observe all rules of discipline.
- 7.10 A Scholarship shall be liable to be terminated if:
- (i) The Scholarship holder discontinues studies during the middle of a session or
- (ii) The scholarship holder, after he has been given a reasonable opportunity to explain his conduct, is in the opinion of the Board of Management guilty of a breach of clause 7.11 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.
- (iii) The order of termination passed by the Board of Management and issued by the Registrar shall be final.
- 7.11 No scholar / fellow shall be entitled to receive more than one kind of scholarship / stipend / financial assistant in any form. However, if a candidate is eligible and entitled for more than one scholarship than he is free to opt the scholarship which is more gainful or most suitable to him.

ORDINANCE No. 8
PROVISIONS REGARDING DISCIPLINARY ACTION AGAINST THE
STUDENTS AND AWARD OF PUNISHMEN

- 8.1 All students pursuing a course of study at the University shall observe a Code of Conduct as may be laid down by the Governing Body and Academic council of the University and also abide by all the rules and regulations of the University framed and notified from time of time.
- 8.2 Any violation of the Code of Conduct or breach of any Rules or Regulations of the University by any student shall constitute as act of indiscipline and shall make him liable for disciplinary action against him.
- 8.3 The following act, in particular, shall constitute acts of gross indiscipline and any student indulging in any of them, shall render him liable for disciplinary action against him.
- 8.3.1 Disobeying the instructions of teacher/ officials or misbehaving in the class.
- 8.3.2 Quarreling or fighting in class rooms/ University campus, hostels or in the campus amongst themselves or indulging in any activity which amounts to ragging and or harassment of junior students.
- 8.3.3 Quarreling or fighting with a University employee or any employee of the University mess/ canteen / cafeteria / security or any other public utility functioning in the campus.
- 8.3.4 Behaving in the University campus or outside in a manner which is indecent or which is meant to annoy or harass the students, teacher, officers or employee of the University.
- 8.3.5 Visiting socially unacceptable websites, consuming liquor or banned substances like drugs etc.
- 8.3.6 Causing Damage to University property.
- 8.3.7 Indulging in acts of theft, stealing and misappropriating.
- 8.3.8 Any other activity that defames the University and constitutes indiscipline.
- 8.4 Cases as above or any other which constitute indiscipline shall be determined by the University Disciplinary Committee. University Disciplinary Committee (UDC) will be formed by the Vice-Chancellor as under:
- | | |
|--|-----------|
| (a) Chief Proctor / Proctor | Chairman |
| (b) Head of the concerned School(s) | Member |
| (c) Chairman women Cell | Member |
| (d) Dean student welfare | Member |
| (e) Registrar Member | Secretary |
| (f) At least one Associate Professor and one Asstt. Prof. nominated by the Vice-Chancellor, minimum one female Member of Teaching of any rank nominated by Vice-Chancellor | |

Note: The UDC may seek assistance of wardens, hostel superintendent, security staff and other staff to investigate the cases of indiscipline. This will be Standing Committee to investigate all cases of student's indiscipline.

8.5 Procedure for Enquiry and Punishment

The case(s) of indiscipline shall be processed as given below:

- 8.5.1 Any case of indiscipline received shall be referred to the University Disciplinary Committee (UDC), which after considering the case on its merit may dispose it off depending upon the nature of the case, or may refer the case, within 24

hours of its receipt, with UDC's comments to the Vice-Chancellor depending upon the quantum of offense.

- 8.5.2** The Dean (Academic) / Registrar may suspend a student for a period to be decided by them up to a maximum of 30 days for any act of indiscipline committed in the presence of a College member / officer of the University, which is detrimental to the maintenance of a healthy atmosphere and law and order in the campus.
- 8.5.3** The Vice-Chancellor may suspend a student, if the student has committed a breach of discipline or a prima facie case exists against the student, and institute an inquiry by such a committee or inquiry officer as the Vice-Chancellor may constitute / appoint for this purpose.
- 8.6** The following punishment may be imposed for genuine and sufficient reasons:
- 8.6.1** Imposition of fine.
- 8.6.2** Imposition of fine or putting on conduct probation for specified period or the rest of the stay in the University.
- 8.6.3** Warning or imposition of "Suspended fine and warning" (a suspended fine becomes operative if the student concerned is found guilty of another act of indiscipline during the remaining period of that session).
- 8.6.4** Expulsion from the University for specified period as decided by the UDC
- 8.6.5** Rustication from the University.
- 8.6.6** The following shall be the competent authorities to award various punishments as indicated above.
- The Vice-Chancellor or the Dean Student Welfare -8.6.1, 8.6.2, 8.6.3
The Vice-Chancellor 8.6.4 and 8.6.5 as above
- 8.7** Action with regard to punishment in a, b, c, d & e may be taken after the student has been called by the officer's concerned and given an opportunity to explain his conduct. Action with regard to punishment defined in 8.6.4 and 8.6.5 shall be imposed after the matter is thoroughly investigated by a committee or an Enquiry Officer appointed by the Vice-Chancellor which shall follow the procedure as laid down below.
- (i) Upon receiving a report from the wardens / College members or any respective person regarding an act of indiscipline committed by a student / group of students, the Registrar will order the meeting of UDC.
 - (ii) UDC will consider the incident report and hear the plea of alleged offenders and record their statements.
 - (iii) The UDC will also consider statements of other relevant persons and may visit the site of occurrence.
 - (iv) After the investigation is completed the UDC will submit its report to the Registrar who shall put it to the Vice-Chancellor, through Dean Student Welfare for the decision.
 - (v) In case of serious breach of indiscipline, the students may be put under immediate supervision and sent home. In such cases, they will be asked to

report back with their parents on a specific date. This will be done with the approval of the Vice-Chancellor.

- (vi) On the basis of the recommendation made by UDC the Vice-Chancellor will take final decision for the punishment of guilty student(s).

8.8 The welfare and discipline of students are two integral parts of a University behavior. Student's behavior and discipline will therefore be assessed and will receive the same attention as the academic work. The discipline of the students will therefore be closely monitored in the campus, class rooms, laboratories, library, play grounds, mess and canteen and in the hostels in respect of the residing students and outside the campus for both residing and non residing students. This will cover general behavior and discipline and will awarded disciplinary grades.

8.9 To maintain the discipline in the University campus, instructions / standing orders of the University are provided to the students at the time of admission which are as under:-

8.10 (a) General

8.10.1 Students of the University must study the Standing Orders carefully and also make themselves familiar with these instructions, pertaining to their academic, co-curricular and other activities.

8.10.2 Any amendment / additions to these Standing Orders will be notified through notices displayed on notice boards and circulated in the other usual manners. The plea of ignorance will not be entertained for any breach of orders, enforce from time to time. Therefore, students must see the notices on the Notice Boards / Website / Web Kiosk timely and regularly.

8.10.3 The Vice-Chancellor shall be the chief executive officer of the University who shall also be overall in-charge of the academic activities including attendance, leave and maintenance of discipline in the University. Any complaint within the jurisdiction of the concerned section will be dealt-with by the Officer in-charge of that section.

8.10.4 Vice-Chancellor / Registrar overseeing the Administration will deal with the welfare and discipline in the campus including the Hostel and also outside the campus and will ensure maintenance of good conduct. Vice-Chancellor / Registrar will be assisted by all members of the College and staff of the University.

(b) Conduct & Behavior

(i) Students should be present in their all classes. Also they should carry out all other outdoor and extra-curricular activities assigned to them. Their attendance and leave are governed by the regulations pertaining to them.

(ii) Students must give their undivided attention to their academic work and must be respectful to their teachers, supervisors and staff.

(iii) All students must carry I-cards with them at all times. Identity card can be asked to be shown by any competent authority including security guards at the entry gate of the institute as well as mess & Canteen, hostel. I-card

is an important document. Loss of I-card may invite fine, monetary fine as decided by the University from time to time.

- (iv) Students must conduct themselves with due decorum in the classes, laboratories, etc. and move in an orderly and disciplined manner. They must conduct themselves in a worthy manner of great traditions.
- (v) Students, who fail to make sufficient progress in their studies and also do not maintain the required attendance in the classes, are liable to be debarred from appearing in the final examination and given Fail grade.
- (vi) If in a particular class / period more than 50% students are absent, it would be regarded as mass absenteeism and an act of indiscipline. Disciplinary action will be taken against the students indulging in mass abstention.
- (vii) No student shall disobey any order issued by the University. Students must behave with due decorum towards their fellow students. Girl students must be shown special consideration in this regard. All students & employees must be given respect.
- (viii) Students should not indulge in violence of any kind with fellow students, teaching staff College and employees of the University within or outside the School/Institute. Violence by any student or group of students will lead to severe disciplinary action.
- (ix) Students are not allowed to become members of outside societies or allowed to join discussion of a political nature or to take part in any political activity without prior permission of the University.
- (x) No meeting of the students other than those organized under the aegis of the various recognized students activities shall be organized without the prior permission in writing from the Vice- Chancellor.
- (xi) No meeting / function within the University campus to which any outsider is invited, shall be organized nor shall any outsider address the students without the prior permission in writing from the Vice-Chancellor.
- (xii) No students shall use unfair means at any of the examinations, tests and attempt or threaten the staff to get undue advantage. Disciplinary action shall be taken against defaulters as per the rules of the University.
- (xiii) Students must pay all fees and other dues on specified dates. If they do not do so they render themselves liable to penalties as enforce from time to time.
- (xiv) Students must take good care of all University property. Any damage to University property shall be viewed as a gross indiscipline. Such student(s), in addition to facing the disciplinary action, shall have to replace the damaged property and also pay the monetary fine imposed on

- him. Students must use the furniture and fittings with due care and must not deface buildings, roads, furniture and fittings etc. in any manner.
- (xv) Students must handle the laboratory equipments, instrument and machinery with great care that they have to use in the course of their work. Any damage or breakage of such equipment etc. due to improper use or negligent handling will have to be made good by the students concerned or the appropriate fine shall be imposed on him / her.
- (xvi) Ragging in any form is unlawful and strictly prohibited, Student involved in ragging shall be expelled from the University and FIR shall be lodged against them (Supreme Court's Decision).
- (xvii) Use of mobile cellular phone inside the Academic, Administrative area, Library, Labs, Toilets, Classrooms is strictly prohibited. Mobile phones must be kept in silent mode and attended to outside the Academic / Administrative block. Use of mobile phone with cameras is strictly prohibited in the Campus. Violation of above will lead to confiscation of the mobile phone and disciplinary action.
- (xviii) All the students are required to observe the prescribed uniform / dress code while moving in the Administrative / Academic area including Labs and Library on working days. Students not wearing the prescribed uniform and dress code may be denied entry to the University as well as liable to impose fine.
- (xix) Consumption of liquor or any other intoxicating drug or smoking is strictly prohibited within University Campus, Hostel or outside, the appropriate disciplinary action shall be initiated against offenders and reasonable penalty / punishment shall be imposed.

8.11 Rules and Regulation for Learning Resource Centers (LRC) / Library

- 8.11.1 Students must follow the LRC rules for borrowing books. They must show their Identity Cards when asked for. The books must be returned on or before the due date of return of the book.
- 8.11.2 Library books should be used with great care. Tearing or folding or cutting of library books or making any mark on them is not permitted and shall lead to disciplinary action. Any defect noticed at the time of borrowing books must be brought to the notice of the Library staff immediately, otherwise the borrower may be required to replace the book by a new copy of latest edition or pay double the cost of the book.
- 8.11.3 In open access LRC, replacement or misplacement of books on the shelves by the readers is not desirable. Readers should leave the book on the table after use.
- 8.11.4 LRC cards are non-transferable and they should be kept securely otherwise the borrower shall be held responsible for the books issued against cards.
- 8.11.5 Before leaving the LRC, a student should make sure of getting the LRC books properly issued at the counter against the card.

D/S

- 8.11.6 Personal property or books or other belongings of students must be deposited at the entrance gate the LRC.
- 8.11.7 The loss of LRC books or borrowers card must be immediately brought to the notice of the Learning Resource Manager (LRM) / Librarian in writing.
- 8.11.8 Polite and courteous behavior inside the LRC is expected from all the users and silence must be observed inside the reading rooms.
- 8.11.9 Rules and Regulation of LRC / library for students, Faculty and staff members shall be the same as above.
- 8.12 Ragging Instructions and its Treatment**
Following act(s) done by any student with another student will constitute Ragging:
- 8.12.1 Criminal Intimidation / Wrongful Restraint.
- 8.12.2 Mental / Physical / Sexual Abuse.
- 8.12.3 Verbal Abuse.
- 8.12.4 Indecent Behavior.
- 8.12.5 Undermining Human Dignity.
- 8.12.6 Financial Exploitation / Extortion.
- 8.12.7 Use of Force in any manner i.e. Direct / Indirect.
- 8.12.8 Getting any private work done such as assignment or odd errands or any private / personal work.
Student(s) indulging in ragging can be awarded following punishment:
- 8.12.9 Expelled from the University.
- 8.12.10 Banned from the Mess / Hostel.
- 8.12.11 Withdrawal of his / her Scholarship.
- 8.12.12 Debarred from the Examination.
- 8.12.13 Denied admission to any other Course / Programme.
- 8.12.14 FIR lodged with the police and prosecuted for criminal action.
- 8.12.15 Other punishment as recommended by the University Disciplinary Committee and approved by the Vice-Chancellor.

ORDINANCE No. 9

PAYMENTS / REMUNERATION FOR EXAMINATION WORK

- 9.1 The rates of remuneration for all purposes for paper-setters / examiners / staff shall be as per decision of Board of Management and duly approved by the Finance Committee of the University.
- 9.2 The actual freight / postal / courier / other expenses incurred by the examiner will be paid by the University. However, the University shall prepare a list of tentative expense limit on various heads which shall be prepared in consultation with a committee consisting of Vice-Chancellor, Registrar, Chief Finance & Account Officer, Controller of Examinations, any one Dean and duly approved by the Finance Committee.
- 9.3 In case of a work for which no remuneration has been prescribed in University Rules, the rate then shall be determined by the Vice-Chancellor from time to time.

ORDINANCE No. 10
RESIDENCE OF STUDENTS

The University Premises has Hostel facility for students. The Condition for providing residence facilities are as under: -

GENERAL

10.1 These rules may be called the rules for Hostels of the SGU, Raisen (M.P.).

10.2 These rules shall be applicable to all the Hostels of the University

ADMISSION

10.3 Application for admission to hostel shall be made on the prescribed form to be obtained from hostel office / office of the DSW on payment of fees as prescribed. The application form filled should reach hostel / DSW office before the prescribed date.

10.4 Incomplete or wrongly filled application forms shall not be considered.

10.5 Each applicant for admission shall furnish a character certificate from the Head of the institution last attended, along with application.

10.6 After an applicant has been admitted or readmitted he may be allotted a bed in a room by the warden.

10.7 Old hostellers seeking readmission must also apply for admission ensuring clearance of No Dues of previous year (if any), then deposit their readmission dues.

10.8 No student, who has failed or dropped out in the examination or warned for any disciplinary action shall be readmitted to the hostel.

10.9 The parents of the students shall submit a pass-port 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.

10.10 No student shall be allowed to reside in any hostel after completion of his / her degree for which he was admitted. In the event of taking admission in other course in the university his admission in the hostel shall be considered afresh.

10.11 Initially a bonafide student may be considered for admission for one session only and in case of unsatisfactory conduct shall not be considered for next session.

10.12 Hostel rooms shall have to be vacated during summer vacation and the end of the examination. In exceptional cases for valid reasons, student may be permitted to stay on payment of special charges to be decided by the Hostel Management Committee.

10.13 Students shall not be allowed to keep any furniture or restricted articles, other than those provided by the University in the rooms of his hostel, without prior permission of the warden.

10.14 Music systems / Radio / T.V. are not allowed in the rooms; however it may be permitted with earphone attachment.

10.15 Every student shall safeguard the property of hostel including the room furniture, fans, fitting & fixtures, almirah etc. as well as the equipment provided in common room and utensils in the mess. In case of any damage to the hostel property shall subject to impose

of penalty on the individual students or group of students or whole students of hostel as well as it shall invite the disciplinary proceeding against the students also.

- 10.16** None of the students shall sub-let the room of the hostel to anybody.
- 10.17** Every hosteller student shall follow and obey every instructions issued by their warden, chief warden, proctor, DSW and any other higher authority of the University from time to time along with the observance of the general rules and instructions of the Hostels.
- 10.18** Students shall cooperate in keeping the Hostels and their surroundings clean by not disposing of garbage and waste materials here and there but to keep in dustbins at designated places.
- 10.19** Hostellers shall be responsible for the security of their own property. They must not leave their room / box unlocked in their absence. Luxurious and valuable items are strongly discouraged and the University Administration, Hostel management is not responsible for the any kind of loss, damage or theft of such items and no extra care (security / safety) shall be provided with respect to such belongings.
- 10.20** In case of any emergency and / or during the night, the hostellers shall contact the hostel warden for help. Girls may contact the warden through, the Ayah / Chowkidar / security guard of the hostel.
- 10.21** Generally the parents and local guardian of the student shall be allowed to meet them once in a week especially on holidays during the day time generally up to 7: 00 pm. No parents are allowed to stay with student in his room. The outsiders parents are only allowed to stay in the hostel with the permission of the warden in the hostel guest room or in the guest houses of the University with the payment of prescribed charges.
- 10.22** The local guardian / parents of the girl hostellers may meet / contact the girl student only after taking the prior permission of the warden. The girl students are discouraged to stay in the house of local guardian except in emergency.
- 10.23** Cooking is strictly prohibited in the hostel.

HOSTEL FEES / ACCOMMODATION FEE, MESS FEE & OTHER CHARGES

- 10.24** A student desirous of seeking accommodation in a hostel of the University shall pay the hostel admission fee, accommodation fee, mess fee, establishment fee, maintenance fee, safety and security fee etc. as prescribed by the University from time to time and also shall be liable to pay the various kinds of fines to be imposed upon him from time to time as decided by the hostel management committee / chief warden / warden or by the University authority.
- 10.25** Hostellers shall pay a monthly accommodation Fee / charges as prescribed by the University for the term for which they have been admitted or readmitted. In addition to the above every student readmitted shall pay admission fee. In case students shall not deposit his hostel fee, mess fee and all other fee related with hostel within specified date then such student shall be charged late fee as decided by hostel management. A student, if admitted after beginning of the session, shall pay all concerned hostel fee (Hostel Fee, Security deposit / Hostel caution money, establishment fee, maintenance fee etc.) for the

one academic session / semester. However student shall be liable to pay whole month mess fee irrespective of the date of admission in a month

10.26 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.

10.27 In case, the study course is not completed within the stipulated period and the hosteller is required to extend his stay in the hostel for completing the course he may be allowed to continue his / her stay in the hostel on the recommendation of the Head of Department / Faculty / Centre / Institute / School and concerned warden with payment of hostel in multiples of a semester. This facility however shall not be provided to the students who are required to prolong their stay on account of repeat examination / special examination or because of any other reason.

CANTEEN

10.28 The facility of mess / canteen shall be provided by the University on payment basis:

10.29 Every hosteller shall be required to pay monthly mess charges in advance as notified by the Hostel Committee.

HOSTEL ROOM ALLOTMENT

10.30 The following priority is fixed for providing accommodation in the University Hostel.

- i. Undergraduate and Research scholar Boys / girls and whose parents are residing in rural areas or outside Raisen city and students belonging to economically weaker sections of the society shall be given preference over other boys / girls.
- ii. Physically Handicapped Students.
- iii. SC / ST / OBC Students.
- iv. Students pursuing professional courses that require longer hour practical or fieldwork shall have priority over others.
- v. Local students (staying within 20 kilometers from the campus) and married students shall not be allowed due to space limitation in the hostel.
- vi. All Hostel students residing in the hostel shall be required to submit an undertaking as per Performa approved by Dean Student welfare.

ATTENDANCE

10.31 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 offense. The warden shall adversely deal with any attempt of proxy or wrong entry in the attendance register. The roll call hours will be as follows-

10.32 Attendance time for girls during summer 19:00 h and for winter 18:00 hrs.

10.33 Attendance time for boys 21: 00 hrs.

10.34 No student either girls or boys shall be allowed to leave the hostel or to stay in night outside the hostel without prior permission of the warden.

HOSTEL MANAGEMENT COMMITTEES

10.35 There shall be Hostel Management Committee, Standing Committee for Hostel 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. The committee shall comprise of:

(i)	Chief Warden	Chairman
(ii)	Dean Student Welfare	Member
(iii)	Chief Wardens and all Warden	Member
(iv)	One student representative from each Hostel	Member

MISCONDUCT & INDISCIPLINE

- 10.36** None of the students are allowed in any kind or any form of the ragging to other students. In case if any student is found to be guilty of the same he shall be liable to immediate expulsion or rustication from the University or prosecuted under the suitable provisions by the court of law.
- 10.37** None of the students shall be allowed to differentiate to other student on the basis of cast, race, sex, religion, culture, community etc.
- 10.38** None of the students are allowed to participate in any kind of unsocial, illegal and unethical act. Every student shall be fully responsible to maintain good and healthy relationship with every student residing in the hostel and in the University.
- 10.39** Every student shall pay proper respect to every teacher, employee and staff of the University.
- 10.40** Every student shall develop the cordial and harmonious relationship with the nearby residents and villagers wherever they live.
- 10.41** Every student as far as possible shall participate in social and charity activities organized.
- 10.42** In exigencies all hostellers shall vacate their rooms at given order / time by the Vice-Chancellor / Registrar for any reason whatsoever and hand over the keys and charges of their rooms to the warden, failing which warden shall be authorized to break and open the locked room. The University shall accept no responsibility for the private property of the concerned students found in the rooms.
- 10.43** Hostellers shall not give shelter to any outsider, anyone found guilty on this account shall be severely punished including immediate removal from the hostel and may deny in future for re-admission in the hostel.
- 10.44** No meeting shall be held in the hostel premises without the prior permission of the warden.
- 10.45** 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 / D.S.W / Registrar
- 10.46** 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 instructions given from time to time. For matters common to all, the hostellers or students, the display shall be on the Notice Board of the Dean Students Welfare Hostel Office. No separate notice would be sent to hostellers.

DISCIPLINARY ACTION

- 10.47** Every hosteller shall maintain a high standard of discipline and moral conduct, have respect for the tradition and culture of the University and behave in a dignified manner within and outside the hostel. They should do nothing which may cause noise, disturbance or distraction in studies of other students or they may not act in such a manner which shall be deemed irregular in any way.
- 10.48** 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.
- 10.49** Resort to any form of strike by the hostellers without following the legally provided remedial channels / procedures shall be deemed as a serious breach of discipline and the student shall ipso facto stand expelled from the Hostel / University.
- 10.50** 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.
- 10.51** 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 writing for taking appropriate action.
- 10.52** 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.
- 10.53** Any hosteller found guilty of damaging, breaking any property of the hostel or of any other student then he shall be liable to pay the recovery of the same which shall include the actual cost of damage / breakage as recorded in the University / hostel books of account plus appropriate amount of extra fine imposed on him either to be charged by individual student or group of student or collectively on entire student of a hostel as the case may be.
- 10.54** Any hostler 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.
- 10.55** 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.
- 10.56** Notwithstanding anything stated in this Ordinance and not covered by this Ordinance, the general rules and regulation with respects to the hostel, student and the University shall be applicable along with the instructions issued by the competent authority of the University in this behalf from time to time.
- 10.57** 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 hostel and / or Disciplinary Committee. The decision of the Vice-Chancellor shall be final.

ORDINANCE No. 11
THE AWARD OF DIPLOMA IN ENGINEERING & TECHNOLOGY AND
ARCHITECTURE

- 11.1 Title of the Degree : Diploma in Engineering and Architecture**
11.2 Name of Faculty : Faculty of Engineering & Technology
11.3 Course Name : Diploma
11.4 The Faculty of Engineering shall offer following Diploma Programs:

Diploma in one of the following subjects:

- i. Automobile Engineering
- ii. Chemical Engineering
- iii. Civil Engineering
- iv. Computer Hardware and Maintenance
- v. Computer Science and Engineering
- vi. Construction Technology and Management
- vii. Electrical Engineering
- viii. Electrical and Electronics Engineering
- ix. Electronics and Telecommunication Engineering
- x. Information Technology
- xi. Mechanical Engineering
- xii. Mechatronics
- xiii. Petroleum Engineering
- xiv. Architecture and Planning
- xv. Environmental Engineering
- xvi. Rural Engineering and technology
- xvii. Railway Engineering
- xviii. Electronics and Instrumentation
- xix. Electronics and Communication
- xx. Information Engineering
- xxi. Mining Engineering
- xxii. Nanotechnology
- xxiii. Fire & Safety Engineering
- xxiv. Nuclear Engineering
- xxv. Agriculture and Food Engineering
- xxvi. Agriculture Engineering
- xxvii. Farm Machinery and Power
- xxviii. Soil and Water Conservation Engineering
- xxix. Irrigation and Drainage Engineering
- xxx. Biomechanics
- xxxi. Textile Engineering
- xxxii. Military Engineering
- xxxiii. Production Engineering
- xxxiv. Refrigeration and Air Conditioning

- xxxv. Electronics Engineering
- xxxvi. Opto-Electronics Engineering
- xxxvii. Architecture & Interior Design
- xxxviii. Architectural Assistantships

11.5 Duration of the Course : Three years (Six semesters)

11.6 Eligibility For Admission :

(A) For Diploma (Ist year) :

Candidates who have passed duly recognized following examination:-

Final examination of the H.S.C.(class X) of M P Board or by any recognized Central Board, such as Central Board of Secondary Education, New Delhi; Council for Indian Faculty Certificate Examination, New Delhi or any State Board such as M.P. Board of Secondary Education Bhopal or Others.

Or

H.S.C.(class X) Vocational Examination by any recognized Central / State Board

Or

Any Public Faculty / Board / University examination in India or in any foreign country recognized as equivalent to 10 standards and Candidate should have qualifying examination. Subject to the condition that requirement of minimum obtained percentage shall be as per the norms of AICTE or other relevant regulatory bodies. The reservation and relaxation for SC / ST / Other categories shall be as per the rules of state Govt., whichever is applicable.

(B) Lateral Entry:

For admission to the 2 year of the Diploma programme by Lateral Entry the minimum qualification shall be:

Passed higher secondary (10+2 PCM)

Or

Passed 10th std/SSC examination scheme conducted by M.P. Board of Secondary Education or an equivalent examination from a recognized Board/University and passed 2 years duration ITI with appropriate specialization.

Lateral Entry Seats are available to Second year of Diploma courses of appropriate program, up to maximum of 20% of sanctioned intake and vacant/ fallout seats of first year intake

11.7 Eligibility for Admission to NRI / other privileged Candidates:

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

11.8 Admission Procedure:

The eligible candidates as specified in clause 1.6 & 1.7 above, should secure a place in the merit list prepared on the basis of academic credentials or through The University entrance test or the University may also use the score card of various competitive entrance test / examination results of various Institute / Board / University other

Professional Bodies / Organizations or any other mode as decided by the AICTE / UGC / other relevant Regulatory Bodies from time to time.

11.9 Branch Distribution:

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

11.10 Intake:

The Intake for each of these courses shall be decided by the University from time to time, taking care of the intake as per norms of the concerned regulatory body.

11.11 Academic cycle / year:

There will be one / two academic cycle for these courses every year like Summer & Winter.

11.12 Course Structure:

The Course structure of Diploma (Regular) shall be as per the recommendation of the concerned Board of studies of the Faculty of the University approved by the Academic Council as per norms of the regulatory body.

11.13 Medium of Instructions and Examination:

The medium of instructions and examination shall be English /Hindi Examination:

11.13.1Examinations will be conducted as per the appropriate Statutes, Ordinances and Regulations made in this respect. The scheme of examination, promotion to subsequent semesters and course of studies shall be as per the recommendations of the concerned Board of Studies with due approval of the Academic Council.

11.13.2The examination pattern shall be CBCS with continuous assessment of students. The passing criteria will be 50% including Internal exams for both theory and practical separately.

11.13.3The studies and examination of the course shall be on the basis of marks / marks-cum-credit / credit system as recommended by the concerned Board of Studies from time to time.

11.14 Eligibility for Diploma:

Eligibility for Award of the Diploma:

A student shall be declared to be eligible for award of the Diploma if he has:

- a) Registered and successfully completed all the Core Courses, Optional Courses, Practical / Lab classes, Including Seminars, Workshops, Presentations, Group Discussion, Field Work, Industrial Visit, Industrial training, Summer Training, Educational Tour, Project Work and other Assignments etc wherever applicable.
- b) Successfully acquired the minimum required credits as specified in the regulation corresponding to the branch of his study within the stipulated time, where ever applicable;
- c) Earned the specified credits in all the categories of subjects as applicable.

- d) Secured a minimum CGPA of 5.0 or 50% in aggregate overall. However the award of the Division / Class shall be as per recommendation of concerned Board of Studies of the University.
- e) No dues to the University, Hostels, Libraries, NCC / NSS etc. and
- f) No disciplinary action is pending against him.

11.15 Attendance Requirement:

A candidate must have at least 75% attendance. Provided that, In case of illness or because of other reasonable cause it shall be relaxed by the Vice- Chancellor as upto 15% admissible within applicable regulations.

11.16 Maximum Duration of Completion of Course:

A candidate has to complete the entire course of Diploma ordinarily within a maximum period of Six years.

11.17 General Instructions:

- (i) The admission to all kinds & mode of Diploma. Courses shall be governed in accordance and provisions of the Rules / Directives of UGC / AICTE / relevant Regulatory Body or any other competent authority of the Govt. of India / State Government as amended time to time.
- (ii) The relaxation in eligibility conditions, age and reservation etc. shall be in accordance with the Rules / Directives of UGC / AICTE / relevant Regulatory Body or any other competent Authority of the Govt. of India / State Government as amended time to time.
- (iii) For matters not covered in this specific ordinance, General Rules and Regulations of SGU, Raisen, regarding specific courses shall be applicable. In other matters Board of Management of SGU shall be competent to take any decision which shall be final.
- (iv) The above courses shall run on all possible modes of imparting education including the one governed through this ordinance with the use of latest innovative technologies like on-line, e-learning, face-to-face, through webinar in smart classroom.
- (v) The programmes listed under Ordinance 1.4 will be introduced with the recommendation of Board of Studies and are offered by the Faculty of Engineering and Technology, after the approval of Faculty Board of Studies, Academic Council and Board of Management of the University.

ORDINANCE No 12
THE AWARD OF BACHELOR DEGREE IN ENGINEERING & TECHNOLOGY/
DESIGN

- 12.1 Title of the Degree** : Bachelor of Technology (B. Tech) / Bachelor of Design (B.Des.)
- 12.2 Name of Faculty** : Faculty of Engineering & Technology
- 12.3 Course Name** : B. Tech.
- 12.4** The Faculty of Engineering & Technology shall offer Under Graduate Programs in different branches of

(A) Engineering as mentioned below:

- i. Automobile Engineering
- ii. Chemical Engineering
- iii. Civil Engineering
- iv. Computer Hardware and Maintenance
- v. Computer Science and Engineering
- vi. Construction Technology and Management
- vii. Electrical Engineering
- viii. Electrical and Electronics Engineering
- ix. Electronics and Telecommunication Engineering
- x. Information Technology
- xi. Mechanical Engineering
- xii. Mechatronics
- xiii. Petroleum Engineering
- xiv. Architecture and Planning
- xv. Environmental Engineering
- xvi. Rural Engineering and technology
- xvii. Railway Engineering
- xviii. Electronics and Instrumentation
- xix. Electronics and Communication
- xx. Information Engineering
- xxi. Mining Engineering
- xxii. Nanotechnology
- xxiii. Fire & Safety Engineering
- xxiv. Nuclear Engineering
- xxv. Agriculture and Food Engineering
- xxvi. Agriculture Engineering
- xxvii. Farm Machinery and Power
- xxviii. Soil and Water Conservation Engineering
- xxix. Irrigation and Drainage Engineering
- xxx. Biomechanics
- xxxi. Textile Engineering
- xxxii. Military Engineering
- xxxiii. Production Engineering
- xxxiv. Refrigeration and Air Conditioning
- xxxv. Electronics Engineering

xxxvi. Opto-Electronics Engineering

(B)

Design as Mentioned below

- i. Fashion & Textile design
- ii. Automobile design
- iii. Product Design
- iv. Interior Design
- v. Graphic Design
- vi. Animation Design
- vii. Jewellery Design

12.5 Duration of the Course: Four years (Eight semesters)**12.6 Eligibility for Admission:****(A) For B. Tech/B.Design :**

Candidates who have passed duly recognized following examination:-

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

Or

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

Or

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

Or

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

Or

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

Or

Any other examination equivalent to 10+2 by Central / State Government.

And

Candidate should have Passed or have equivalent Grade in their qualifying examination; subject to the condition that requirement of minimum obtained percentage shall be as per the norms of AICTE or other relevant Regulatory Bodies.

The reservation and relaxation for SC / ST / Other categories shall be as per the rules of state Govt., whichever is applicable.

(B) For Lateral Entry to B. Tech (II nd year)

A candidate who has qualified the polytechnic Certificate course in related branch of engineering or B.Sc. three years degree course with Physics, Chemistry and Mathematics from any recognized University, Technical Board or equivalent shall also be eligible for admission to B. Tech. IInd year 3rd sem through lateral entry process. Minimum qualification for direct admission to second year B.Tech. 3rd sem Regular course termed as lateral entry with required number of students shall be as per the prevalent norms of the AICTE / Government of Madhya Pradesh and other relevant regulatory authority.

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

12.7 Eligibility for Admission to NRI / Other Privileged Candidates:-

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

12.8 Admission Procedure

The eligible candidates as specified in clause 12.6 & 12.7 above, should secure a place in the merit list prepared on the basis of academic credentials or through the University Entrance Test / Examination consisting of Aptitude Test / Group Interview or through Counseling or the University may also use the score card of various competitive entrance test / examination results of various Institutes / Boards / Universities / other Professional Bodies / Organizations or based on availability exam or any other mode as decided by the AICTE / UGC / other relevant Regulatory Bodies from time to time or on the basis of qualifying examination.

12.9 Branch Distribution

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

12.10 Intake

The Intake for each of these courses shall be decided by the University from time to time, taking care of the norms of the concerned Regulatory Body.

12.11 Academic cycle / year

There will be one / two academic cycle for these courses every year like Summer & Winter as decided by the University.

12.12 Course Structure

The Course structure of B.Tech (Regular) shall be as per the recommendation of the concerned Board of Studies of the Faculty of the University / AICTE duly approved by the Academic Council.

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12.13 Medium of Instructions and Examination:

The medium of instructions and examination shall be English or Hindi.

12.14 Examination

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

12.14.2 The examination pattern shall be CBCS with continuous assessment of students. The passing criteria will be 50% including Internal exams for both theory and practical separately.

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

12.15 Eligibility for Degree: Eligibility for Award of the B.Tech Degree

A student shall be declared to be eligible for award of the B. Tech. degree if he has:

- a) Registered and successfully completed all the Core Courses, Optional Courses, Practical / Lab classes, including Seminars, Workshops, Presentations, Group Discussion, Field Work, Industrial Visit, Industrial Training, Summer Training, Educational Tour, Project Work and other Assignments etc wherever applicable.
- b) Successfully acquired the minimum required credits as specified in the regulation corresponding to the branch of his study within the stipulated time, where ever applicable.
- c) Earned the specified credits in all the categories of subjects as applicable.
- d) Secured a minimum CGPA of 5.0 or 50% in aggregate overall. However the award of the Division / Class shall be as per recommendation of concerned Board of Studies of the University.
- e) No dues to the University, Hostels, Libraries, NCC / NSS etc. and
- f) No disciplinary action is pending against him.

12.16 Attendance Requirement:

A candidate must have at least 75% attendance. Provided that, In case of illness or because of other reasonable cause it shall be relaxed by the Vice- Chancellor as upto 15% admissible within applicable regulations.

12.17 Maximum Duration for Completion of Course:

A candidate has to complete the entire course of B. Tech./B.Design Degree ordinarily within a maximum period:

1. Within Eight years who took Direct admission in the First semester.
2. Within 7 years who took lateral entry admission in the 3rd semester (IInd year).

12.18 General Instructions:

- (i) The admission to all kinds & modes of B. Tech./ B.Design Courses shall be governed in accordance and provisions with of the Rules / Directives of UGC / AICTE / relevant Regulatory Body or any other competent

- Authority of the Govt. of India / State Government as amended time to time.
- (ii) The relaxation in eligibility conditions, age and reservation etc. shall be in accordance with the Rules / Directives of UGC / AICTE / relevant Regulatory Body or any other competent Authority of the Govt. of India / State Government as amended from time to time.
- (iii) For matters not covered in this specific ordinance, General rules and regulations of SGU Raisen, regarding specific courses shall be applicable. In other matters Board of Management of SGU shall be competent to take any decision which shall be final.
- (iv) At present in the Faculty of Engineering and Technology, Degree of B. Tech./ B.Design shall include the Branches / Discipline as indicated in the ordinance no.02 under Faculty of Engineering and Technology courses / programme as well as proposed in future. However, all the B. Tech./ B.Design programmes with various Branches / specializations at present & in future shall run under this Ordinance.
- (v) The above courses shall run on all possible modes of imparting education including the one governed through this ordinance with the use of latest innovative technologies like on-line, e-learning, face-to-face, through webinar etc.
- (vi) The programmes listed under Ordinance.02 will be introduced with the recommendations of Board of Studies are offered by the Faculty of Engineering and Technology, Faculty Board of Studies, Academic council and Board of Management of the University.
- (vii) In future, more branches / specializations / courses / programmes of B. Tech. can also be offered, keeping in view of new innovations, thrust areas of Government policies and demand of the industry / society shall run under this ordinance, on the recommendations of the concerned Board of Studies, from time to time, by the University, in its various Faculty / Schools / Centers / Institutes located in University campus.
- (viii) The University shall also offer more number of research programmes with the various specialization titles which shall run under this ordinance on the recommendations of concerned Board of Studies of University alone and / or in collaboration with or tie-up with other Educational or Academic Institutes / Organizations / Universities / Research Organizations / Industries for the purpose of research / teaching and to provide the dissemination of Knowledge to all concerned throughout the World under the prescribed format of MOU as per norms.
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ORDINANCE No. 13**THE AWARD OF FOUR YEARS BACHELOR DEGREE IN AGRICULTURE SCIENCE & TECHNOLOGY**

13.1 Title of the Degree : Bachelor of Science (Hons.) Agriculture
Bachelor of Science (Hons.) Horticulture

13.2 Name of Faculty : Faculty of Agriculture Sciences

13.3 Course Name : Bachelor of Science (Hons.) Ag

13.4 The Faculty of Agriculture shall offer in Degree Programs:-

- (i) Agriculture
- (ii) Horticulture

13.5 Duration of the Course: 4 Years (8 semesters)

13.6 Eligibility for Admission:

As per ICAR V Dean Committee and MP government norms. Candidate who has passed duly recognized following examination:-

Final examination of the 10+2 system by any recognized Central Board, such as Central Board of Secondary Education, New Delhi; Council for Indian Faculty Certificate Examination, New Delhi or any State Board such as M.P. Board of Secondary Education Bhopal or Others with Agriculture Stream / Physics, Chemistry, Mathematics / Physics, Chemistry, Biology / Physics, Chemistry, Biotechnology / Physics, Chemistry, Computer Science.

Or

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

Or

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

Or

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

Or

Minimum 3 years Certificate after 10th or Minimum 2 Years Certificate after 10+2 recognized by AICTE or any State Board of Technical Education

Or

Any other examination equivalent to 10+2 by Central / State Government

And

Candidate with Agriculture Stream / Physics, Chemistry, Mathematics / Physics, Chemistry, Biology / Physics, Chemistry, Biotechnology / Physics, Chemistry, Computer Science passed in all the subjects with minimum requirement, as prescribed by the UGC / other concerned Regulatory Bodies mainly ICAR.

The reservation and relaxation for SC / ST / Other categories shall be as per the rules of state Govt., whichever is applicable.

Note: Candidate who is appearing or has appeared for any qualifying examination during the current academic session as a regular or a private candidate can also apply for admission on provisional basis, subject to the condition that the candidate

must pass the qualifying examination with required percentage of marks or equivalent grade.

13.7 Eligibility for Admission to NRI / Other Privileged Candidates:

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

13.8 Admission Procedure:

The eligible candidates as specified in clause 13.6 & 13.7 above, should secure a place in the merit list prepared on the basis of academic credentials or through the University Entrance Test / Examination consisting of Aptitude Test/ Group Discussion / Personal Interview or through Counseling or the University may also use the score card of various competitive entrance test / examination results of various Institutes / Boards / Universities / other Professional Bodies / Organizations or any other mode as decided by the UGC / other relevant Regulatory Bodies mainly ICAR PEB from time to time or on the basis of qualifying examination.

13.9 Intake:

The Intake for each of these courses shall be decided by the University from time to time, taking care of the norms of the concerned Regulatory Body mainly ICAR.

13.10 Academic cycle / year:

There will be two academic cycles for these courses every year like Summer & Winter as decided by the University.

13.11 Course Structure:

Course structure shall be as per the recommendation of the concerned Board of Studies of the Faculty of the University duly approved by the Academic Council following the norms of ICAR Vth dean committee.

13.12 Medium of Instructions and Examination:

The medium of instructions and examination shall be English / Hindi.

13.13 Examination:

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

13.13.2 The examination pattern shall be Vth dean committee of ICAR with continuous assessment of students. The passing criteria will be 50% including Internal exams for both theory and practical separately.

13.13.3 The studies and examination of the course shall be on the basis of marks / marks-cum-credit / credit system as recommended by the concerned Board of Studies and Vth Dean committee of ICAR from time to time.

13.14 Eligibility for Award of the B.Sc. (Hons.)Ag:

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As per Vth Dean Committee of ICAR A student shall be declared to be eligible for award of the degree if he has:

- a) Registered and successfully completed all the core courses, optional Courses, Practical / Lab classes, including Seminars, Workshops, Presentations, Group Discussion, Field Work / Training, Industrial Visit, Educational Tour, Science Project Work / Dissertation or Thesis and other Assignments etc wherever applicable.
- b) Successfully acquired the minimum required credits as specified in the regulation corresponding to the branch of his study within the stipulated time, wherever applicable;
- c) Earned the specified credits in all the categories of subjects as applicable.
- d) Secured a minimum COPA of 5.0 or 50% in aggregate overall. However the award of the Division / Class shall be as per recommendation of concerned Board of Studies of the University.
- e) No dues to the University, Hostels, Libraries, NCC / NSS etc. and
- f) No disciplinary action is pending against him.

13.15 Attendance Requirement:

A candidate must have at least 75% attendance. Provided that, In case of illness or because of other reasonable cause it shall be relaxed by the Vice-Chancellor as upto 15% admissible within applicable regulations.

13.16 Maximum Duration for Completion of Course:

A candidate has to complete the entire course of B.Sc. (Hons.) Ag Degree ordinarily within a maximum period of Eight year from the session of first admission. However, for any exceptional case the matter shall be decided by the University as per the provisions of relevant rules and regulations.

13.17 General Instructions:

- (i) The admission to the B.Sc. (Hons.) Ag and B.Sc. (Hons.) Horticulture courses shall be governed in accordance and provisions with the Rules of Vth Dean committee / Directives of DOC/ relevant Regulatory Body mainly ICAR or any other competent Authority of the Govt. of India / State Government as amended time to time.
- (ii) The relaxation in eligibility conditions, age and reservation etc. shall be in accordance with the Rules/ Directives of the relevant Regulatory Body mainly ICAR or any other competent Authority of the Govt. of India / State Government as amended from time to time.
- (iii) For matters not covered in this specific ordinance, General rules and regulations of SGU Raisen, regarding specific courses shall be applicable. In other matters Board of Management of SGU shall be competent to take any decision which shall be final.
- (iv) At present in the Faculty of Agriculture Science Degree of B.Sc. (Hons.) Ag shall include the Branches / Specialization of Agronomy, Agriculture Economics, Horticulture, Entomology, Agriculture Extension, Plant Breeding & Genetics, Plant Pathology, Soil Science, Seed Science & Technology, Food Science and Technology, Agriculture Biotechnology, Floriculture etc.
- (v) The above courses shall run on all possible modes of imparting education including the use of latest innovative technologies like- on-line, e-learning, face-to-face, through webinar in smart class room.

ORDINANCE No. 14
THE AWARD OF DIPLOMA IN PHARMACY

- 14.1 **Title of the Degree** : **Diploma of Pharmacy (D. Pharm)**
 14.2 **Name of Faculty** : **Faculty of Medical & Paramedical Sciences**
 14.3 **Course Name** : **D. Pharm**
 14.4 **Duration of the Course** : **Two years**
 14.5 **Eligibility for Admission:**

Candidate who has passed duly recognized following examination:-

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

Or

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

Or

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

Or

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

Or

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

Or

Any other examination equivalent to 10+2 by Central/ state Government

And

Candidate should have passed in their qualifying examination. Subject to the condition that requirement of minimum percentage shall be as per the norms of AICTE / PCI or other relevant regulatory bodies. They should have Passed in all subjects and should have following combination.

- (i) Physics Chemistry, Biology
- (ii) Physics, Chemistry, Mathematics

The reservation and relaxation for SC / ST / Other categories shall be as per the rules of state Govt., whichever is applicable.

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

- 14.6 **Eligibility for Admission to NRI / Other Privileged Candidates:-**

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

- 14.7 **Admission Procedure:**


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The eligible candidates as specified in clause 4.5 & 4.6 above, should secure a place in the merit list prepared on the basis of academic credentials or through the University entrance test or the University may also use the score card of various competitive entrance test / examination results of various Institutes / Boards / Universities / other Professional Bodies / Organizations or any other mode as decided by the PCI / AICTE / UGC / other relevant Regulatory Bodies from time to time or based on qualifying examination.

14.8 Intake:

The Intake for the course shall be decided by the University from time to time, taking care of the norms of the concerned Regulatory Body.

14.9 Academic cycle / year:

There will be one academic cycle for these courses every year.

14.10 Course Structure

The Course structure of D. Pharm shall be as per the recommendation of the concerned Board of studies of the Faculty of the University duly approved by the Academic Council.

14.11 Medium of Instructions and Examination:

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

14.12 Examination:

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

14.12.2 The examination pattern shall be CBCS with continuous assessment of students. The passing criteria will be 50% including Internal exams for both theory and practical separately.

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

14.13 Eligibility for Diploma : Eligibility for Award of the D. Pharm.

A student shall be declared to be eligible for award of the Certificate if he has:

- a) Registered and successfully completed all the core courses, optional Courses, Practical / Lab classes, including Seminars, Workshops, Presentations, Group Discussion, Field Work, Industrial Visit, Industrial Training, Summer Training, Educational Tour, Project Work and other Assignment etc wherever applicable.
- b) Successfully acquired the minimum required credits as specified in the regulation corresponding to the branch of his study within the stipulated time, wherever applicable;
- c) Earned the specified credits in all the categories of subjects as applicable.

- d) Secured a minimum CGPA of 5.0 or 50% in aggregate overall. However the award of the Division / Class shall be as per recommendation of concerned Board of Studies of the University.
- e) No dues to the University, Hostels, Libraries, NCC / NSS etc; and
- f) No disciplinary action is pending against him.

14.14 Attendance Requirement:

A candidate must have at least 75% attendance. Provided that, In case of illness or because of other reasonable cause it shall be relaxed by the Vice- Chancellor as upto 15% admissible within applicable regulations.

14.15 Maximum Duration for Completion of Course:

A candidate has to complete the entire course of D .Pharm. ordinarily within a maximum period of 4 years. However, for any exceptional case the matter shall be decided by the University as per the provisions of relevant rules and regulations.

14.16 General Instructions:

- i) The admission to all kinds & modes of D. Pharm. Course shall be governed in accordance and provisions of the Rules / Directives of UGC / AICTE / PCI/ relevant Regulatory Body or any other competent Authority of the Govt. of India / State Government as amended time to time.
- ii) The relaxation in eligibility conditions, age and reservation etc. shall be in accordance with the Rules / Directives of UGC / AICTE / PCI/ relevant Regulatory Body or any other competent Authority of the Govt. of India / State Government as amended from time to time.
- iii) For matters not covered in this specific ordinance, General rules and regulations of SGU Raisen, regarding specific courses shall be applicable. In other matters Board of Management of SGU shall be competent to take any decision which shall be final.
- iv) The course shall run on all possible modes of imparting education including the use of latest innovative technologies like- on-line, e-learning, face-to-face, through webinar etc.
- v) This programme is offered by the Faculty of Medical & Pharmaceutical Science recommended by the concerned Board of Studies and after approval of Academic Council and Board of Management of the University.
- vi) This Ordinance shall be applicable to D. Pharm. programme in Pharmacy and related / allied stream, except those for which the University has separate Ordinances. The courses mentioned in this ordinance shall run under this Ordinance.

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ORDINANCE No.15**THE AWARD OF BACHELOR DEGREE IN PHARMACY**

- 15.1 Title of the Degree : Bachelor of Pharmacy (B. Pharm)
 15.2 Name of Faculty : Faculty of Medical & Paramedical Sciences
 15.3 Course Name : B. Pharm
 15.4 Duration of the Course : 4 Years (8 Semesters)
 15.5 Eligibility for Admission :

(A) B. Pharm. (Ist year):

Candidate who has passed duly recognized following examination:

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

Or

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

Or

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

Or

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

Or

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

Or

Any other examination equivalent to 10+2 by Central/ State Government

And

Candidate should have passed in their qualifying examination; subject to the condition that requirement of minimum percentage shall be as per the norms of AICTE / PCI or other relevant Regulatory Bodies. They should have Passed in all subjects and should have following combination.

- (i) Physics Chemistry, Biology
 (ii) Physics, Chemistry, Mathematics

The reservation and relaxation for SC / ST / Other categories shall be as per the rules of state Govt., whichever is applicable.

(B) Lateral Entry for B.Pharm. (IInd year):

Minimum qualification for admission to second year of B. Pharm. shall be Diploma in Pharmacy with minimum two year duration after 10+2 or relevant higher qualification in aggregate from any recognized, University, Technical Education Board, Institutes or equivalent shall also be eligible for admission to B. Pharm. IInd year through later al entry

And

Minimum qualification for direct admission to second year B. Pharm. course termed as lateral entry with required number of students shall be as per the prevalent norms of the

PCI / AICTE / UGC / Govt. of India / Government of Madhya Pradesh and other relevant regulatory authority.

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

15.6 Eligibility for Admission to NRI / Other Privileged Candidates:

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

15.7 Admission Procedure:

The eligible candidates as specified in clause 15.5 & 15.6 above, should secure a place in the merit list prepared on the basis of academic credentials or through the University Entrance test / Examination consisting of. Aptitude Test / Group Discussion / Personal Interview or through Counseling or the University may also use the score card of various competitive entrance test / examination results of various Institutes / Boards / Universities / other Professional Bodies / Organizations or any other mode as decided by the PCI / AICTE / UGC / other relevant Regulatory Bodies from time to time, or based on qualifying examination.

15.8 Intake:

The Intake for the course shall be decided by the University from time to time, taking care of the norms of the concerned regulatory body.

15.9 Academic cycle / year:

There will be two academic cycle for these courses every year like Summer & Winter as decided by the University.

15.10 Course Structure:

The Course structure of B.Pharm. shall be as per the recommendations of the concerned Board of Studies of the Faculty of the University duly approved by the Academic Council.

15.11 Medium of Instructions and Examination:

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

15.12 Examination

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

15.12.2 The examination pattern shall be CBCS with continuous assessment of students. The passing criteria will be 50% including Internal exams for both theory and practical separately.

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

15.13 Eligibility for Degree: Eligibility for Award of the B.Pharm. Degree:

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

- a) Registered and successfully completed all the Core Courses, Optional Courses, practical / Lab classes, including Seminars, Workshops, Presentations, Group Discussion, Field Work, Industrial Visit, Industrial Training, Summer Training, Educational Tour, Project Work and other Assignment etc wherever applicable.
- b) Successfully acquired the minimum required credits as specified in the regulation corresponding to the branch of his study within the stipulated time, wherever applicable;
- c) Earned the specified credits in all the categories of subjects as applicable;
- d) Secured a minimum CGPA of 5.0 or 50% in aggregate overall. However the award of the Division / Class shall be as per recommendation of concerned Board of Studies of the University.
- e) No dues to the University, Hostels, Libraries, NCC / NSS etc; and
- f) No disciplinary action is pending against him.

15.14 Attendance Requirement:

A candidate must have at least 75% attendance. Provided that, In case of illness or because of other reasonable cause it shall be relaxed by the Vice-Chancellor as upto 15% admissible within applicable regulations.

15.15 Maximum Duration for Completion of Course:

A candidate has to complete the entire course of B. Pharm. Degree ordinarily within a maximum period

- (a) Who took Direct admission in the First semester- within 8 years
- (b) Who took lateral entry admission in the 3rd semester (Second year) – within 7 years
- (c) However, for any exceptional case the matter shall be decided by the University as per the provisions of relevant Rules and Regulations.

15.16 General Instructions:

- (i) The admission to all kinds & modes of B.Pharm. courses shall be governed in accordance and provisions of the Rules / Directives of UGC / AICTE / PCI relevant Regulatory Body or any other competent Authority of the Govt. of India / State Government as amended time to time.
- (ii) The relaxation in eligibility conditions, age and reservation etc. shall be in accordance with the Rules / Directives of UGC / AICTE / PCI/ relevant Regulatory Body or any other competent Authority of the Govt. of India / State Government as amended from time to time.
- (iii) For matters not covered in this specific ordinance, General rules and regulations of SGU Raisen, regarding specific courses shall be applicable. In other matters Board of Management of SGU shall be competent to take any decision which shall be final.
- (iv) The course shall run on all possible modes of imparting education including the use of latest innovative technologies like, on-line, e-learning, face-to-face, through webinar etc.
- (v) This programme is offered by the Faculty of Medical and Paramedical Sciences recommended by the concerned Board of Studies and after approval of Academic Council and Board of Management of the University.
- (vi) This Ordinance shall be applicable to B.Pharm. Regular programme in Pharmacy and related / allied stream, except those for which the University has separate Ordinances. The course mentioned in this Ordinance shall run under this Ordinance.

ORDINANCE No.16**THE AWARD OF THREE YEARS BACHELOR DEGREE IN BASIC SCIENCES**

- 16.1 Title of the Degree** : Bachelor of Science (B.Sc.)/ B.Sc (Hon)
16.2 Name of Faculty : Faculty of Science
16.3 Course Name : The Faculty of Science shall offer following degree Programs:

(i) Bachelor of Science/ B.Sc (Hon)**Subjects for Group**

- (a) Chemistry
- (b) Physics
- (c) Mathematics
- (d) Botany
- (e) Zoology
- (f) Biotechnology
- (g) Computer Science & Application
- (h) Geology
- (i) Forensic Science
- (j) Statistics
- (k) Applied Mathematics
- (l) Forestry
- (m) Environmental Science
- (n) Fire & Safety
- (o) Information Technology
- (p) Bachelor of Science (Home Science)

16.4 Duration of the Course: Three years

16.5 Eligibility for Admission:

Candidate who has passed with any Subjects from duly recognized following examination:

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

Or

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

Or

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

Or

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

Or

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

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Or

Any other examination equivalent to 10+2 by Central / State Government.

The reservation and relaxation for SC / ST / Other categories shall be as per the rules of State Govt., whichever is applicable.

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

16.6 Eligibility for Admission to NRI / Other Privileged Candidates:-

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

16.7 Admission Procedure:

The eligible candidates as specified in clause 16.5 & 16.6 above, should secure a place in the merit list prepared on the basis of academic credentials or through the University Entrance Test / Examination consisting of Aptitude Test / Group Discussion / Personal Interview or through Counseling or the University may also use the score card of various competitive entrance test / examination results of various Institutes / Boards / Universities / other Professional Bodies / Organizations or any other mode as decided by the UGC / other relevant Regulatory Bodies from time to time, or based on qualifying examination.

16.8 Course / Specialization Distribution:

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

16.9 Intake:

The Intake for each of these courses shall be decided by the University from time to time, taking care of the norms of the concerned Regulatory Body.

16.10 Academic cycle / year:

There will be one academic cycle for these courses every year as decided by the University.

16.11 Course Structure:

Course structure shall be as per the recommendations of the concerned Board of Studies of the Faculty of the University duly approved by the Academic Council.

16.12 Medium of Instructions and Examination

The medium of instructions and examination shall be English /Hindi

16.13 Examination

16.13.1 Examinations will be conducted as per the appropriate Statutes, Ordinances and Regulations made in this respect. The scheme of examination, promotion to

subsequent semesters and course of studies shall be as per the recommendations of the concerned Board of Studies with due approval of the Academic Council.

16.13.2 The examination pattern shall be CBCS with continuous assessment of students. The passing criteria will be 50% including Internal exams for both theory and practical separately.

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

16.14 Eligibility for Degree:

Eligibility for Award of the B.Sc./ B.Sc.(Hon):

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

- a) Registered and successfully completed all the Core Courses, Optional Courses, Practical / Lab classes; including Seminars, Workshops, Presentations, Group Discussion, Field Work, Industrial Visit, Educational Tour, Project Work 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 study within the stipulated time, wherever applicable;
- c) Earned the specified credits in all the categories of subjects as applicable;
- d) Secured minimum CGPA of 4.5% in aggregate overall for B.Sc. However the award of the Division / Class shall be as per recommendations of concerned Board of Studies of the University.
- e) No dues to the University, Hostels, Libraries, NCC / NSS etc; and
- f) No disciplinary action is pending against him.

16.15 Attendance Requirement:

A candidate must have at least 75% attendance. Provided that, In case of illness or because of other reasonable cause it shall be relaxed by the Vice- Chancellor as up to 15 % admissible within applicable regulations.

16.16 Maximum Duration for Completion of Course:

A candidate has to complete the entire course of B.Sc./B.Sc. (Hon) Degree ordinarily within a maximum period of Six years from the session of first admission. However, for any exceptional case the matter shall be decided by the University as per the provisions of relevant Rules and regulations.

16.17 General Instructions:

- (i) The admission to the B.Sc./B.Sc.(Hon) Courses shall be governed in accordance and provisions of the Rules / Directives of DOC / relevant Regulatory Body or any other competent Authority of the Govt. of India / State Government as amended time to time.

- (ii) The relaxation in eligibility conditions, age and reservation etc. shall be in accordance with the Rules / Directives of UGC / relevant Regulatory Body or any other competent Authority of the Govt. of India/State Government as amended from time to time.
- (iii) For matters not covered in this specific ordinance, General rules and Regulations of SGU Raisen, regarding specific courses shall be applicable. In other matters Board of Management of SGU shall be competent to take any decision which shall be final.
- (iv) The list of various Branches / Specializations of B.Sc. course shall include the list indicated in ordinance 02. As well as proposed in future.
- (v) The above courses shall run on all possible modes of imparting education including the use of latest innovative technologies like, on-line, e-learning, Face-to-face, through webinar in smart classroom.
- (vi) These programmes are offered by the Faculty of Science recommended by the concerned Board of Studies and after approval of Academic Council and Board of Management of the University.
- (vii) In future, more Branches / Specializations / Courses / Programmes of B.Sc./B.Sc (Hon) can also be offered, keeping in view of new innovations, thrust areas of Government policies and demand of the industry / society shall run under this Ordinance, on the recommendations of the concerned Board of Studies, from time to time, by the University, in its various Faculties / Schools / Centers / Institutes located in University campus
- (viii) The University shall also offer more number of three years Bachelor degree programmes with the various specialization titles which shall run under this ordinance on the recommendations of concerned Board of Studies of University alone and / or in collaboration with or tie-up with other Educational or Academic Institutes / Organizations / Universities / Research Organizations / Industries and to provide the dissemination of Knowledge to all concerned throughout the World.
- (ix) This Ordinance shall be applicable to all Three years Bachelor Degree B.Sc. in Basic Science, Applied Science, Natural Science, Life Science, Bio-Sciences and related / allied stream, except those for which the University has separate Ordinances. The courses mentioned in this ordinance shall run under this ordinance.
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ORDINANCE No. 17**THE AWARD OF THREE YEARS BACHELOR DEGREE IN FACULTY OF SOCIAL SCIENCE & HUMANITIES**

- 17.1 **Title of the Degree** : (A) Bachelor of Arts (BA)
 (B) Bachelor of Arts (Hons.) BA (Hons.)
- 17.2 **Name of Faculty** : Faculty of Arts, Social Science and Humanities
- 17.3 **Name of Course** :

Shall offer following degree Programs:

- i) Bachelor of Arts
 ii) Bachelor of Arts (Hons.)

Subjects for Group

- (a) Public Administration
 (b) Sociology
 (c) Political Science
 (d) History
 (e) Geography
 (f) Economics
 (g) Philosophy
 (h) Home Science
 (i) Languages
 (j) Social Works
 (k) Psychology
 (l) Hindi
 (m) English
 (n) Sanskrit
 (o) Yoga
 (p) Applied Arts
 (q) Visual Arts
 (r) Fashion Designing
 (s) Fine Arts
 (t) Music

- 17.4 **Duration of the Course** : 3 Years

- 17.5 **Eligibility For Admission** :

Candidates who have passed duly recognized following examination

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

Or

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

Or

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

Or

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

Or

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

Or

Any other examination equivalent to 10+2 by Centre / State Government

And

Candidate should have passed in all the subjects with minimum requirement, as prescribed by the UGC / other concerned Regulatory Bodies.

The reservation and relaxation for SC / ST / Other categories shall be as per the rules of state Govt., whichever is applicable.

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

17.6 Eligibility for Admission to NRI / Other Privileged Candidates:

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

17.7 Admission Procedure:

The eligible candidates as specified in clause 17.5 & 17.6 above, should secure a place in the merit list prepared on the basis of academic credentials or through the University Entrance test / Examination consisting of Aptitude Test / Group Discussion / Personal Interview or through Counseling or the University may also use the score card of various competitive entrance test / examination results of various Institutes / Boards / Universities / other Professional Bodies / Organizations or any other mode as decided by the UGC / other relevant Regulatory Bodies from time to time, or qualifying exam.

17.8 Branch / Specialization Distribution:

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

17.9 Intake:

The Intake for each of these courses shall be decided by the University from time to time, taking care of the norms of the concerned regulatory body.

17.10 Academic cycle / Year:

There will be one academic cycle for these courses every year as decided by the University.

17.11 Course Structure:

Course structure shall be as per the recommendations of the concerned Board of Studies of the Faculty of the University duly approved by the concerned Board of Studies of the Faculty of the University duly approved by the Academic Council.

17.12 Medium of Instructions and Examination:

The medium of instructions and examination shall be English /Hindi.

17.13 Examination

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

17.13.2 The examination pattern shall be CBCS with continuous assessment of students. The passing criteria will be 50% including Internal exams for both theory and practical separately.

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

17.14 Eligibility for Degree: Eligibility for Award of the (i) BA (ii) BA (Hons.):

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, Presentations, Group Discussion, Field Work, Industrial & Business Organization Professional Exposure & Training, Industrial Visit, Educational Tour, Project Work and other Assignments etc. wherever 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 as applicable;
- d) Secured a minimum 21% in aggregate overall. However the award of the Division / Class shall be as follows:-
- e) No dues to the University, Hostels, Libraries, NCC /NSS etc; and
- f) No disciplinary action is pending against him.

17.15 Attendance Requirement:

A candidate must have at least 75% attendance. Provided that, In case of illness or because of other reasonable cause it shall be relaxed by the Vice- Chancellor as upto 15% admissible within applicable regulations.

17.16 Maximum Duration of Completion of Course:

A candidate has to complete the entire course of BA/ BA(Hons.) Degree ordinarily within a maximum period of Six year from the session of first admission. However, for any exceptional case the matter shall be decided by the University as per the provisions of relevant rules and regulations.

17.17 General Instructions:

- (i) The admission to the BA/ BA(Hons.) Courses shall be governed in accordance and provisions with the Rules / Directives of UGC / relevant

- Regulatory Body or any other competent Authority of the Govt. of India / State Government as amended time to time.
- (ii) The relaxation in eligibility conditions, age and reservation etc. shall be in accordance with the Rules / Directives of UGC / relevant Regulatory Body or any other competent Authority of the Govt. of India / State Government as amended from time to time.
- (iii) For matters not covered in this specific ordinance, General rules and regulations of SGU Raisen, regarding specific courses shall be applicable. In other matters Board of Management of SGU shall be competent to take any decision which shall be final.
- (iv) The various specializations in the BA/ BA (Hons.) programmes in the Faculty of Arts, Social Science & Humanities and other Faculty shall include the traditional as well as innovative areas of various spheres of knowledge's linked / related with Arts, Social Science & Humanities as proposed by the concerned Board of Studies and duly approved by the Academic Council. The various specializations of BA/ BA (Hons.) courses shall include the current courses / programme as well as proposed in future. However, the other post graduate degree programmes / Courses in Arts, Social Science & Humanities and related / allied streams. The above courses shall run on all possible modes of imparting education including the use of latest innovative technologies like on-line, e-learning, face-to-face, through webinar etc.
- (v) These programmes are offered by the Faculty of Arts, Social Science & Humanities recommended by the concerned Board of Studies and after approval of Academic Council and Board of Management of the University.
- (vi) In future, more branches / specializations / courses / programmes of BA/BA (Hons.) can also be offered, keeping in view of new innovations, thrust areas of Government policies and demand of the industry / society shall run under this ordinance, on the recommendations of the concerned Board of Studies, from time to time, by the University, in its various Faculty / Schools / Centers / Institutes located in University campus.
- (vii) The University shall also offer more number of three years Bachelor Degree programmes with various specialization titles under this ordinance on the recommendations of concerned Board of Studies of University alone and / or in collaboration with or tie-up with other Educational or Academic Institutes / Organizations / Universities / Research Organizations / Industries and to provide the dissemination of Knowledge to all concerned throughout the World.

ORDINANCE No 18**THE AWARD OF DIPLOMA IN ELEMENTARY EDUCATION (D.El.Ed.)**

This ordinance shall be applicable to candidates for two years Diploma in Elementary Education (D.El.Ed.), following the norms rules and guideline of NCTE.

- 18.1 Title of the Diploma : Diploma in Elementary Education (D.El.Ed.)**
18.2 Name of Faculty : Faculty of Education
18.3 Course Name : Diploma in Elementary Education
18.4 Duration : Two Years

The duration of the programme shall be of two academic sessions / years. The commencement and completion of the programme shall be so regulated that two long spells of vacation (summer / winter / staggered) are available to the learners for guided supervised instructions and face-to-face contact sessions.

18.5 Eligibility for Admission

Candidates seeking admission to this course must have passed Senior Secondary (Class XII) or equivalent examination with minimum 50% marks.

The reservation and relaxation for SC / ST / Other categories shall be as per the rules of state Govt. or NCTE norms whichever is applicable.

18.6 Eligibility for Admission to NRI / Other Privileged Candidates:

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

18.7 Admission procedure

Admission under this Course will be made as follows:

(a) The University will issue admission notification in news papers, on the University's website, notice Board of the University and in other publicity media before the start of every cycle.

(b) List of candidates provisionally selected for admission / shortlisted based on merit will be displayed on the notice Board of the University / University's website / or the student will be informed directly of their admission after the last date of application.

The candidates whose results of the qualifying exam are awaited can also apply who will be admitted provisionally; such candidates however must produce the previous year Mark sheet / Faculty / College certificates as a proof of required eligibility criteria. The candidates so admitted shall have to Present mark sheet of the qualifying examination within a month of the due date of admission otherwise the provisional admission granted to him will be cancelled.

(c) The application form may be rejected due to any of the following reasons:

1. The candidate does not fulfill the eligibility conditions.
2. The prescribed fee is not paid.
3. The application form is not signed by the candidate and his / her parent guardian, wherever required.
4. Supporting documents for admission are not enclosed.

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

(e) Admission rules as framed by the University shall be applicable for all admission from time to time. Other norms laid down by NCTE shall also follow.

18.8 Intake

The intake and fees for the course shall be decided by the Board of Management of the University from time to time, subject to approval by the concerned Regulatory Body.

18.9 Academic cycle / Year:

There will be one academic cycle for these courses every year as decided by the University.

18.10 Course Structure:

Course structure shall be as per the recommendation of the concerned Board of Studies of the Faculty of the University duly approved by the Academic Council as per norms of Regulatory Body.

18.11 Medium of Instructions and Examination

The medium of instructions and examination shall be either Hindi or English

18.12 Examination

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

18.12.2 The examination pattern shall be CBCS with continuous assessment of students. The passing criteria will be 50% including Internal exams for both theory and practical separately.

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

18.13 Eligibility for Award of the Diploma in Elementary Education (D.El.Ed.) :

A student shall be declared to be eligible for award of the Diploma if he has:

- a) Registered and successfully completed all the Core Courses, Optional Courses, Practical / Lab classes, Including Seminars, Workshops, Presentations, Group Discussion, Field Work, Industrial & Business Organization Professional Exposure & Training, Industrial Visit, Educational Tour, Project Work and other Assignments etc. wherever applicable.
- b) Successfully acquired the minimum required credits as specified in the regulation corresponding to the branch of his study within the stipulated time, wherever applicable;
- c) Successfully earned the specified credits in all the categories of subjects as applicable;
- d) No dues to the University, Hostels, Libraries, NCC / NSS etc; and
- e) No disciplinary action is pending against him.

18.14 Attendance Requirement:

A candidate must have at least 75% attendance. Provided that, In case of illness or because of other reasonable cause it shall be relaxed by the Vice- Chancellor as upto 15% admissible within applicable regulations.

18.15 Maximum Duration for Completion of Course

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

18.16 General Instructions:

- i The admission to the Diploma Course shall be governed in accordance and provisions of the Rules / Directives of UGC / NCTE/ relevant Regulatory Body or any other competent Authority of the Govt. of India/ State Government as amended time to time.
- ii The relaxation in eligibility conditions, age and reservation etc. shall be in accordance with the Rules / Directives of UGC / NCTE/ relevant Regulatory Body or any other competent Authority of the Govt. of India/ State Government as amended from time to time.
- iii For matters not covered in this specific Ordinance, General Rules and Regulations of SGU Raipur, regarding specific courses shall be applicable. In other matters Board of Management of SGU shall be competent to take any decision which shall be final.
- iv This programme is offered by the Faculty of Education recommended by the concerned Board of Studies and after approval of Academic Council and Board of Management of the University.
- v In future, more Branches / Specializations / Courses / Programmes of Diploma can also be offered, keeping in view of new innovations, thrust areas of Government policies and demand of the industry / society shall run under this Ordinance, on the recommendations of the concerned Board of Studies, from time to time, by the University, in its various Faculty / Schools / Centers / Institutes located in University campus.
- vi This Ordinance shall be applicable to Diploma except those for which the University has separate Ordinances. The course mentioned in this Ordinance shall run under this Ordinance.

ORDINANCE No.19**THE AWARD OF BACHELOR OF EDUCATION (B.Ed.) DEGREE COURSE**

The Ordinance governed by rules / guidelines / norms laid down by NCTE, shall be applicable for the award of Bachelor of Education Program generally known as (B.Ed) & shall be:

- 19.1 Title of the Degree : Bachelor of Education (B.Ed.)**
19.2 Name of Faculty : Faculty of Education
19.3 Course Name : Bachelor of Education
19.4 Durations : Two Years

The Duration of Degree of Bachelor of Education of the University shall spread over two academic year or four semesters. Duration of course may be as changed per the norms of Regulatory Bodies.

19.5 Eligibility for Admission

Candidate with at least fifty percent marks either in the Bachelor Degree or in the Master's Degree in Science / Social Science / Humanities, Bachelor in Engineering or Technology with specialization in Science and Maths with minimum 50% marks or any other qualification equivalent thereto, are eligible for admission to the program.

The reservation and relaxation for SC / ST / Other categories shall be as per the rules of state Govt., whichever is applicable.

Provided that the Vice-Chancellor may, with a view to maintain a uniform standard, prescribe such further tests, written, oral or both for selection of candidates for admission to the B.Ed. class in Colleges / Institutes or in Teaching Schools of University, as deemed necessary.

Provided further that in the case of untrained teachers in Government, Faculty sponsored by the Government for B.Ed. training in the institution maintained by it, the requirement of division or Grade as prescribed by Para 2 above may be relaxed by the Vice-Chancellor, on the recommendation of the Director / Principal of the institution concerned. The fees for each course shall decided by Board of Management of University the Number of seats in each course will be as per Statute.

Provided further that all norms laid down by NCTE and that of State Government shall be followed.

19.6 Eligibility for Admission to NRI / Other Privileged Candidates:-

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

19.7 Admission procedure

Admission under this Course will be made as follows:

- (a) The University will issue admission notification in news papers, on the University's website, notice Board of the University and in other publicity media before the start of every cycle.
- (b) List of candidates provisionally selected for admission / shortlisted based on merit will be displayed on the notice Board of the University / University's website / or the student will be informed directly of their admission after the last date of application.

The candidates whose results of the qualifying exam are awaited can also apply who will be admitted provisionally; such candidates however must produce the previous year Marksheet / certificates as a proof of required eligibility criteria. The candidates so admitted shall have to be present mark sheet of the qualifying examination within a month of the due date of admission otherwise the provisional admission granted to him will be cancelled.

- (c) The application form may be rejected due to any of the following reasons:
1. The candidate does not fulfill the eligibility conditions.
 2. The prescribed fee is not paid.
 3. The application form is not signed by the candidate and his / her parent guardian, wherever required.
 4. Supporting documents for admission are not enclosed.
- (d) Enrollment/Registration number will be assigned to the student by the University after verification & submission of all the necessary document and fees.
- (e) Admission rules as framed by the University shall be applicable for all admission

19.8 Intake

The intake and fees for the course shall be decided by the Board of Management of the University from time to time, subject to approval by the concerned Regulatory Body.

19.9 Academic cycle / Year:

There will be one academic cycle for this course every year as decided by the University.

19.10 Course Structure:

Course structure shall be as per the recommendation of the concerned Board of studies of the Faculty of the University duly approved by the Academic Council as per norms of the Regulatory Body.

19.11 Medium of Instructions and Examination

The medium of instructions and examination shall be either Hindi or English

19.12 Examination: Examination

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

19.12.2 The examination pattern shall be CBCS with continuous assessment of students. The passing criteria will be 50% including Internal exams for both theory and practical separately.

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

19.13 Eligibility for Award of the B.Ed. Degree:

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

- a) Registered and successfully completed all the Core Courses, Optional Courses, Practical / Lab classes, including Seminars, Workshops, Presentations, Group Discussion, Field Work, Industrial & Business Organization Professional

- Exposure & Training, Industrial Visit, Educational Tour, Project Work and other Assignments etc. wherever applicable.
- b) Successfully acquired the minimum required credits as specified in the regulation corresponding to the branch of his study within the stipulated time, wherever applicable;
 - c) Earned the specified credits in all the categories of subjects as applicable;
 - d) Secured a minimum aggregate overall as per ordinance. However, the award of the Division / Class shall be as per Recommendation of concerned Board of Studies of the University.
 - e) No dues to the University, Hostels, Libraries, NCC / NSS etc; and
 - f) No disciplinary action is pending against him.

19.14 Attendance Requirement:

A candidate must have at least 75% attendance. Provided that, In case of illness or because of other reasonable cause it shall be relaxed by the Vice- Chancellor as upto 15% admissible within applicable regulations.

19.15 Maximum Duration for Completion of Course:

A Candidate has to complete the entire course of Bachelors Degree in Education (B.Ed.) within a maximum period of five years from the session of first admission.

19.16 General Instructions:

The admission to the Degree Course shall be governed in accordance and provisions with the Rules / Directives of UGC / NCTE/ relevant Regulatory Body or any other competent Authority of the Govt. of India / State Government as amended time to time.

- (i) The relaxation in eligibility conditions, age and reservation etc. shall be in accordance with the Rules / Directives of UGC / NCTE/ relevant Regulatory Body or any other competent Authority of the Govt. of India / State Government as amended from time to time.
- (ii) For matters not covered in this specific ordinance, General rules and regulations of SGU Raisen, regarding specific courses shall be applicable. In other matters Board of Management of SGU shall be competent to take any decision which shall be final.
- (iii) This programme is offered by the Faculty of Education recommended by the concerned Board of Studies and after approval of the Academic Council and Board of Management of the University.
- (iv) In future, more Branches / Specializations / Courses / Programmes of B.Ed. can also be offered, keeping in view of new innovations, thrust areas of Government policies and demand of the industry / society shall run under this ordinance, on the recommendations of the concerned Board of Studies, from time to time, by the University, in its various Faculty / Schools / Centers / Institutes located in University campus.

- (v) The University shall also offer more number of two years Bachelor degree programme with the various specialization titles under this ordinance on the recommendation of concerned Board of Studies, of University alone and / or in collaboration with or tie-up with other Educational or Academic Institutes/ Organizations / Universities / Research Organizations / Industries and to provide the dissemination of Knowledge to all concerned throughout the World.
- (vi) This Ordinance shall be applicable to B.Ed. Bachelor Degree Course / Programme in Education, except those for which the University has separate Ordinances. The courses mentioned in this ordinance shall run under this Ordinance.



ORDINANCE No. 20**THE AWARD OF THREE YEARS BACHELOR DEGREE IN COMMERCE, FINANCE****20.1 Title of the Degree: B.Com /B.Com (Hons.)**

- (a) Commerce
- (b) Economics
- (c) Accounts
- (d) Finance
- (e) Banking & Insurance
- (f) Taxation
- (g) Financial Analysis & Control
- (h) Business & Managerial Economics
- (i) Industrial & Corporate Governance
- (j) Computer Application
- (k) Accounts & Management

20.2 Name of Faculty : Faculty of Management and Commerce

20.3 Durations : 3 years

20.4 Course Name : Bachelor of Commerce/ B.Com (Hons.)

20.5 Eligibility for Admission:

The Candidate who has passed duly recognized following examination:

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

Or

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

Or

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

Or

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

Or

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

Or

Any other examination equivalent to 10+2 by Central / State Government

And

With minimum requirements, as prescribed by the UGC / other concerned Regulatory Bodies.

The reservation and relaxation for SC / ST / Other categories shall be as per the rules of state Govt., whichever is applicable.

Note: Candidate who is appearing or has appeared for any qualifying examination during the current academic session as a regular or a private candidate can also

apply for admission on provisional basis, subject to the condition that the candidate must pass the qualifying examination with required percentage of marks or equivalent grade.

20.6 Eligibility for Admission to NRI / Other Privileged Candidates:-

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

20.7 Admission Procedure:

The eligible candidates as specified in clause 20.5 & 20.6 above, should secure a place in the merit list prepared on the basis of academic credentials or through the University Entrance Test / Examination consisting of Aptitude Test / Group Discussion / Personal interviews or through Counseling or the University may also use the score card of various competitive entrance test / examination results of various Institutes / Boards / Universities / Other Professional Bodies / Organizations or any other mode as decided by the UGC / other relevant Regulatory Bodies from time to time, or based on qualifying examination.

20.8 Branch / Specialization Distribution:

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

20.9 Intake:

The Intake for each of these courses shall be decided by the University from time to time, taking care of the norms of the concerned regulatory body.

20.10 Academic cycle / year:

There will be two academic cycle for these courses every year.

20.11 Course Structure:

Course structure shall be as per the recommendations of the concerned Board of Studies of the Faculty of the University duly approved by the Academic Council.

20.12 Medium of Instructions and examination:

Instructions and examination shall be in English /Hindi.

20.13 Examination

20.13.1Examinations will be conducted as per the appropriate Statutes, Ordinances and Regulations made in this respect. The scheme of examination, promotion to subsequent semesters and course of studies shall be as per the recommendations of the concerned Board of Studies with due approval of the Academic Council.

20.13.2The examination pattern shall be CBCS with continuous assessment of students. The passing criteria will be 50% including Internal exams for both theory and practical separately.

20.13.3The studies and examination of the course shall be on the basis of marks / marks-cum-credit / credit system as recommended by the concerned Board of Studies from time to time.

20.14 Eligibility for Degree :

A student shall be declared to be eligible for award of the Degree, if he has:

- a) Registered and successfully completed all the Core Courses, Optional Courses, Practical / Lab classes, including Seminars, Workshops, Presentations, Group Discussion, Field Work, Industrial & Business Organization Professional Exposure & Training, Industrial Visit, Educational Tour, Project Work and other Assignments etc. wherever applicable.
- b) Successfully acquired the minimum required credits as specified in the regulation corresponding to the branch of his study within the stipulated time, where ever applicable;
- c) Earned the specified credits in all the categories of subjects as applicable;
- d) Secured minimum 50% in aggregate overall for B.Com /B.Com/ B.Com (Hons.) Courses and however the award of the Division / Class shall be as per recommendation of concerned Board of Studies of the University.
- e) No dues to the University, Hostels, Libraries, NCC / NSS etc; and
- f) No disciplinary action is pending against him.

20.15 Attendance Requirement:

A candidate must have at least 75% attendance. Provided that, In case of illness or because of other reasonable cause it shall be relaxed up to 60% by the Vice- Chancellor as admissible within applicable regulations.

20.16 Maximum Duration for Completion of Courses

The course is of 3 years duration. A candidate has to complete the entire course of B.Com & B.Com (Hons.) Degree ordinarily within a maximum period of Six years from the session of first admission. However, for any exceptional case the matter shall be decided by the University as per the provisions of relevant rules and regulations.

20.17 General Instructions

- (i) The admission to the B.Com/ B.Com (Hons.) Courses shall be governed in accordance and provisions of the Rules / Directives of DOC / relevant Regulatory Body or any other competent Authority of the Govt. of India / State Government as amended from time to time.
- (ii) The relaxation in eligibility conditions, age and reservation etc. shall be in accordance with the Rules/ relevant Regulatory Body or any other competent Authority of the Govt. of India / State Government as amended from time to time.
- (iii) For matters not covered in this specific ordinance, General Rules and Regulations of SGU Raizen, regarding specific courses shall be applicable. In other matters Board of Management of SGU shall be competent to take any decision which shall be final.
- (iv) At present in the Faculty of Commerce & Financial Studies, Degree of B.Com / B.Com (Hons.) shall include the Branches / Specialization of Accounting & Finance. Tax Procedure & Practice, Economics & Management, Computer

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Application & e Commerce, Banking & Insurance, Business Ethics & Business Law, Corporate Administration & Secretarial Practice, Applied Economics, Financial Management, Marketing Management, Human Resources Management, Financial Analysis & Control, Investment & Security Analysis, Portfolio Management etc. The list of various Branches / specializations of B.Com course shall include the current courses / programme as well as proposed in future. The above courses shall run on all possible modes of imparting education including the use of latest innovative technologies like- on-line, e-learning, face-to-face, through webinar etc.

- (v) These programmes are offered by the Faculty of Management Commerce recommended by the concerned Board of Studies and after approval of Academic Council and Board of Management of the University.
- (vi) In future, more Branches / Specializations / Courses / Programmes of B.Com/ B.Com (Hons.) can also be offered, keeping in view of new innovations, thrust areas of Government policies and demand of the Industry / Society shall run under this Ordinance, on the recommendations of the concerned Board of Studies, from time to time, by the University, in its various Faculty / Schools / Centers/ Institutes located in University/ Campus.
- (vii) The University shall also offer more numbers of three years Bachelor/ Degree programmes with the various specialization titles which shall run under this ordinance on the recommendation of concerned Board of Studies of University alone and / or in collaboration with or tie-up with other Educational or Academic Institutes / Organizations / Universities / Research Organizations / Industries and to provide the dissemination of Knowledge to all concerned throughout the World.
- (viii) This Ordinance shall be applicable to all Three years Bachelor Degree B.Com/ B.Com (Hons.) and others as mentioned above in this ordinance, in the area of Commerce & Finance and related / allied stream including Honours courses, except those for which the University has separate Ordinances. The courses mentioned in this ordinance shall run under this ordinance.



ORDINANCE No. 21
THE AWARD OF THREE YEARS BACHELOR DEGREE IN BUSINESS
ADMINISTRATION

- 21.1 **Title of the Degree** : Bachelor of Business Administration (BBA)
 21.2 **Name of Faculty** : Faculty of Management & Commerce
 21.3 **Duration of the Course** : 3 years

21.4 **Eligibility for Admission:**

Candidate who has passed duly recognized following examination:-

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

Or

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

Or

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

Or

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

Or

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

Or

Any other examination equivalent to 10+2 by Central / State Government.

And

For BBA, candidate should have passed in all the subjects with minimum requirements, as prescribed by the UGC / other concerned Regulatory Bodies.

The reservation and relaxation for SC / ST / Other categories shall be as per the rules of state Govt., whichever is applicable.

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

21.5 **Eligibility for Admission to NRI / Other Privileged Candidates:-**

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

21.6 **Admission Procedure:**

The eligible candidates as specified in clause 21.4 & 21.5 above, should secure a place in the merit list prepared on the basis of academic credentials or through the University Entrance test / Examination consisting of Aptitude Test / Group Discussion/Personal interviews or through Counseling or the University may also use the score card of

various competitive entrance test / examination results of various Institute / Board / University / other Professional Bodies / Organizations or any other mode as decided by the UGC / other relevant Regulatory Bodies from time to time, or based on qualifying examination.

21.7 Intake:

The intake for the course shall be decided by the Governing body of University from time to time, taking care of the norms of the concerned regulatory body.

21.8 Academic cycle / year:

There will be two academic cycle for these courses every year as decided by the University.

21.9 Course Structure:

Course structure shall be as per the recommendations of the concerned Board of Studies of the Faculty of the University duly approved by the Academic Council.

21.10 Medium of Instructions and Examination:

The medium of instructions and examination shall be English/Hindi.

21.11 Examination:

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

21.11.2 The examination pattern shall be CBCS with continuous assessment of students. The passing criteria will be 33% including Internal exams for both theory and practical separately.

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

21.12 Eligibility for Degree: Eligibility for Award of the BBA Degree:

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

- a) Registered and successfully completed all subjects of Core Courses, Optional and Specialized Courses, Management Lab classes / Practices, Including Seminars, Workshops, Presentations, Group Discussion, Field Work, Industrial Visit, Industrial Training, Paper Presentation & Publications, Project Work and other Assignments etc. whichever applicable.
- b) Successfully acquired the minimum required credits as specified in the regulation corresponding to the branch of his study within the stipulated time, wherever applicable;
- c) Earned the specified credits in all the categories of subjects as applicable;

21.13 Attendance Requirement:

A candidate must have at least 75% attendance. Provided that, in case of illness or because of other reasonable cause it shall be relaxed by the Vice-Chancellor upto 15% admissible within applicable regulations.

21.14 Maximum Duration for Completion of Course:

A candidate has to complete the entire course of BBA Degree ordinarily within a maximum period of Six years from the session of first admission. However, for any exceptional case the matter shall be decided by the University as per the provisions of relevant rules and regulations.

21.15 General Instructions

- (i) The admission to the BBA Courses shall be governed in accordance and provisions of the Rules / Directives of UGC / relevant Regulatory Body or any other competent Authority of the Govt. of India / State Government as amended from time to time.
- (ii) The relaxation in eligibility conditions, age and reservation etc. shall be in accordance with the Rules / Directives of UGC / relevant Regulatory Body or any other competent Authority of the Govt. of India / State Government as amended from time to time.
- (iii) For matters not covered in this specific ordinance, General rules and regulations of SGU Raipur, regarding specific courses shall be applicable. In other matters Board of Management of SGU shall be competent to take any decision which shall be final.
- (iv) All the BBA programmes with various Branches / specializations at present & in future shall run and governed through this ordinance.
- (v) The above courses shall run on all possible modes of imparting education including the use of latest innovative technologies like- on-line, e-learning, face-to-face, through webinar etc.
- (vi) The programmes offered by the Faculty of Management & Commerce recommended by the concerned Board of Studies and after approval of Academic Council and Board of Management of the University.
- (vii) In future, more Branches / Specializations / Courses / Programmes of BBA (Hons.) / BBA can also be offered, keeping in view of new innovations, thrust areas of Government policies and demand of the industry / society shall run under this ordinance, on the recommendations of the concerned Board of Studies, from time to time, by the University, in its various Faculty / School / Centers / Institutes located in University campus.
- (viii) The University shall also offer more number of three years Bachelor degree programmes with the various specialization titles which shall run under this Ordinance on the recommendations of concerned Board of Studies of University alone and / or in collaboration with or tie-up with other Educational or Academic Institutes / Organizations / Universities / Research Organizations / Industries and to provide the dissemination of Knowledge to all concerned throughout the World.
- (ix) This Ordinance shall be applicable to all Three years Bachelor Degree (BBA) in Business Administration & Management and related / allied stream, except those for which the University has separate Ordinances. The courses mentioned in this Ordinance shall run under this ordinance.

ORDINANCE No. 22**THE AWARD OF BACHELOR OF ARCHITECTURE (B. Arch)**

This ordinance shall be applicable to candidate admitted for Bachelor of Architecture (B. Arch) degree & shall be governed by rules and regulation given by Council of Architecture New Delhi.

- 22.1 **Title of the Degree** : Bachelor of Architecture (B. Arch)
 22.2 **Name of Faculty** : Faculty of Engineering and Technology
 22.3 **Course Name** : Bachelor Of Architecture (B. Arch)
 22.4 **Duration of the Course** : 5 years
 22.5 **Eligibility for Admission:**

For B. Arch. (1st year) :

Candidates who have passed duly recognized following examination:-

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

Or

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

Or

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

Or

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

Or

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

Or

Any other examination equivalent to 10+2 by Central / State Government.

And

Candidate should have Passed or equivalent Grade in their qualifying examination. Subject to the condition that requirement of minimum obtained percentage shall be as per the norms of AICTE or other relevant Regulatory Bodies.

The reservation and relaxation for SC / ST / Other categories shall be as per the rules of state Govt., whichever is applicable.

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

- 22.6 **Eligibility for Admission to NRI / Other Privileged Candidates:-**

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

- 22.7 **Admission Procedure**

The eligible candidates as specified in clause 22.5 and 22.6 above, should secure a place in the merit list prepared on the basis of academic credentials or through the University Entrance Test / Examination consisting of Aptitude Test / Group Interview or through Counseling or the University may also use the score card of various competitive Entrance Test / examination results of various Institutes / Boards / Universities / other Professional Bodies / Organizations or based on eligibility exam or any other mode as decided by the AICTE / UGC / other relevant Regulatory Bodies from time to time or on the basis of qualifying examination.

22.8 Intake

The Intake for the courses shall be decided by the University from time to time, taking care of the norms of the concerned regulatory body.

22.9 Academic cycle / year

There will be two academic cycles for the course every year like Summer & Winter as decided by the University.

22.10 Course Structure

The Course structure of B. Arch shall be as per the recommendations of the concerned Board of Studies of the Faculty of the University / Council of Architecture duly approved by the Academic Council.

22.11 Medium of Instructions an Examination:

The medium of instructions and examination shall be English.

22.12 Examination

22.12.1Examinations will be conducted as per the appropriate Statutes, Ordinances and Regulations made in this respect. The scheme of examination, promotion to subsequent semesters and course of studies shall be as per the recommendations of the concerned Board of Studies with due approval of the Academic Council.

22.12.2The examination pattern shall be CBCS with continuous assessment of students. The passing criteria will be 50% including Internal exams for both theory and practical separately.

22.12.3The studies and examination of the course shall be on the basis of marks / marks-cum-credit / credit system as recommended by the concerned Board of Studies from time to time.

22.13 Eligibility for Award of the B. Arch Degree:

A student shall be declared to be eligible for award of the B. Arch degree if:

- a) Registered and successfully completed all the Core Courses, Optional Courses, Practical / Lab classes, including Seminars, Workshops, Presentations, Group Discussion, Field Work, Industrial Visit, Industrial Training, Summer Training, Educational Tour, Project Work 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 study within the stipulated time, where ever applicable;
- c) Earned the specified credits in all the categories of subjects as applicable;

- d) Secured a minimum CGPA of 5.0 or 50% in aggregate overall. However the award of the Division / Class shall be as per recommendation of concerned Board of Studies of the University.
- e) No dues to the University, Hostels, Libraries, NCC / NSS etc. and
- f) No disciplinary action is pending against him.

22.14 Attendance Requirement:

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

22.15 Maximum Duration for Completion of Course:

A candidate has to complete the entire course of B. Arch. Degree ordinarily within a maximum period of Ten years from the session of first admission.

22.16 General Instructions:

- (i) The admission to all kinds & mode of B.Arch. course shall be governed in accordance and provisions of the Rules / Directives of UGC / AICTE / relevant Regulatory Body or any other competent Authority of the Govt. of India / State Government as amended from time to time.
- (ii) The relaxation in eligibility conditions, age and reservation etc. shall be in accordance with the Rules / Directives of UGC / AICTE / relevant Regulatory Body or any other competent Authority of the Govt. of India / State Government as amended from time to time.
- (iii) For matters not covered in this specific Ordinance, General Rules and Regulations of SGU Raisen, regarding specific courses shall be applicable. In other matters Board of Management of SGU shall be competent to take any decision which shall be final.
- (iv) The above courses shall run on all possible modes of imparting education including the one governed through this ordinance with the use of latest innovative technologies like on-line, e-learning, face-to-face, through webinar etc.
- (v) In future, more Branches / Specializations / Courses / Programmes of B. Arch. can also be offered, keeping in view of new innovations, thrust areas of Government policies and demand of the industry / society shall run under this ordinance, on the recommendations of the concerned Board of Studies, from time to time, by the University, in its various Faculty / School / Centers / Institutes located in University campus.
- (vi) The University shall also offer more number of research programmes with the various specialization titles which shall run under this ordinance on the recommendations of concerned Board of Studies of University alone and / or in collaboration with or tie-up with other Educational or Academic Institutes / Organizations of Universities / Research Organizations / Industries for the purpose of research / teaching and to provide the dissemination of Knowledge to all concerned throughout the World under the prescribed format of MOU as per norms.

ORDINANCE No. 23**THE AWARD OF FIVE YEAR INTEGRATED LAW COURSE**

This Ordinance framed as per Rules / Regulations / Guidelines laid down by Bar Council of India shall be applicable to candidates admitted for five years Law Course BA LLB. (Hons.) /BA LLB/B.Sc. LLB (Hons.)/ B.Sc. LLB/ B. Com. LLB (Hons.)/B.Com. LLB/BBA LLB

23.1 Title of the Degree : BA LLB. (Hons.) /BA LLB/B.Sc. LLB (Hons.)/ B.Sc. LLB/ B. Com. LLB (Hons.)/B.Com. LLB/BBA LLB

23.2 Name of Faculty : Faculty of Law

23.3 Duration of the Course : Five years

The Integrated Degree of Bachelor of Law shall be a full time regular program comprising of a course of study spread over a period of five academic years.

23.4 Eligibility for Admission:

Candidate seeking admission to the Integrated Degree must have passed an examination in 10+2 course of examination in any discipline of M.P. Board of Secondary Education or any equivalent Examination from recognized Board. NRI can be admitted directly on the basis of overall academic records & preference will be given to SAARC and developing countries with securing minimum 30% marks in aggregate for BA LLB/ B.Sc. LLB/ B.Com. LLB/BBA LLB and securing minimum 60% marks in aggregate for BA LLB (Hons.) / B.Sc. (Hons.)/ B.Com. LLB (Hons.)

The reservation and relaxation for SC / ST / Other categories shall be as per the rules of state Govt., whichever is applicable.

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

23.5 Eligibility for Admission to NRI / Other Privileged Candidates:-

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

23.6 Admission Procedure

The eligible candidates as specified in clause 23.4 above, should secure a place in the merit list prepared on the basis of academic credentials or through The University entrance test / Examination consisting of Aptitude Test / Group Interview or through Counseling or the Universities may also use the score card of various competitive Entrance Test / Examination results of various Institutes / Boards / Universities / other Professional Bodies / Organizations or based on eligibility exam or any other mode as decided by the AICTE / UGC / BCI/ other relevant Regulatory Bodies from time to time or on the basis of qualifying examination.

23.7 Branch Distribution

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

23.8 Intake

The Intake for each of these courses shall be decided by the University from time to time, taking care of the norms of the concerned Regulatory Body.

23.9 Academic cycle / year

There will be one/ two academic cycles for these courses every year like Summer & Winter as decided by the University as per Regulatory Body.

23.10 Course Structure

The Course structure of BA LLB (Hons.)/ BA LLB shall be as per the recommendation of the concerned Board of studies of the Faculty of the University / BCI duly approved by the Academic Council.

23.11 Medium of Instructions and Examination:

The medium of instructions and examination shall be English or Hindi.

23.12 Examination

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

23.12.2 The examination pattern shall be CBCS with continuous assessment of students. The passing criteria will be 50% including Internal exams for both theory and practical separately.

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

23.13 Eligibility for Award of the Integrated Degree of Bachelor of Law

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

- a) Registered and successfully completed all the Core Courses, Optional Courses, Practical / Lab classes, including Seminars, Workshops, Presentations, Group Discussion, Field Work, Industrial Visit, Industrial training, Summer Training, Educational Tour, Project Work and other Assignments etc wherever applicable.
- b) Successfully acquired the minimum required credits as specified in the regulation corresponding to the branch of his study within the stipulated time, wherever applicable;
- c) Earned the specified credits in all the categories of subjects as applicable;
- d) Secured a minimum CGPA of 5.0 or 50% in aggregate overall. However the award of the Division / Class shall be as per recommendation of concerned Board of Studies of the University.
- e) No dues to the University, Hostels, Libraries, NCC / NSS etc. and
- f) No disciplinary action is pending against him.

23.14 Attendance Requirement:

A candidate must have at least 75% attendance. Provided that, In case of illness or because of other reasonable cause it shall be relaxed by the Vice- Chancellor as upto 15% admissible within applicable regulations.

23.15 Maximum Duration for Completion of Course:

A candidate has to complete the entire course of Integrated Degree of Law ordinarily within a maximum period within ten years.

23.16 General Instructions:

The admission to all kinds & mode of Integrated Degree of Law Courses shall be governed in accordance and provisions of the Rules / Directives of UGC / AICTE / BCI/ relevant Regulatory Body or any other competent Authority of the Govt. of India / State Government as amended from time to time.

- (i) The relaxation in eligibility conditions, age and reservation etc. shall be in accordance with the Rules / Directives of UGC / AICTE / relevant Regulatory Body or any other competent Authority of the Govt. of India / State Government as amended from time to time.
- (ii) For matters not covered in this specific Ordinance, General rules and regulations of SGU Raisen, regarding specific courses shall be applicable. In other matters Board of Management of SGU shall be competent to take any decision which shall be final.
- (iii) The above courses shall run on all possible modes of imparting education including the one governed through this ordinance with the use of latest innovative technologies like on-line, e-learning, face-to-face, through webinar etc.
- (iv) The programmes listed under Ordinance 02 will be introduced with the recommendation of board of Studies are offered by the Faculty of Law, Faculty Board of Studies, Academic council and Board of Management of the University.
- (v) In future, more Branches / Specializations / Courses / Programmes of integrated LLB can also be offered, keeping in view of new innovations, thrust areas of Government policies and demand of the Industry / Society shall run under this ordinance, on the recommendations of the concerned Board of Studies, from time to time, by the University, in its various Faculty / Schools / Centers / Institutes located in University campus.
- (vi) The University shall also offer more number of research programmes with the various specialization titles which shall run under this ordinance on the recommendation of concerned Board of Studies of University alone and / or in collaboration with or tie-up with other Educational or Academic Institutes / Organizations / Universities / Research Organizations / Industries for the purpose of research / teaching and to provide the dissemination of Knowledge to all concerned throughout the World under the prescribed format of MOU as per norms.

ORDINANCE No. 24**THE AWARD OF BACHELOR OF LAW (LLB) 3 YEAR DEGREE COURSE**

The Ordinance framed as per Rules / Guidelines/ Norms laid down by Bar Council of India, shall be applicable to candidates for Bachelor of Law (L.L.B) degree.

- 24.1 Title of the Degree : LLB**
24.2 Name of Faculty : Faculty of Law
24.3 Duration of the Course : Three years
24.4 Eligibility for Admission:

A candidate who has scored minimum 30% in Bachelor Degree is eligible for admission in Degree of Bachelor of Law. The admission will be on merit basis and other qualification as decided by the Board of Management of University. For SC / ST / Other category candidates the minimum percentage for admission will be 25%.

A candidate who after having passed the final examination for the Bachelor's degree in Arts, Science, Commerce, Agriculture, Engineering, Medicine or Veterinary & Animal Husbandry of the University or degree of any other University recognized by the University as equivalent there of shall be eligible of admission to the programme.

The reservation and relaxation for SC / ST / Other categories shall be as per the rules of state Govt., whichever is applicable.

Eligibility for Admission to NRI / Other Privileged Candidates: Non-resident Indian and other privileged candidate shall be eligible for admission to these courses in accordance with the directives of Govt. of India and / or State Government.

24.5 Admission Procedure

The eligible candidates as specified in clause 24.5 above, should secure a place in the merit list prepared on the basis of academic credentials or through the University Entrance Test / Examination consisting of Aptitude Test / Group Interview or through Counseling or the University may also use the score card of various competitive Entrance Test / Examination results of various Institutes / Boards / Universities / other Professional Bodies / Organizations or based on eligibility exam or any other mode as decided by the AICTE / UGC / BCI other relevant Regulatory Bodies from time to time or on the basis of qualifying examination.

To determine the merit for admission of such candidates who have secured equal marks in the qualifying examination, the percentage of marks secured by the candidate at the intermediate or equivalent examination will be the determining factor of merit for admission. If the marks obtained at the intermediate or equivalent examination by two or more candidates are the same, in that case the candidates senior in age will get preference in the merit list.

24.6 Branch Distribution

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

24.7 Intake

The Intake for the course shall be decided by the University from time to time, taking care of the norms of the concerned Regulatory Body.

24.8 Academic cycle / year

There will be one / two academics cycle for these courses every year like Summer & Winter as decided by the University as per Regulatory Body.

24.9 Course Structure

The Course structure of LLB shall be as per the recommendation of the concerned Board of studies of the Faculty of the University / UGC/ BCI duly approved by the Academic Council.

24.10 Medium of Instructions of Examination:

The medium of instructions and examination shall be English or Hindi.

24.11 Examination

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

24.11.2 The examination pattern shall be CBCS with continuous assessment of students. The passing criteria will be 50% including Internal exams for both theory and practical separately.

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

24.12 Eligibility for Degree: Eligibility for Award of the Degree

A student shall be declared to be eligible for award of the LL.B degree if he has:

- a) Registered and successfully completed all the Core Courses, Optional Courses, Practical / Lab classes. Including Seminars, Workshops, Presentations, Group Discussion, Field Work, Industrial Visit, Industrial Training, Summer Training, Educational Tour, Project Work and other Assignments etc wherever applicable.
- b) Successfully acquired the minimum required credits as specified in the regulation corresponding to the branch of his study within the stipulated time, where ever applicable;
- c) Earned the specified credits in all the categories of subjects as applicable;
- d) Secured a minimum CGPA of 5.0 or 50% in aggregate overall. However the award of the Division / Class shall be as per recommendations of concerned Board of Studies of the University.
- e) No dues to the University, Hostels, Libraries, NCC / NSS etc. and
- f) No disciplinary action is pending against him.

24.13 Attendance Requirement:

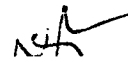
A candidate must have at least 75% attendance. Provided that, In case of illness or because of other reasonable cause it shall be relaxed by the Vice- Chancellor as upto 15% admissible within applicable regulations.

24.14 Maximum Duration for Completion of Course:

A candidate has to complete the entire course of LL.B Degree ordinarily within a maximum period of Five years.

24.15 General Instructions:

- i. The admission to all kinds & mode of L.L.B. Courses shall be governed in accordance and provisions of the Rules / Directives of UGC/BCI relevant Regulatory Body or any other competent Authority of the Govt. of India / State Government as amended from time to time.
- ii. The relaxation in eligibility conditions, age and reservation etc. shall be in accordance with the Rules / Directives of UGC / BCI / relevant Regulatory Body or any other competent Authority of the Govt. of India / State Government as amended from time to time.
- iii. For matters not covered in this specific ordinance, General rules and regulations of SGU Raisen, regarding specific courses shall be applicable. In other matters Board of Management of SGU shall be competent to take any decision which shall be final.
- iv. The above courses shall run on all possible modes of imparting education including the one governed through this ordinance with the use of latest innovative technologies like on-line, e-learning, face-to-face, through webinar etc.
- v. The programmes listed under Ordinance.02 will be introduced with the recommendation of board of Studies are offered by the of Law, Faculty Board of Studies, Academic council and Board of Management of the University.
- vi. In future, more Branches / Specializations / Courses / Programmes of Integrated Degree of Law can also be offered, keeping in view of new innovations, thrust areas of Government policies and demand of the industry / society shall run under this ordinance, on the recommendations of the conceded Board of Studies, from time to time, by the University, in its various Faculty / School / centers / institutes located in University campus.
- vii. The University shall also offer more number of research programmes with the various specialization titles which shall run under this ordinance on the recommendation of concerned Board of Studies, of University alone and / or in collaboration with or tie-up with other Educational or Academic Institutes/ Organizations/ Universities/ Research Organizations/ Industries for the purpose of research/ teaching and to provide the dissemination of Knowledge to all concerned throughout the World under the prescribed format of MOU as per norms.



ORDINANCE No. 25**THE AWARD OF BACHELOR OF SCIENCE B.Sc. (NURSING)**

Admission to the B.Sc. (NURSING) course shall be made in accordance to the norms of Indian Nursing Council

25.1 Title of the Degree : Bachelor of Science (Nursing)

25.2 Name of Faculty : Faculty of Nursing

25.3 Duration of the Course : 4 years

The duration of B.Sc. (Nursing) course shall be four years excluding internship of six months. The duration of each academic year of B.Sc. (Nursing) I, II, III, IV year shall be not less than 10 month.

25.4 Eligibility for Admission:

The minimum educational requirement shall be the passing of Higher Secondary Faculty Certificate Examination (10+2)

Or

Senior Faculty Certificate Examination (10+2), Pre degree Examination (10+2)

Or

An equivalent with 12th form a recognized Board or University with Science (Physics, Chemistry, Biology) and English (PCBE). The candidate who fulfills the aforesaid academic qualification for admission.

And

The minimum age shall be 17 years completed on or before Dec 17th 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 should be medically fit.

The reservation and relaxation for SC / ST / Other categories shall be as per the rules of state Govt., whichever is applicable.

25.5 Eligibility for Admission to NRI / other privileged Candidates:-

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

25.6 Branch Distribution

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

25.7 Intake

The Intake for the course shall be decided by the University from time to time, taking care of the norms of the concerned regulatory body.

25.8 Academic cycle / year

There will be one academic cycle for these courses every year.

25.9 Course Structure

The Bachelor degree in Nursing of four years course shall be designated as Basic Bachelor of Science in nursing in Short Basic B.Sc. (Nursing).

25.10 Medium of Instructions and Examination:

The medium of instructions and examination shall be English.

25.11 Examination

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

25.11.2 The examination pattern shall be CBCS with continuous assessment of students. The passing criteria will be 50% including Internal exams for both theory and practical separately.

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

25.12 Eligibility for Award of the Degree B.Sc. (Nursing)

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

- a) Registered and successfully completed all the core courses, optional Courses, Practical / Lab classes, including Seminars, Workshops, Presentations, Group Discussion, Field Work, Industrial Visit, Industrial Training, Summer Training, Educational Tour, Project Work and other Assignments etc wherever applicable.
- b) Successfully acquired the minimum required credits as specified in the regulation corresponding to the branch of his study within the stipulated time, where ever applicable;
- c) Earned the specified credits in all the categories of subjects as applicable;
- d) Secured a minimum CGPA of 5.0 or 50% in aggregate overall. However the award of the Division / Class shall be as per recommendation of concerned Board of Studies of the University.
- e) No dues to the University, Hostels, Libraries, NCC / NSS etc. and
- f) No disciplinary action is pending against him.

25.13 Attendance Requirement:

A candidate must have at least 75% attendance. Provided that, In case of illness or because of other reasonable cause it shall be relaxed by the Vice- Chancellor as upto 15% admissible within applicable regulations.

25.14 Maximum Duration for Completion of Course:

The maximum period to complete the course successfully should not exceed 8 years from the date of admission.

25.15 General Instructions:

- (i) The admission to all kinds & mode of B. Sc. (Nursing) Course shall be governed accordance and provisions with the Rules / Directives of UGC/ INC relevant Regulatory Body or any other competent Authority of the Govt. of India / State Government as amended time to time.
- (ii) The relaxation in eligibility conditions, age and reservation etc. shall be in accordance with the Rules / Directives of UGC / INC / relevant Regulatory Body or any other competent Authority of the Govt. of India / State Government as amended time to time.

- (iii) For matters not covered in this specific ordinance, General rules and regulations of SGU Raisen, regarding specific courses shall be applicable. In other matters Board of Management of SGU shall be competent to take any decision which shall be final.
- (iv) At present in the Faculty of Medical and Paramedical Sciences, Degree of B. Sc. (Nursing) shall include the Branches / Discipline as indicated in the ordinance no.02 under Faculty of Engineering and Technology courses / programme as well as proposed in future. However, all the B. Tech. programmes with various Branches / specializations at present & in future shall run under this Ordinance.
- (v) The above courses shall run on all possible modes of imparting education including the one governed through this ordinance with the use of latest innovative technologies like on-line, e-learning, face-to-face, through webinar etc.
- (vi) The programmes listed under Ordinance.02 will be introduced with the recommendation of board of Studies are offered by the Faculty of Engineering and Technology, Faculty Board of Studies, Academic council and Board of Management of the University.
- (vii) In future, more branches / specializations / courses / programmes of B.Sc. (Nursing) can also be offered, keeping in view of new innovations, thrust areas of Government policies and demand of the industry / society shall run under this ordinance, on the recommendations of the conceded Board of Studies, from time to time, by the University, in its various Faculty / School / centers / institutes located in University campus.
- (viii) The University shall also offer more number of research programmes with the various specialization titles which shall run under this ordinance on the recommendation of concerned Board of Studies, of University alone and / or in collaboration with or tie-up with other Educational or Academic Institutes / Organizations / Universities / Research Organizations / Industries for the purpose of research / teaching and to provide the dissemination of Knowledge to all concerned throughout the World under the prescribed format of MOU as per norms.
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ORDINANCE No. 26**THE AWARD OF GENERAL NURSING & MIDWIFERY (GNM) DIPLOMA**

Admission to the ANM course shall be made in accordance to the Norms of Indian Nursing Council.

- 26.1 Title of the Degree** : **Diploma in General Nursing & Midwifery**
26.2 Name of Faculty : **Faculty of Nursing**
26.3 Duration of the Course : **3 years**

The duration of the course shall be three years.

26.4 Eligibility for Admission:

10+2 classes passed preferably Science (PCB) & English with aggregate of 25% marks
 10+2 in Arts (Mathematics, Biotechnology, Economics, Political Science, History, Geography, Business Studies, Accountancy, Home Science, Sociology, Psychology, Philosophy) and English Elective or Health care Science- Vocational stream ONLY, passing out from recognized Board under AISSCE / CBSE / ICSE / SSCE / HSCSE or other equivalent Board.

Or

10+2 vocational ANM under CBSE Board of other equivalent Board from the Faculty and recognized by Indian Nursing Council.

Or

Registered as ANM with State Nursing Registration Council.

And

The minimum age shall be 17 years completed on or before Dec 17st of the year of admission. The admission in ANM 1st year shall be based on the merit in the common entrance test or qualifying examination. Candidate should be medically fit

The reservation and relaxation for SC / ST / Other categories shall be as per the rules of state Govt., whichever is applicable.

26.5 Eligibility for Admission to NRI / Other Privileged Candidates:-

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

26.6 Branch Distribution

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

26.7 Intake

The Intake for the course shall be decided by the University from time to time, taking care of the norms of the concerned Regulatory Body.

26.8 Academic Cycle / Year

There will be one academic cycles for the course every year like.

26.9 Course Structure

The Diploma in GNM of 3 years course shall be designated as Basic GNM.

26.10 Medium of Instructions and Examination:

The medium of instructions and examination shall be English or Hindi.

26.11 Examination:

The examinations shall be held as per Scheme of Examinations as approved by the State Registration Nursing Council.

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26.12 Eligibility for Award of the Diploma:

A student shall be declared to be eligible for award of the ANM if he has:

- a) Registered and successfully completed all the core courses, optional Courses, practical / Lab classes, Including Seminars, Workshops, Presentations, Group Discussion, Field Work, Industrial Visit, Industrial training, Summer Training, Educational Tour, Project Work 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 study within the stipulated time, where ever applicable;
- c) Earned the specified credits in all the categories of subjects as applicable;
- d) Secured a minimum CGPA of 5.0 or 50% in aggregate overall. However the award of the Division / Class shall be as per recommendation of concerned Board of Studies of the University.
- e) No dues to the University, Hostels, Libraries, NCC / NSS etc. and
- f) No disciplinary action is pending against him.

26.13 Attendance Requirement:

A candidate must have at least 75% attendance. Provided that, In case of illness or because of other reasonable cause it shall be relaxed by the Vice- Chancellor as upto 15% admissible within applicable regulations.

26.14 Maximum Duration for Completion of Course:

The maximum period to complete the course successfully should not exceed 8 years from the date of admission.

26.15 General Instructions:

- The admission to all kinds & mode of GNM courses shall be governed in accordance and provisions of the Rules/Directives of UGC/ INC relevant Regulatory Body or any other competent Authority of the Govt. of India / State Government as amended from time to time.
- (ii) The relaxation in eligibility conditions, age and reservation etc. shall be in accordance with the Rules / Directives of UGC / INC / relevant Regulatory Body or any other competent Authority of the Govt. of India / State Government as amended from time to time.
 - (iii) For matters not covered in this specific ordinance, General Rules and regulations of SGU Raisen, regarding specific courses shall be applicable. In other matters Board of Management of SGU shall be competent to take any decision which shall be final.
 - (iv) The above courses shall run on all possible modes of imparting education including the one governed through this ordinance with the use of latest innovative technologies like on-line, e-learning, face-to-face, through webinar etc.
 - (v) The University shall also offer more number of research programmes with the various specialization titles which shall run under this ordinance on the recommendation of concerned Board of Studies, of University alone and / or in collaboration with or tie-up with other Educational or Academic Institutes / Organizations / Universities / Research Organizations / Industries for the purpose of research / teaching and to provide the dissemination of Knowledge to all concerned throughout the World under the prescribed format of MOU as per norms.

ORDINANCE No. 27**THE AWARD OF BACHELOR OF PHYSICAL EDUCATION (B.P.Ed.)**

The ordinance framed as per Rules/ Regulations/ Guidelines laid down by NCTE shall be applicable for award of Bachelor of Physical Education (B.P.Ed.)

- 27.1 Title of the Degree** : Bachelor of Physical Education (B.P.Ed)
- 27.2 Name of Faculty** : Faculty of Education
- 27.3 Duration of the Course** : Two years
- 27.4 Eligibility for Admissions:**
 Bachelor's degree in any discipline with minimum 50% marks and having at least participation in the Inter-College / Inter-Zonal / District / Faculty competition in sports and games as recognized by the AIU / IOA / SGFI / Govt. of India/ A State Govt.
 Or
 Bachelor's degree in any discipline with 30% marks and studied Physical Education as compulsory / elective subject.
 Or
 Graduation with 30% marks and at least three years of teaching experience.
 The reservation and relaxation for SC / ST / Other categories shall be as per the rules of state Govt., whichever is applicable.
- 27.5 Eligibility for Admission to NRI / Other Privileged Candidates:-**
 Non-resident Indian and other privileged candidate shall be eligible for admission to the course in accordance with the directives of Govt. of India and / or State Government.
- 27.6 Branch Distribution**
 Admission to the particular branch of study shall be as decided by the University on the basis of counseling / personal interview.
- 27.7 Intake**
 The Intake for the course shall be decided by the University from time to time, taking care of the norms of the concerned Regulatory Body.
- 27.8 Academic cycle / year**
 There will be one/ two academic cycles for the course every year like Summer & Winter as decided by the University as per Regulatory Body
- 27.9 Medium of Instructions an Examination:**
 The medium of instructions and examination shall be English or Hindi.
- 27.10 Examination:**
27.10.1Examinations will be conducted as per the appropriate Statutes, Ordinances and Regulations made in this respect. The scheme of examination, promotion to subsequent annual pattern and course of studies shall be as per the recommendations of the concerned Board of Studies with due approval of the Academic Council.
27.10.2The examination pattern shall be CBCS with continuous assessment of students. The passing criteria will be 33% including internal exams for both theory and practical separately.
27.10.3The studies and examination of the course shall be on the basis of marks / marks-cum-credit / credit system as recommended by the concerned Board of Studies from time to time.
- 27.11 Eligibility for Degree: Eligibility for Award of the Degree**
 A student shall be declared to be eligible for award of the B.P.Ed. if he has:

- a) Registered and successfully completed all the Core Courses, Optional Courses, Practical / Lab classes, including Seminars, Workshops, Presentations, Group Discussion, Field Work, Industrial Visit, Industrial Training, Summer Training, Educational Tour, Project Work and other Assignments etc wherever applicable.
- b) Successfully acquired the minimum required credits as specified in the regulation corresponding to the branch of his study within the stipulated time, wherever applicable;
- c) Earned the specified credits in all the categories of subjects as applicable;
- d) Secured a minimum CGPA of 5.0 or 50% in aggregate overall. However the award of the Division / Class shall be as follows:-
- e) No dues to the University, Hostels, Libraries, NCC / NSS etc. and
- f) No disciplinary action is pending against him.

27.12 Attendance Requirement:

A candidate must have at least 75% attendance. Provided that in case of illness or because of other reasonable cause it shall be relaxed by the Vice-Chancellor as upto 15% admissible within applicable regulations.

27.13 Maximum Duration for Completion of Course:

The maximum period to complete the course successfully should not exceed 8 years from the date of admission.

27.14 General Instructions:

- (i) The admission to all kinds & mode of B.P.Ed. Courses shall be governed in accordance and provisions of the Rules / Directives of UGC/BCI/ NCTE /Relevant Regulatory Body or any other competent Authority of the Govt. of India / State Government as amended from time to time.
- (ii) The relaxation in eligibility conditions, age and reservation etc. shall be in accordance with the Rules / Directives of UGC / BCI /NCTE/ relevant Regulatory Body or any other competent Authority of the Govt. of India / State Government as amended from time to time.
- (iii) For matters not covered in this specific Ordinance, General Rules and Regulations of SGU Raisen, regarding specific courses shall be applicable. In other matters Board of Management of SGU shall be competent to take any decision which shall be final.
- (iv) The above courses shall run on all possible modes of imparting education including the one governed through this Ordinance with the use of latest innovative technologies like on-line, e-learning, face-to-face, through webinar etc.
- (v) The programmes listed under Ordinance 02 will be introduced with the recommendation of board of Studies are offered by the Faculty of Engineering and Technology, Faculty Board of Studies, Academic council and Board of Management of the University.
- (vi) The University shall also offer more number of research programmes with the various specialization titles which shall run under this ordinance on the recommendation of concerned Board of Studies, of University alone and / or in collaboration with or tie-up with other Educational or Academic Institutes / Organizations / Universities / Research Organizations / Industries for the purpose of Research / teaching and to provide the dissemination of Knowledge to all concerned throughout the World under the prescribed format of MOU as per norms.

ORDINANCE No.28**THE AWARD OF AYURVEDACHARYA (BACHELOR OF AYURVEDIC MEDICINE AND SURGERY)**

The programme shall be governed by the norms, rules and guideline of the concerned regulatory Central council of Indian Medicine, New Delhi and the policies of Government of Madhya Pradesh.

28.1 Title of the Degree : Ayurvedacharya (Bachelor of Ayurvedic Medicine & Surgery – B. A. M. S.)

28.2 Name of Faculty : Faculty of AYUSH

28.3 Duration of the Course : 4 years and 6 months & 1 year internship

The duration of the programme of instructions for the Degree of Ayurvedacharya (Bachelor of Ayurvedic Medicine & Surgery) shall be four Year and six Months, and one year of internship.

The duration of the course shall be five years and six months comprising:

- | | | |
|-----|---------------------|-------------------|
| (a) | First Professional | – Twelve months |
| (b) | Second Professional | – Twelve months |
| (c) | Third Professional | – Twelve months |
| (d) | Final Professional | – Eighteen months |
| (e) | Compulsory | – Rotatory |
| (f) | Internship | – Twelve months |

28.4 Eligibility for Admission:

The eligibility to seek admission in Bachelor of Ayurveda education are as under:

- (a) 12th standard with science or any other equivalent examination recognized by concerned State Governments and Education Boards with at least fifty per cent. aggregate marks in the subjects of Physics, Chemistry and Biology.
- (b) For reserved category or special category like physically handicapped students in 10+2, they shall be given relaxation in marks for admission in Bachelor of Ayurvedic Medicine and Surgery as per rules for time being in force.

The reservation and relaxation for SC / ST / Other categories shall be as per the rules of state Govt., whichever is applicable

28.5 Eligibility for Admission to NRI / Other Privileged Candidates:

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

For foreign students any other equivalent qualification to be approved by the concerned authority may be allowed.

28.6 Admission Procedure:

Admission shall be made through merit / entrance test conducted by Govt. authorized agency in the State/University. Fees shall have to be remitted by the student in the beginning of every academic year on duly notified date. Candidates failing to deposit the fee in time shall be liable for penalty, as prescribed by the University. The fee structure laid down in the Admission Bulletin of the specific year will remain applicable all

through the course duration of the candidates who have taken admission in the concerned academic year.

28.7 Intake

The Intake for the course shall be decided by the University from time to time, taking care of the norms of the concerned Regulatory Body.

28.8 Academic cycle / year

Academic year for the course of BAMS is of four professional year out of which first three professional years is of twelve months and the fourth professional year is of eighteen months.

28.9 Medium of Instructions and Examination:

The medium of instructions and examination shall be English, Hindi, or Sanskrit.

28.10 Examination:

- (1) (a) The first professional session shall ordinarily start in July and the first professional examination shall be at the end of one academic year of first professional session;
- (b) The first professional examination shall be held in the following subjects, namely:-
 - 1 Padarth Vigyan evam Ayurved Itihas
 - 2 Sanskrit;
 - 3 Kriya Sharir (Physiology);
 - 4 Rachana Sharir (Anatomy); and
 - 5 Maulik Siddhant evam Ashtanga Hridaya (Sutra Sthan);
- (c) The failed student of first Professional shall be allowed to appear in second professional examination. but the student shall not be allowed to appear in third professional examination unless the student passes all the subjects of first professional examination and maximum four chances shall be given to pass first professional examination within a period of maximum three years.
- (2) (a) The second professional session shall start every year in the month of July following completion of first professional examination and the second professional examination shall be ordinarily held and completed by the end of month of May or June every year after completion of one year of second professional session;
- (b) The second professional examination shall be held in the following subjects, namely:-
 - (i) Dravyaguna Vigyan (Pharmacology and Materia Medica);
 - (ii) Rasashastra evam Bhaishajya Kalpana (Pharmaceutical Science);
 - (iii) Roga Nidan evam Vikriti Vigyan (Diagnostic Procedure and Pathology); and
 - (iv) Charak Samhita-Purvardh (an ancient Ayurvedic text, Part -I);
- (c) The failed student of second professional who have passed all the subjects of first professional examination shall be allowed to appear in third professional examination, but the student shall not be allowed to appear in final professional examination unless the student passes all the subjects of

second professional examination and maximum four chances shall be given to pass second professional examination within a period of maximum three years.

- (3) (a) The third professional session shall start every year in the month of July following completion of second professional examination and the third professional examination shall be ordinarily held and completed by the end of the month of May or June every year after completion of one year of third professional session;
- (b) The third professional examination shall be held in the following subjects, namely:-
- (4) (a) The third professional session shall start every year in the month of July following completion of second professional examination and the third professional examination shall be ordinarily held and completed by the end of the month of May or June every year after completion of one year of third professional session;
- (b) The third professional examination shall be held in the following subjects, namely:-
- (i) Agad Tantra Vyavahar Ayurveda evam Vidhi Vaidyaka (Toxicology and Medical Jurisprudence);
 - (ii) Charak Samhita-Uttarardh (an ancient Ayurvedic text, Part -II);
 - (iii) Swasthavritta and Yoga (Preventive and Social Medicine and Yoga);
 - (iv) Prasuti evam Striroga (Obstetrics & Gynaecology); and
 - (v) Bal Roga (Paediatrics);
- (c) The failed student of third professional who have passed all the subjects of first and second professional examinations shall be allowed to appear in final professional examination and maximum four chances shall be given to pass third professional examination within a period of maximum three years.
- (5) (a) The final professional session shall be of one year and six months duration and shall start every year in the month of July following completion of third professional examination and the final professional examination shall be ordinarily held and completed by the end of month of October or November every year after completion of one year and six months of final professional session;
- (b) The final professional examination shall comprise of the following subjects, namely:-
- (i) Shalya Tantra (General Surgery);
 - (ii) Shalakyata Tantra (Diseases of Head and Neck including Ophthalmology, Ear, Nose, Throat and Dentistry);
 - (iii) Kayachikitsa (Internal Medicine-including Manas Roga, Rasayan and Vajikarana);

Panchakarma; and

(vi) Research Methodology and Medical-statistics;

- (c) Research Methodology shall remain in the department of Samhita Siddhant but for the purpose of teaching, Bio-statistician shall be required as part time to teach Research Methodology;
- (d) The student failed in any of the four professional examinations in four chances shall not be allowed to continue his or her studies:

NOTE:

Provided that, in case of serious personal illness of a student and in any unavoidable circumstances, the Vice-Chancellor of the concerned University may provide one more chance in any one of four professional examinations.

To become eligible for joining the compulsory internship programme, all four professional examinations shall be passed within a period of maximum nine years including all chances as mentioned above.

28.11 Internship:

(1) The duration of Compulsory Rotatory Internship shall be one year and the student shall be eligible to join the compulsory internship programme after passing all the subjects from first to the final professional examination and the internship programme shall be start after the declaration of the result of final professional examination.

(2) The Internship Programme and time distribution shall be as follows:-

(a) The interns shall receive an orientation regarding programme details of internship programme along with the rules and regulations, in an orientation workshop, which shall be organised during the first three days of the beginning of internship programme and a work book shall be given to each intern, in which the intern shall enter date-wise details of activities undertaken by him or her during his or her training;

(b) The daily working hours of intern shall be not less than eight hours:

(c) Normally one-year internship programme shall be divided into clinical training of six months in the Ayurvedic hospital attached to the college and six months in Primary Health Centre or Community Health Centre or Rural Hospital or District Hospital or Civil Hospital or any Government Hospital of modern medicine:

Provided that where there is no provision or permission of the State Government for allowing the graduate of Ayurveda in the hospital or dispensary of Modern Medicine, the one-year Internship shall be completed in the hospital of Ayurvedic college.

3. The clinical training of six or twelve months, as case may be, in the Ayurvedic hospital attached to the college or in non-teaching hospitals approved by Central Council of Indian Medicine shall be conducted as follows:-

S. No.	Department	Distribution of six months	Distributions of twelve months

1	Kayachikitsa	Two months	Four months
2	Shalya	One month	Two months
3	Shalakyā	One month	Two months
4	Prasuti evam Striroga	One month	Two months
5	Balroga- Kaumarabhritya	Fifteen days	One month
6	Panchakarma	Fifteen days	One month

4. Six months training of interns shall be carried out with an object to orient and acquaint the intern with the National health Programme and the intern shall undertake such training in one of the following institutes, namely:-

- (a) Primary Health Centre;
- (b) Community Health Centre or District Hospital;
- (c) Any recognised or approved hospital of modern medicine;
- (d) Any recognised or approved Ayurvedic hospital or Dispensary;

Provided that all the above institutes mentioned in clauses (a) to (d) shall have to be recognised by the concerned University and concerned Government designated authority for taking such a training.

5. **Detailed Guidelines for internship programme.-**

The guidelines for conducting the internship clinical training of six or twelve months in the Ayurvedic Hospital attached to the college and the intern shall undertake the following activities in the respective department as shown below:-

(a) Kayachikitsa- The duration of internship in this department shall be two months or four months with following activities:-

- (i) All routine works such as case taking, investigations, diagnosis and management of common diseases by Ayurvedic Medicine;
- (ii) Routine clinical pathological work such as haemoglobin estimation, complete haemogram, urine analysis, microscopic examination of blood parasites, sputum examination, stool examination, Mutra evam Mala pariksha by Ayurvedic method, interpretation of laboratory data and clinical findings and arriving at a diagnosis;
- (iii) Training in routine ward procedures and supervision of patients in respect of their diet, habits and verification of medicine schedule;

(b) Panchakarma- The duration of internship in this department shall be fifteen days or one month with following activities:-

- (i) Panchakarma procedures and techniques regarding purva karma, pradhan karma and pashchat Karma;
- (c) Shalya- The duration of internship in this department shall be one month or two months and intern shall be practically trained to acquaint with the following activities:-
- (i) Diagnosis and management of common surgical disorders according to Ayurvedic principles;
 - (ii) Management of certain surgical emergencies such as fractures and dislocations, acute abdomen;
 - (iii) Practical training of aseptic and antiseptics techniques, sterilization;
 - (iv) Intern shall be involved in pre-operative and post-operative managements;
 - (v) Practical use of anesthetic techniques and use of anesthetic drugs;
 - (vi) Radiological procedures, clinical interpretation of X-ray, Intra Venous Pyelogram, Barium meal, Sonography and Electro Cardio Gram;
 - (vii) Surgical procedures and routine ward techniques such as-
 - (a) Suturing of fresh injuries;
 - (b) Dressing of wounds, burns, ulcers and similar ailments;
 - (c) Incision of abscesses;
 - (d) Excision of cysts;
 - (e) Venesection; and
 - (f) Application of ksharasutra in ano rectal diseases;
- (d) Shalakyas- The duration of internship in this department shall be one month or two months and intern shall be practically trained to acquaint with the following activities:-
- (i) Diagnosis and management of common surgical disorders according to Ayurvedic principles;
 - (ii) Intern shall be involved in Pre-operative and Post-operative managements;
 - (iii) Surgical procedures in Ear, Nose, Throat, Dental problems, Ophthalmic problems;
 - (iv) Examinations of Eye, Ear, Nose, Throat and Refractive Error with the supportive instruments in Out-Patient Department; and
 - (v) Procedures like Anjana Karma, Nasya, Raktamokshan, Karnapurana, Shirodhara, Putpak, Kawal, Gandush at Out-Patient Department level;
- (e) Prasuti evam Striroga- The duration of internship in this department shall be one month or two months and intern shall be practically trained to acquaint with the following activities:-
- (i) Antenatal and post-natal problems and their remedies, antenatal and post-natal care;
 - (ii) Management of normal and abnormal labours; and

- (iii) Minor and major obstetric surgical procedures;
- (f) Balroga - The duration of internship in this department shall be fifteen days or one month and intern shall be practically trained to acquaint with the following activities:-
- (i) Antenatal and post-natal problems and their remedies, antenatal and post-natal care also by Ayurvedic principles and medicine;
 - (ii) Antenatal and post-natal emergencies;
 - (iii) Care of new born child along with immunization programme; and
 - (iv) Important pediatric problems and their Ayurvedic managements.
- (6) The Internship training in Primary Health Centre or Rural Hospital or District Hospital or Civil Hospital or any Government Hospital of modern medicine or Ayurvedic Hospital or Dispensary- During the six months internship training in Primary Health Centre or Rural Hospital or Community Health Centre or District Hospital or any recognised or approved hospital of Modern Medicine or Ayurvedic Hospital or Dispensary, the interns shall –
- (i) Get acquainted with routine of the Primary Health Centre and maintenance of their records;
 - (ii) Get aquatinted with the diseases more prevalent in rural and remote areas and their management;
 - (iii) Involve in teaching of health care methods to rural population and also various immunization programmes;
 - (iv) Get acquainted with the routine working of the medical or non-medical staff of Primary Health Centre and be always in contact with the staff in this period;
 - (v) Get familiaried with the work of maintaining the relevant register like daily patient register, family planning register, surgical register and take active participation in different Government health schemes or programmes;
 - (vi) Participate actively in different National Health Programmes implemented by the State Government; and
 - (vii) Participate actively in casualty section of the hospital in identification of casualty and trauma cases and their first aid treatment and also procedure for referring such cases to the identified hospitals.

28.12 Assessment

After completing the assignment in various Sections, the interns have to obtain a completion certificate from the head of the Section in respect of their devoted work in the Section concerned and finally submitted to Principal or Head of the institute so that completion of successful internship can be granted.

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NOTE: However any changes if notified through Regulation by the Central Council of Indian Medicine New Delhi, the provision of the above clause shall be modified to the extent.

28.13 Eligibility for Award of the Degree of BAMS

A student shall be declared to be eligible for award of the Degree if he has:

- a) The candidate shall be awarded Ayurvedacharya (Bachelor of Ayurvedic Medicine and Surgery- B.A.M.S.) degree after passing all the examinations and completion of the prescribed course of study extending over the prescribed period and the compulsory rotatory internship extending over twelve months.
- b) Registered and successfully completed all the Core Courses, Optional Courses, Practical/ Lab classes, including Seminars, Workshops, Presentations, Group Discussion, Field Work, Industrial Visit, Industrial Training, Summer Training, Educational Tour, Project Work and other Assignments etc wherever applicable.
- c) Successfully acquired the minimum required credits as specified in the regulation corresponding to the course of his study within the stipulated time, where ever applicable;
- d) Earned the specified credits in all the categories of subjects as applicable;
- e) Secured a minimum 50% marks in every subject theory and practical separately. However the award of the Division/ Class shall be as per recommendation of concerned Board of Studies of the University.
- e) No dues to the University, Hostels, Libraries, NCC / NSS etc. and
- f) No disciplinary action is pending against him.

28.14 Attendance Requirement:

A candidate must have at least 75% attendance. Provided that, In case of illness or because of other reasonable cause it shall be relaxed by the Vice- Chancellor as upto 15% admissible within applicable regulations.

28.15 Maximum Duration for Completion of Course:

The maximum period to complete the course successfully should not exceed 9 years from the date of admission.

28.16 General Instructions:

- (i) The admission to all kinds & mode of BAMS Course shall be governed in accordance and provisions of the Rules / Directives of UGC/CCIM/ AYUSH/ relevant Regulatory Body or any other competent Authority of the Govt. of India / State Government as amended time to time.
- (ii) The relaxation in eligibility conditions, age and reservation etc. shall be in accordance with the Rules / Directives of UGC / CCIM/ AYUSH / relevant Regulatory Body or any other competent Authority of the Govt. of India / State Government as amended time to time.

- (iii) For matters not covered in this specific ordinance, General Rules and regulations of SGU (SAM Global University) Raisen, regarding specific courses shall be applicable. In other matters Board of Management of SGU shall be competent to take any decision which shall be final.
- (iv) At present in the Faculty of Medical and Paramedical, Degree of BAMS shall include the Branches / Discipline as indicated in the ordinance no.02 under Faculty of Medical and Paramedical courses / programme as well as proposed in future. However, the entire BAMS programme with various Branches / specializations at present & in future shall run under this Ordinance.
- (v) The above courses shall run on all possible modes of imparting education including the one governed through this ordinance with the use of latest innovative technologies like on line, e-learning, face-to-face, through webinar etc.
- (vi) The programme listed under Ordinance 02 will be introduced with the recommendations of Board of Studies are offered by the Faculty of Medical and Paramedical, Faculty Board of Studies, Academic council and Board of Management of the University.
- (vii) In future, more Branches / Specializations / Courses / Programmes of B.A.M.S. can also be offered, keeping in view of new innovations, thrust areas of Government policies and demand of the industry / society shall run under this ordinance, on the recommendations of the concerned Board of Studies, from time to time, by the University, in its various Faculty / Schools / Centers / Institutes located in University campus.
- (viii) The University shall also offer more number of research programmes with the various specialization titles which shall run under this ordinance on the recommendation of concerned Board of Studies, of University alone and / or in collaboration with or tie-up with other Educational or Academic Institutes / Organizations / Universities / Research Organizations / Industries for the purpose of research / teaching and to provide the dissemination of Knowledge to all concerned throughout the World under the prescribed format of MOU as per norms.

ORDINANCE No. 29**Vocational Studies****29.1 Objectives**

1. To provide judicious mix of skills relating to a profession and appropriate content of General Education.
2. To ensure that the students have adequate knowledge and skills, so that they are work ready at each exit point of the programme.
3. To provide flexibility to the students by means of pre-defined entry and multiple exit points.
4. To integrate NSQF within the undergraduate level of higher education in order to enhance employability of the graduates and meet industry requirements. Such graduates apart from meeting the needs of local and national industry are also expected to be equipped to become part of the global workforce.
5. To provide vertical mobility to students coming out of 10+2 with vocational subjects.

29.2 Levels of Awards

The certification levels will lead to Diploma/Advanced Diploma/B. Voc. Degree in one or more vocational areas and will be offered under the aegis of the University. This is out-lined in Table 1.

Table 1: Awards

Award	Duration	Corresponding NSQF level
Diploma	1 Year	5
Advanced Diploma	2 Years	6
B.Voc. Degree	3 Years	7

29.3 Eligibility for admission in B.Voc.

The eligibility condition for admission to B.Voc. Programme shall be 10+2 or equivalent, in any stream.

29.4 Curriculum:

19.4.1 The curriculum in each of the years of the programme would be a suitable mix of general education and skill development components.

19.4.2 Curriculum details should be worked before introduction of the courses as decided by the Board of Studies.

29.4. Skill Development Components:

- (i) The focus of skill development components shall be to equip students with appropriate knowledge, practice and attitude, so as to become work ready. The skill development components should be relevant to the industries as per their requirements.
- (ii) The curriculum should necessarily embed within itself, National Occupational Standards (NOSs) of specific job roles within the industry sector(s). This would enable the students to meet the learning outcomes specified in the NOSs.
- (iii) The overall design of the skill development component along with the job roles selected should be such that it leads to a comprehensive specialization in one or two domains.
- (iv) In case NOS is not available for a specific area / job role, the university/college should get the curriculum for this developed in consultation with industry experts.

- (v) The curriculum should also focus on work-readiness skills in each of the three years.
- (vi) Adequate attention needs to be given in curriculum design to practical work, on the job training, development of student portfolios and project work.


29.5 General Education Component:

- (i) The general education component should adhere to the normal university standards. It should emphasise and offer courses which provide holistic development. However, it should not exceed 25% of the total curriculum.
- (ii) Adequate emphasis should be given to language and communication skills.

29.6 Guidelines for credit calculations

29.6.1 This section contains credit framework guidelines. The university/ college should use these guidelines or adapt them.

29.6.2 The following formula should be used for conversion of time into credit hours.

- a) One Credit would mean equivalent of 15 periods of 60 minutes each, for theory, workshops/labs and tutorials;
 - b) For internship/field work, the credit weightage for equivalent hours shall be 50% of that for lectures/workshops;
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- c) For self-learning, based on e-content or otherwise, the credit weightage for equivalent hours of study should be 50% or less of that for lectures/workshop.

29.7 Examination and Assessment:

The assessment for the general education component will be done by the university as per the procedure of examination of any theory paper.

The assessment for the skill development components should necessarily focus on practical demonstrations of the skills acquired. The university may like to consult the respective Sector Skill Council for designing the examination and assessment pattern for the skill development components. The university may also consider using the designated assessors of Sector Skill Councils / Industry associations for the conduct of practical assessment.

The University will follow credit based assessment and evaluation system for the B.Voc. Programme

29.8 Student Fee:

Student fee shall be decided by the Board of Management. All other conditions will be followed as laid down by UGC.

General Instructions:

- (i) The admission to the above Courses shall be governed in accordance and provisions of the Rules / Directives of DOC / relevant Regulatory Body or any other competent Authority of the Govt. of India / State Government as amended time to time.
- (ii) The relaxation in eligibility conditions, age and reservation etc. shall be in accordance with the Rules / Directives of UGC / relevant Regulatory Body or any other competent Authority of the Govt. of India/State Government as amended from time to time.
- (iii) For matters not covered in this specific ordinance, General rules and Regulations of SGU Raisen, regarding specific courses shall be applicable. In other matters Board of Management of S GU shall be competent to take any decision which shall be final

ORDINANCE 30**THE AWARD OF POST GRADUATE DIPLOMA IN BUSINESS MANAGEMENT**

This ordinance shall be applicable to candidate admitted for Post Graduate Diploma in Business Management (PGDM) & shall be governed by rules and regulation given by University.

- 30.1 Title of the Degree** : Post Graduate Diploma in Business Management
- 30.2 Name of Faculty** : Faculty of Management & Commerce
- 30.3 Course Name** : Post Graduate Diploma in Business Management PGDM
- 30.4 Duration of the Course** : 2 years
- 30.5 Eligibility for Admission:**
Candidates who have passed the UG examination in any stream from a recognized state/private/deemed or central university with at least 50 % of marks (30% for reserved category candidates). In case they have scored less than 50 % at UG level than they go through a Entrance Test as decided by the university.
- 30.6 Eligibility for Admission to NRI / Other Privileged Candidates:**
Non-resident Indian and other privileged candidate shall be eligible for admission to the course in accordance with the directives of Govt. of India and / or State Government.
- 30.7 Admission Procedure**
The eligible candidates as specified in clause 30.5 and 30.6 above, should secure a place in the merit list prepared on the basis of academic credentials or through the University Entrance Test / Examination consisting of Aptitude Test / Group Interview or through Counseling or the University may also use the score card of various competitive Entrance Test / examination results of various Institutes / Boards / Universities / other Professional Bodies / Organizations or based on eligibility exam or any other mode as decided by the AICTE / UGC / other relevant Regulatory Bodies from time to time or on the basis of qualifying examination.
- 30.8 Intake**
The Intake for the courses shall be decided by the University from time to time, taking care of the norms of the concerned regulatory body.
- 30.9 Academic cycle / year**
There will be two academic cycles for the course every year like Summer & Winter as decided by the University.
- 30.10 Course Structure**
The Course structure of PGDM in International Business shall be as per the recommendations of the concerned Board of Studies of the Faculty of the University / duly approved by the Academic Council.
- 30.11 Medium of Instruction and Examination:**
The medium of instruction and examination shall be English.
- 30.12 Examination**
30.12.1 Examinations will be conducted as per the appropriate Statutes, Ordinances and Regulations made in this respect. The scheme of examination, promotion to subsequent semesters and course of studies shall be as per the recommendations of the concerned Board of Studies with due approval of the Academic Council.

30.12.2 The examination pattern shall be CBCS with continuous assessment of students. The passing criteria will be 50% including Internal exams for both theory and practical separately.

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

30.13 Eligibility for Award of the Post Graduate Diploma In Business Management

A student shall be declared to be eligible for award of the Post Graduate Diploma In Business Management if:

- Registered and successfully completed all the Core Courses, Optional Courses, Practical / Lab classes, including Seminars, Workshops, Presentations, Group Discussion, Field Work, Industrial Visit, Industrial Training, Summer Training, Educational Tour, Project Work and other Assignments etc where ever applicable.
- 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;
- Earned the specified credits in all the categories of subjects as applicable;
- Secured a minimum CGPA of 5.0 or 50% in aggregate overall. However the award of the Division / Class shall be as per recommendation of concerned Board of Studies of the University.
- No dues to the University, Hostels, Libraries, NCC / NSS etc. and
- No disciplinary action is pending against him.

30.14 Attendance Requirement:

A candidate must have at least 75% attendance. Provided that, In case of illness or because of other reasonable cause it shall be relaxed by the Vice- Chancellor as upto 15% admissible within applicable regulations.

30.15 Maximum Duration for Completion of Course:

A candidate has to complete the entire course of Post Graduate Diploma In Business Management ordinarily within a maximum period of Four years from the session of first admission.

30.16 General Instruction:

- The admission to all kinds & mode of Post Graduate Diploma In Business Management shall be governed in accordance and provisions of the Rules / Directives of UGC / AICTE / relevant Regulatory Body or any other competent Authority of the Govt. of India / State Government as amended from time to time.
- The relaxation in eligibility conditions, age and reservation etc. shall be in accordance with the Rules / Directives of UGC / AICTE / relevant Regulatory Body or any other competent Authority of the Govt. of India / State Government as amended from time to time.
- For matters not covered in this specific Ordinance, General Rules and Regulations of SGU Raisen, regarding specific courses shall be applicable. In other matters Board of Management of SGU shall be competent to take any decision which shall be final.

- iv) The above courses shall run on all possible modes of imparting education including the one governed through this ordinance with the use of latest innovative technologies like on-line, e-learning, face-to-face, through webinar etc.
- v) In future, more Branches / Specializations / Courses / Programmes of Post Graduate Diploma In Business Management can also be offered, keeping in view of new innovations, thrust areas of Government policies and demand of the industry / society shall run under this ordinance, on the recommendations of the concerned Board of Studies, from time to time, by the University, in its various Faculty / School / Centers / Institutes located in University campus.
- vi) The University shall also offer more number of research programmes with the various specialization titles which shall run under this ordinance on the recommendations of concerned Board of Studies of University alone and / or in collaboration with or tie-up with other Educational or Academic Institutes / Organizations / Universities / Research Organizations / Industries for the purpose of research / teaching and to provide the dissemination of Knowledge to all concerned throughout the World under the prescribed format of MOU as per norms
- vii)

ORDINANCE No. 31**THE AWARD OF POST GRADUATE DEGREE IN ENGINEERING AND TECHNOLOGY/ DESIGN**

31.1 Title of the Degree : Master of Technology (M. Tech.)/Master of Design (M.Design)

In following subjects and Specialization:

Agricultural Engineering, Food Technology Biotechnology, Bioinformatics, Biometrics and Cyber Security, Civil Engineering, Structural Engineering, Building and Construction Technology, Environmental Engineering, Transportation Engineering, Computer Aided Structural Analysis and Design, Construction Engineering, Construction Technology and Management, Highway Engineering, Computer Applications, Computer Science and Engineering, Computer Networks and Information Security, Networking, Software Engineering, Electrical Engineering, Electrical and Electronics Engineering, Power System Engineering, Control Systems, High Voltage and Power Systems Engineering, Power Electronics, Electronics Engineering, Electronics and Communication Engineering, Electronics and Instrumentation Engineering, Nano-Technology, Communication Engineering, Digital Communication, Digital Instrumentation, Microwave Engineering, VLSI and Embedded Systems Design, Information Technology, Cyber Security, Web Technology, Web Engineering, Cloud Computing, Automobile Engineering, Fire Technology and Safety, Industrial Engineering, Mechanical Engineering, Production Engineering, CAD / CAM / CAE. Design Engineering, Design of Mechanical Systems, Heat and Power, Industrial Design, Industrial Engineering and Management, Machine Design, Product Design, Production and Industrial Engineering, Thermal Engineering, Textile Engineering, Aeronautical Engineering, Marine Engineering, Energy Engineering, Chemical Engineering, Bio Medical Engineering, Mechatronics, Opto Electronics.
Fashion Design, Textile Design, Automobile Design, Product Design, Interior Design, Graphic Design, Animation Design, Jewellery Design

31.2 Name of Faculty : Faculty of Engineering & Technology

31.3 Duration of the Course : 2 Years (4 Semesters)

31.4 Eligibility for Admission : For M.Tech./M.Design

Candidate shall have passed B.E. / B. Tech./B.Design or equivalent examinations in appropriate branch with minimum of 50% Marks (30% for reserved categories) or CGPA of 5.0 on a scale of 10 CGPA (4.5 for reserved categories) in appropriate branch of Engineering and Technology.

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Applicants possessing the M.Sc. (Maths / Physics / Electronics / Computer Science / Information Technology)/ MCA [for M. Tech in Computer Science / Computer Technology / Information Technology] degree.

Or

A Technical Graduates in relevant branch with a minimum of 50% Marks (30% for reserved categories) or CGPA of 5.0 on a scale of 10 CGPA (4.5 for reserved categories) are eligible for admission without GATE Score.

Or

In addition to all above, a candidate who possesses Associate Membership of the following professional bodies will also be eligible for admission to M. Tech Programmed and have passed both Part (A) and Part (B) of membership examination with a minimum of 50% or equivalent grade such as from The Institution of Engineers (India), The Aeronautical Society of India, The Indian Institute of Metals, The Indian Institute of Chemical Engineering, The Institute of Electronics and Telecommunication Engineering and other professional Bodies in India or abroad, in accordance with the provisions made in the regulations approved by the Academic Council.

The reservation and relaxation for SC / ST / Other categories shall be as per the rules of state Govt., whichever is applicable.

Note:

- a. Applicants possessing valid GATE score shall be given preference over to those candidates who do not possess GATE score.
- b. Applicants who do not possess a GATE score will have to appear in the University entrance exam, if such an examination conducted by the University.
- c. Notwithstanding what has been stated in above (a) & (b), applications from candidates sponsored by organization recognized by the Academic Council, and application from foreign nationals received through proper channel, may be considered for admission to the M. Tech programme. Their admission shall, however, be governed by the regulation prescribed by the Academic Council of the University.
- d. The suitable match of eligible Degree and its specialization for admission into M. Tech. programme of various specialization / stream / branch shall be decided by the concerned Faculty / Department/ School of the University.
- e. Candidate who is appearing or has appeared for any qualifying examination during the current academic session as a regular or a private candidate can

also apply for admission on provisional basis, subject to the condition that the candidate must pass the qualifying examination with require percentage of marks or equivalent grade.

31.5 Eligibility for Admission to NRI / Other Privileged Candidates:

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

31.6 Admission Procedure:

The eligible candidates as specified in clause 31.4 and 31.5 above, should secure a place in the merit list prepared on the basis of academic credentials or through the University entrance test / Examination consisting of Aptitude Test / Group Discussion

/ Personal Interview or through Counseling or the University may also use the score card of various competitive entrance test / examination results of various Institutes/ Boards/ Universities/ Other Professional Bodies / Organizations or any other mode as decided by the AICTE / UGC / other relevant Regulatory Bodies from time to time or based on qualifying exam.

31.7 Branch / Specialization Distribution:

Admission to the particular branch of study with its specialization shall be as decided by the University on the basis of Counseling / Personal interview.

31.8 Intake

The Intake for each of these courses shall be decided by the University from time to time, taking care of the intake as per norms of the concerned Regulatory Body.

31.9 Academic cycle / year

There will be two academic cycles for these courses every year like Summer & Winter.

31.10 Course Structure:

The Course Structure of M. Tech shall be as per the recommendation of the concerned Board of studies of Faculty of the University duly approved by the academic council

31.11 Medium of Instructions and Examination:

The medium of instructions and examination shall be English/Hindi.

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31.12 Examination:

31.12.1Examinations will be conducted as per the appropriate Statutes, Ordinances and Regulations made in this respect. The scheme of examination, promotion to subsequent semesters and course of studies shall be as per the recommendations of the concerned Board of Studies with due approval of the Academic Council.

31.12.2The examination pattern shall be CBCS with continuous assessment of students. The passing criteria will be 50% including Internal exams for both theory and practical separately.

31.12.3The studies and examination of the course shall be on the basis of marks / marks-cum-credit / credit system as recommended by the concerned Board of Studies from time to time.

31.13 Eligibility for Award of the M. Tech. Degree/M.Design :

A student shall be declared to be eligible for award of the M. Tech./M.Design Degree if he has:

- a) Registered and successfully completed all the Core Courses, Optional Courses, practical / Lab classes, Including Seminars, Workshops, Presentations, Group Discussion, (Field Work, Industrial Visit, Industrial Training, whichever applicable), Paper presentation & Publications, Project Work, Dissertation/Thesis and other Assignments etc.
- b) Successfully acquired the minimum required credits as specified in the regulation corresponding to the branch of his study within the stipulated time, wherever applicable;
- c) Earned the specified credits in all the categories of subjects as applicable;
- d) Secured a minimum CGPA of 5.0 or 50% in aggregate overall. However the award of the Division / Class shall be as per the recommendation of concerned Board of Studies of the University.
- e) No dues to the University, Hostels, Libraries, NCC / NSS etc; and
- f) No disciplinary action is pending against him.

31.14 Attendance Requirement:

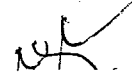
A candidate must have at least 75% attendance. Provided that, In case of illness or because of other reasonable cause it shall be relaxed by the Vice- Chancellor as upto 15% admissible within applicable regulations.

31.15 Maximum Duration for Completion of Course:

A candidate has to complete the entire course of M. Tech./M.Design Degree within a maximum period of four years from the session of first admission. However, for any exceptional case the matter shall be decided by the University as per the provisions of Relevant Rules and Regulations.

31.16 General Instructions:

- i) The admission to all kind & modes of M. Tech./M.Design Course shall be governed in accordance and provisions of the Rules / Directives of UGC / AICTE / relevant Regulatory Body or any other competent Authority of the Govt. of India / State Government as amended from time to time.
- ii) The relaxation in eligibility conditions, age and reservation etc. shall be in accordance with the Rules / Directives of UGC / AICTE / relevant Regulatory Body or any other competent Authority of the Govt. of India / State Government as amended from time to time.
- iii) For matters not covered in this specific ordinance, General rules and regulations of SGU Raisen, regarding specific courses shall be applicable. In other matters Board of Management of SGU shall be competent to take any decision which shall be final.



ORDINANCE No. 32**THE AWARD OF POST GRADUATE DEGREE IN COMPUTER APPLICATION & INFORMATION TECHNOLOGY**

- 32.1 Title of the Degree : Master of Computer Application (MCA)
- 32.2 Name of Faculty : Faculty of Science
- 32.3 Duration of the Course : 3 years (6 Semesters)
- 32.4 Eligibility for Admission :

Every applicant for admission to the First Year of M.C.A shall possess following educational qualification:-

Candidate should have a Bachelor degree with at least 50% (30% for reserved categories) marks in aggregate or equivalent grade of minimum 3 years duration from a recognized Indian University or foreign University or Institute recognized by the University as equivalent or any open University and Mathematics as one of the subjects at 10+2 level or at graduation;

Or

However, a candidate who does not have Mathematics background as per above. could also be considered for admission to the programme on the recommendations of the Personal Interview panel, if it is adjudged that the candidate would be able to cover his deficiency through a Mathematics audit course in the first semester;

Or

The candidate should possess professional Technical Degree in any field like Engineering, Technology, Information Technology, Computer science, Applied Science & Technology etc. with at least 50% (30% for reserved categories) marks in aggregate or equivalent grade of any Indian University or foreign University or Institute or Associate Membership of professional bodies in above fields / areas, recognized by the University as equivalent;

And

Lateral Entry to MCA 2nd year will be given to the students passing BCA / BCA (Hons.) or B. Sc (IT / CS / Electronics) or an equivalent degree from any recognized University with at least 50% (30% for reserved categories) marks in aggregate or equivalent grade and PGDCA (after graduation) or DOEACC "A" level examination or any other examination considered equivalent there to by the University.

The reservation and relaxation for SC / ST / Other categories shall be as per the rules of state Govt., whichever is applicable.

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

32.5 Eligibility for Admission to NRI / Other Privileged Candidates:

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

32.6 Admission Procedure:

The eligible candidates as specified in clause 32.4 & 32.5 above, should secure a place in the merit list prepared on the basis of academic credentials or through the University entrance test / Examination consisting of Aptitude Test / Group Discussion / Personal Interview or through Counseling or the University may also use the score card of various competitive entrance test / examination results of various Institutes / Boards / Universities / other Professional Bodies / Organizations or any other mode as decided by the AICTE / UGC / other relevant Regulatory Bodies from time to time or based on qualifying examination .

32.7 Specialization Distribution:

Admission to a particular stream/ specialization of MCA Course/ Programme, if any, shall be as decided by the University on the basis of either merit or counseling or personal interviews.

32.8 Intake:

The Intake for each of these courses shall be decided by the University from time to time, taking care of the norms of the concerned regulatory body.

32.9 Academic cycle / year:

There will be two academic cycle for these courses every year like Summer & Winter.

32.10 Course Structure:

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

32.11 Medium of Instructions and Examination:

The medium of instructions and examination shall be English/ Hindi.

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32.12 Examination

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

32.12.2 The examination pattern shall be CBCS with continuous assessment of students. The passing criteria will be 50% including Internal exams for both theory and practical separately.

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

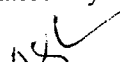
32.13 Eligibility for Degree: Eligibility for Award of the M.C.A. Degree

A student shall be declared to be eligible for award of the MCA Degree with various specializations if he has:

- a) Registered and successfully completed all subjects of Core Courses, Optional and Specialized Courses. Lab classes / practical's. Including Seminars, Workshops, Presentations, Group Discussion, Field Work, Industrial Visit, Industrial training, Paper presentation & Publications, Project Work, Dissertation / Thesis and other Assignments etc. whichever applicable.
- b) Successfully acquired the minimum required credits as specified in the regulation corresponding to the branch of his study within the stipulated time, where ever applicable;
- c) Earned the specified credits in all the categories of subjects as applicable;
- d) Secured a minimum CGPA of 5.0 or 50% in aggregate or equivalent Grade overall. However the award of the Division / Class shall be as per recommendation of concerned Board of Studies of the University.
- e) No dues to the University, Hostels, Libraries, NCC / NSS etc; and
- f) No disciplinary action is pending against him.

32.14 Attendance Requirement:

A candidate must have at least 75% attendance. Provided that, In case of illness or because of other reasonable cause it shall be relaxed by the Vice- Chancellor as upto 15% admissible within applicable regulations.



32.15 Maximum Duration for Completion of Course:

A candidate has to complete the entire course of M.C.A. Degree ordinarily within a maximum period of Six years from the session of first admission. However, for any exceptional case the matter shall be decided by the University as per the provisions of relevant rules and regulations.

32.16 General Instructions

- i. The admission to the M.C.A. Course shall be governed in accordance and provisions of the Rules / Directives of UGC / AICTE / relevant Regulatory Body or any other competent Authority of the Govt. of India / State Government as amended from time to time.
- ii. The relaxation in eligibility conditions, age and reservation etc. shall be in accordance with the Rules / Directives of UGC / AICTE / relevant Regulatory Body or any other competent Authority of the Govt. of India / State Government as amended from time to time.
- iii. For matters not covered in this specific ordinance, General rules and regulations of SGU Raisen, regarding specific courses shall be applicable. In other matter Board of Management of SGU shall be competent to take any decision which shall be final.

ORDINANCE No. 33**THE AWARD OF TWO YEARS POST GRADUATE DEGREE IN AGRICULTURE SCIENCES**

33.1 Title of the Degree : M.Sc. Ag. (Agronomy)
M.Sc. Ag. (Horticulture)
M.Sc. Ag. (Food Science & Technology)
M.Sc. Ag. (Seed Science & Technology)
M.Sc. Ag. (Agricultural Extension & Communication)
M.Sc. Ag. (Agricultural Economics)

33.2 Name of Faculty : **Faculty of Agriculture Sciences**

33.3 Duration of the Course : **2 years (4 Semesters)**

33.4 Eligibility for Admission :

Every applicant for admission to the First Year of M.Sc. (Agriculture) shall possess following educational qualification:

Candidate should be a graduate in Agriculture or its equivalent, with at least 50% marks (30% for reserved categories in aggregate or equivalent grade from any Indian University or foreign University or Institute recognized/accredited by the UGC/ ICAR/ University as equivalent. However, the graduate degree should be with Four years study after passing 12th class examination of (10+2) scheme or equivalent (10+2+4) year system or any equivalent examination.

Or

The candidate should possess Professional Degree in Agriculture Science. With at least 50% marks (30% for reserved categories) in aggregate or equivalent grade from any Indian University or foreign University or Institute recognized/ accredited by the UGC/ ICAR/ University as equivalent.

Or

However, candidate who is appearing or has appeared for final year / semester of qualifying examination during the current academic session can also apply for admission on provisional basis, subject to the condition that the candidate must pass the qualifying examination with the required percentage of marks or equivalent grade.

The reservation and relaxation for SC / ST / Other categories shall be as per the rules of state Govt., whichever is applicable.

33.5 Eligibility for Admission to NRI:

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

33.6 Admission Procedure:

The eligible candidates as specified in clause 33.4 & 33.5 above, should secure a place in the merit list prepared on the basis of academic credentials or through the University entrance test / Examination consisting of Aptitude Test / Group Discussion / Personal Interview or through Counseling or the University may also use the score card of various competitive entrance test / examination results of various Institutes / Boards / Universities / other Professional Bodies / Organizations or any other mode as decided by the UGC / other relevant Regulatory Bodies mainly ICAR from time to time or based on qualifying examination.

33.7 Specialization Distribution:

Admission to a particular stream / specialization of M. Sc. (Agriculture) Course / Programme shall be as decided by the University on the basis of either merit or counseling or personal interview as per the ICAR norms.

33.8 Intake:

The Intake for each of these courses shall be decided by the University from time to time, taking care of the norms of the concerned regulatory body specially ICAR/ after approval of Madhya Pradesh Private University Regulatory Commission.

33.9 Academic cycle / year:

There will be two academic cycles/ semesters for these courses every year like Summer & Winter.

33.10 Course Structure:

Course structure shall be as per the norms of ICAR and recommendation of the concerned Board of Studies of the Faculty of the University duly approved by the Academic Council.

33.11 Examination:

The medium of instructions and examination shall be English

33.11.1Examinations will be conducted as per the appropriate Statutes, Ordinances and Regulations made in this respect. The scheme of examination, promotion to subsequent semesters and course of studies shall be as per the guidelines of Fifth Deans' Committee of ICAR and the concerned Board of Studies with due approval of the Academic Council.

33.11.2The examination pattern shall be as per the guidelines of Fifth Deans' Committee of ICAR with continuous assessment of students. The passing criteria will be 50% including Internal exams for both theory and practical separately.

33.11.3 The studies and examination of the course shall be on the basis of marks / marks-cum-credit / credit system as recommended as per the guidelines of Fifth Deans' Committee of ICAR and the concerned Board of Studies from time to time.

33.12 Eligibility for Degree:

A student shall be declared to be eligible for award of the Degree with various specializations if he has:

- Registered and successfully completed all subjects of Core Courses, Optional and Specialized Courses, Lab classes / practices, including Seminars, Workshops, Presentations, Group Discussion, Field Work, Industrial, Visit, Industrial Training, Paper presentation & Publications, Project Work, Dissertation / Thesis and other Assignments etc. whichever applicable.
- Successfully acquired the minimum required credits as specified in the regulation corresponding to the branch of his study within the stipulated time, where ever applicable.
- Earned the specified credits in all the categories of subjects as applicable.
- Secured a CGPA of 5.0 or minimum 50% in aggregate or equivalent Grade overall. However the award of the CGPA/%Marks/ Division/ Class shall be as per the guidelines of Fifth Deans' Committee of ICAR and concerned Board of Studies of the University as give in table below:

Degree	Percentage of marks obtained	Conversion into points
All	100	10 points
	90 to <100	9 to <10
	80 to <90	8 to <9
	47 to <80	7 to <8
	60 to <47	6 to <7
	50 to <60	5 to <6
	<50 (Fail)	<5
	Eg. 80.76	8.076
	28.60	4.210
	72.50 (but shortage in attendance)	Fail (1 point)

OGPA	DIVISION
5.000-5.999	Pass
6.000-6.999	II Division
7.000-7.999	I Division
8.000 and above	I Division with distinction

- No dues to the University, Hostels, Libraries, / NSS / NSO etc.
- No disciplinary action is pending against him.

33.13 Attendance Requirement:

A candidate must have at least 75% attendance. Provided that, in case of illness or because of other reasonable cause it shall be relaxed up to 15% by the Vice-Chancellor as admissible within applicable regulations.

33.14 Maximum Duration for Completion of Course:

A candidate has to complete the entire course of M.Sc. (Agriculture) Degree ordinarily within a maximum period of four years from the session of first admission. However, for any exceptional case the matter shall be decided by the University as per the provisions of relevant Rules and Regulations.

33.15 General Instructions:

- 1 The admission to the M.Sc.(Agriculture) Course shall be governed in accordance and provisions of the Rules / Directives of UGC / relevant Regulatory Body mainly ICAR or any other competent Authority of the Govt. of India / State Government as amended from time to time.
- 2 The relaxation in eligibility conditions, age and reservation etc. shall be in accordance with the Rules / Directives of UGC / relevant Regulatory Body mainly ICAR or any other competent Authority of the Govt. of India / State Government as amended from time to time.
- 3 For matters not covered in this specific ordinance, General rules and regulations of SGU Raisen, regarding specific courses shall be applicable. In other matters Board of Management of SGU shall be competent to take any decision which shall be final but should not violate the norms of ICAR.



ORDINANCE No. 34**THE AWARD OF POST GRADUATE DEGREE IN PHARMACY**

- 34.1 Title of the Degree : Master of Pharmacy (M. Pharm)
- 34.2 Name of Faculty : Faculty of Medical and Paramedical Science
- 34.3 Course Name : Master of Pharmacy (M. Pharm)

Specialties/subjects in which Postgraduate degree in Pharmacy can be awarded by the University:

- i) Pharmaceutics
- ii) Industrial Pharmacy
- iii) Pharmaceutical Chemistry
- iv) Pharmaceutical Analysis
- v) Pharmaceutical Quality Assurance
- vi) Pharmaceutical Biotechnology
- vii) Regulatory Affairs
- viii) Pharmacy Practice
- ix) Pharmacology
- x) Pharmacognosy
- xi) Phytopharmacy & Phytomedicine
- xii) Any other Specialty as may be prescribed by the Pharmacy Council of India from time to time.

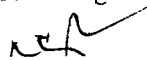
- 34.4 Duration of the Course : 2Years (4 Semesters)
- 34.5 Eligibility for Admission : For M. Pharm (1st year)

Every applicant for admission to the First Year of M. Pharm. shall have passed B.Pharm. or any other degree course in Pharmacy recognized as equivalent by the University with minimum of 50% Marks (30% for the reserved categories) or CGPA of 5.0 on a scale of 10 CGPA (4.5 for reserved categories) in appropriate branch of Specialization if any.

Or

Professional Graduates in relevant Branch/Specialization in the field of Pharmacy with a minimum of 50% Marks (30% for the case of reserved categories) or CGPA of 5.0 on a scale of 10 CGPA (4.5 for the reserved categories) are eligible for admission with or without GPAT Score.

The reservation and relaxation for SC / ST / Other categories shall be as per the rules of state Govt., whichever is applicable.



34.6 Eligibility for Admission to NRI / Other Privileged Candidates:

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

34.7 Admission Procedure:

The eligible candidates as specified in clause 34.5 & 34.6 above, should secure a place in the merit list prepared on the basis of academic credentials or through The University entrance test / Examination consisting of Aptitude Test / Group Discussion / Personal Interview or through Counseling or the University may also use the score card of various competitive entrance test / examination results of various Institute / Boards / Universities / other Professional Bodies / Organizations or any other mode as decided by the PCI/ AICTE / UGC / other relevant Regulatory Bodies from time to time or based on qualifying examination.

34.8 Branch / Specialization Distribution:

Admission to the particular branch of study of M.Pharm with its specialization shall be as decided by the University on the basis of counseling / personal interview.

34.9 Intake

The Intake for each of these courses shall be decided by the University from time to time, taking care of the norms of the concerned regulatory body.

34.10 Academic cycle / year

There will be two academic cycle for these courses every year like Summer & Winter

34.11 Course Structure

The Course structure of M.Pharm Shall be as per the recommendation of the concerned Board of Studies of the Faculty of the University duly approved by the Academic Council

34.12 Medium of Instructions

The medium of instructions and examination shall be English

34.13 Examination:

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

34.13.2The examination pattern shall be CBCS with continuous assessment of students. The passing criteria will be 50% including Internal exams for both theory and practical separately.

34.13.3The studies and examination of the course shall be on the basis of marks / marks-cum-credit / credit system as recommended by the concerned Board of Studies from time to time.

34.14 Eligibility for Degree:

Eligibility for Award of the M.Pharm Degree

A student shall be declared to be eligible for award of the Degree if he has:

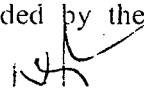
- a) Registered and successfully completed all the Core Courses, Optional Courses, Practical/Lab classes, Including Seminars, Workshops, Presentations, Group Discussion, (Field Work, Industrial Visit, Industrial training, which ever applicable), Paper presentation & Publications, Project Work, Dissertation/Thesis and other Assignments etc.
- b) Successfully acquired the minimum required credits as specified in the regulation corresponding to the branch of his study within the stipulated time, wherever applicable;
- c) Earned the specified credits in all the categories of subjects as applicable.
- d) Secured a minimum CGPA of 5.0 or 50% in aggregate overall. However the award of the Division / Class shall be as per recommendation of concerned Board of Studies of the University.
- e) No dues to the University, Hostels, Libraries, NCC / NSS etc; and
- f) No disciplinary action is pending against him.

34.15 Attendance Requirement:


A candidate must have at least 75% attendance. Provided that, In case of illness or because of other reasonable cause it shall be relaxed by the Vice-Chancellor as upto 15% admissible within applicable regulations.

34.16 Maximum Duration for Completion of Course:

A candidate has to complete the entire course of M.Pharm Degree within a maximum period of four years respectively from the session of first admission. However, for any exceptional case the matter shall be decided by the University as per the provisions of relevant rules and regulations.



34.17 General Instructions:

- i) The admission to all kind & modes of M.Pharm course shall be governed in accordance and provisions with the Rules / Directives of UGC / AICTE / PCI relevant Regulatory Body or any other competent Authority of the Govt. of India / State Government as amended from time to time.
- ii) The relaxation in eligibility conditions, age and reservation etc. shall be in accordance with the Rules / Directives of UGC / AICTE / PCI/ relevant Regulatory Body or any other competent Authority of the Govt. of India / State Government as amended from time to time.
- iii) For matters not covered in this Specific Ordinance, General Rules and regulations of SGU Raisen, regarding specific courses shall be applicable. In other matter Board of Management of SGU shall be competent to take any decision which shall be final. 

ORDINANCE No. 35
THE AWARD OF TWO YEARS POST GRADUATE DEGREE IN BASIC
SCIENCE

35.1 Title of the Degree : Master of Science (M.Sc.)

Subjects : Chemistry, Physics, Mathematics, Biotechnology; Bioinformatics; Statistics, Forestry; Environmental; IT, CS, Microbiology, Criminology, Animation & Multimedia, Graphic Design, Geology, Home Science.

35.2 Name of Faculty : Faculty of Science

35.3 Duration of the Course : Two years

35.4 Eligibility for Admission:

Candidate should be a Science Graduate with at least 30% marks (25% for reserved categories) in aggregate or equivalent grade, from any Indian University or foreign University or Institute recognized by the University as equivalent or any open University. However, the graduate degree should be with three years study after passing 12th class examination of (10+2) scheme or equivalent to (10+2+3) year system or any equivalent examination.

The candidate should be graduate in relevant field.

Or

However, candidate who is appearing or has appeared for final year / semester of any degree / qualifying examination during the current academic session as a regular or a private candidate can also apply for admission on provisional basis, subject to the condition that the candidate must pass the qualifying examination with require percentage of marks or equivalent grade.

The reservation and relaxation for SC / ST / Other categories shall be as per the rules of state Govt., whichever is applicable.

35.5 Eligibility for Admission to NRI / Other Privileged Candidates:-

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

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35.6 Admission Procedure:

The eligible candidates as specified in clause 35.4 & 35.5 above, should secure a place in the merit list prepared on the basis of academic credentials or through the University Entrance Test / Examination consisting of Aptitude Test / Group Discussion / Personal Interview or through Counseling or the University may also use the score card of various competitive entrance test / examination results of various Institutes / Boards / Universities / other Professional Bodies / Organizations or any other mode as decided by the UGC / other relevant Regulatory Bodies from time to time, or based on qualifying exam.

35.7 Specialization Distribution:

Admission to a particular stream / specialization of M.Sc. Course / Programme shall be as decided by the University on the basis of either merit or counseling or personal interview.

35.8 Intake:

The Intake for each of these courses shall be decided by the University from time to time, taking care of the norms of the concerned regulatory body.

35.9 Academic cycle / year:

There will be two academic cycle for these courses every year.

35.10 Medium of Instructions and Examination:

The medium of instructions and examination shall be English/Hindi

35.11 Examination:

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

35.11.2 The examination pattern shall be Choice Based Credit System (CBCS) with continuous assessment of students. The passing criteria will be 50% including Internal exams for both theory and practical separately.

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

35.12 Eligibility for Award of the M.Sc. Degree:

A student shall be declared to be eligible for award of the Degree with various specializations if he has:

- a) Registered and successfully completed all subjects of Core Courses, Optional and Specialized Courses, Lab classes / Practical's, Including Seminars, Workshops, Presentations, Group Discussion, Field Work, Industrial Visit, Industrial training, Paper presentation & Publications, Project Work, Dissertation / Thesis and other Assignments etc. whichever applicable.
- b) Successfully acquired the minimum required marks as specified in the regulation corresponding to the branch of his study within the stipulated time, where ever applicable;
- c) Earned the specified marks in all the categories of subjects as applicable;
- d) Secured minimum 30% marks in aggregate overall. However the award of the Division / Class shall be as per recommendation of concerned Board of Studies of the University.
- e) No dues to the University, Hostels, Libraries, NCC / NSS / NSO etc. and
- f) No disciplinary action is pending against him.

35.13 Attendance Requirement:

A candidate must have at least 75% attendance. Provided that, In case of illness or because of other reasonable cause it shall be relaxed by the Vice- Chancellor as upto 15% admissible within applicable regulations.

35.14 Maximum Duration for Completion of Course:

A candidate has to complete the entire course of M.Sc. Degree ordinarily within a maximum period of four years respectively from the session of first admission. However, for any exceptional case the matter shall be decided by the University as per the provisions of relevant rules and regulations.

35.15 General Instructions:

- i) The admission to the M.Sc. Course shall be governed in accordance and provisions of the Rules / Directives of relevant Regulatory Body or any other competent Authority of the Govt. of India / State Government as amended from time to time.
- ii) The relaxation in eligibility conditions, age and reservation etc. shall be in accordance with the Rules / Directives of relevant Regulatory Body or any other competent Authority of the Govt. of India / State Government as amended from time to time.
- iii) For matters not covered in this specific ordinance, General rules and regulations of SGU Raisen, regarding specific courses shall be applicable. In other matters Board of Management of SGU shall be competent to take any decision which shall be final.

ORDINANCE No. 36
THE AWARD OF POST GRADUATE DEGREE IN MANAGEMENT

- 36.1 Title of the Degree :**
- i) Master of Business Administration (MBA)**
 - ii) Master in Agri Business Management**
 - iii) Master in Rural Management**
- 36.2 Name of Faculty : Faculty of Management & Commerce**
- 36.3 Name of the Course : Post Graduate Degree**
- 36.4 Duration of the Course : 2 Years (4 Semester)**

The various specializations in the MBA programmes in the Faculty of Management & Commerce Studies shall include Marketing, Finance, Human Resources, Information Technology, Banking & Insurance, Agri-Business, Manufacturing & Production, Industrial Management, Advertising and public relation, Energy Management, Communication & Media Management, Entrepreneurship, Materials Management, Logistic & Supply Chain Management, International Business, Retail Management, Rural Management, Tourism Management, Hospital Administration, NGO Management, Pharmaceutical Management, Telecom Management, Operation Research, Event Management, Infrastructure Management, Hospitality, E-Commerce, Health Care etc.

36.5 Eligibility for Admission:

Candidate should be a graduate in any discipline with at least 50% marks (30% for reserved categories) marks in aggregate or equivalent grade from any Indian University or foreign University or Institute recognized by the University as equivalent or any open University. However, the graduate degree should be with three years study after passing (10+2) class examination of (10+2) scheme or equivalent to (10+2+3) years system or any equivalent examination.

Or

The candidate should possess Professional / Technical Degree in any field like Engineering, Technology, Information Technology, Medical Science, Veterinary Science, Agriculture Science, Pharmacy, Law etc. with at least 50% marks (30% for reserved categories) in aggregate or equivalent grade from any Indian University or foreign University or Institute recognized by the University as equivalent.

Or

Associate membership of any Professional Bodies which is recognized by the University as equivalent to any UG or PG Degree with at least 50% marks (30% for reserved categories) in aggregate or equivalent grade.

Vice-Chancellor

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

36.6 Eligibility for Admission to NRI / other privileged Candidates:

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

36.7 Admission Procedure

The eligible candidates as specified in clause 36.5 & 36.6 above, should secure a place in the merit list prepared on the basis of academic credentials or through the University entrance test / Examination consisting of Aptitude Test / Group Discussion Personal Interview or through Counseling or the University may also use the score card of various competitive Entrance Test / examination results of various Institutes / Boards / Universities / other Professional Bodies / Organizations or any other mode as decided by the AICTE / UGC / other relevant Regulatory Bodies from time to time or based on qualifying exam .

36.8 Specialization Distribution:

Admission to a particular stream / specialization of MBA Course / Programme shall be as decided by the University on the basis of either merit or counseling or personal interview

36.9 Intake:

The Intake for each of these courses shall be decided by the Governing body of the University from time to time, taking care of the norms of the concerned regulatory body.

36.10 Academic cycle:

There will be two academic cycle for these courses every year like Summer & Winter.

36.11 Course Structure:

The Course structure M.B.A shall be as per the recommendations of the concerned Board of studies of the Faculty of the University duly approved by the Academic Council.

36.12 Medium of Instructions and Examination:

The medium of instructions and examination shall be English / Hindi

36.13 Examination:

36.13.1Examinations will be conducted as per the appropriate Statutes, Ordinances and Regulations made in this respect. The scheme of examination, promotion to

subsequent semesters and course of studies shall be as per the recommendations of the concerned Board of Studies with due approval of the Academic Council.

36.13.2The examination pattern shall be CBCS (Choice Based Credit System) with continuous assessment of students. The passing criteria will be 50% including Internal exams for both theory and practical separately.

36.13.3The studies and examination of the course shall be on the basis of marks / marks-cum-credit / credit system as recommended by the concerned Board of Studies from time to time.

36.14 Eligibility for Degree Eligibility for Award of the M.B.A.:

A student shall be declared to be eligible for award of the Degree with various specializations if he has:

- a) Registered and successfully completed all subjects of Core Courses Optional and Specialized Course, Lab classes / practices, including Seminars, Workshops, Presentations, Group Discussion, Field Work, Industrial Visit, Industrial Training, Paper Presentation & Publications, Project Work, Dissertation / Thesis and other Assignments etc. whichever applicable.
- b) Successfully acquired the minimum required credits as specified in the regulation corresponding to the branch of his study within the stipulated time, wherever applicable;
- c) Earned the specified credits in all the subjects as applicable;
- d) Secured a minimum CGPA of 5.0 or 50% in aggregate or equivalent Grade overall. However the award of the Division / Class shall be as per recommendations of concerned Board of Studies of the University.
- e) No dues to the University. Hostels, Libraries, NCC / NSS etc; and
- f) No disciplinary action is pending against him.

36.15 Attendance Requirement:

A candidate must have at least 75% attendance. Provided that, in case of illness or because of other reasonable cause it shall be relaxed up to 60% by the Vice Chancellor as admissible within applicable regulations.

36.16 Maximum Duration for Completion of Course:

A candidate has to complete the entire course of MBA Degree ordinarily within a maximum period of four years respectively from the session of first admission. However, for any exceptional case the matter shall be decided by the University as per the provisions of relevant Rules and Regulations.

36.17 General Instructions:

- i. The admission to all kinds & modes of MBA Courses shall be governed in accordance and provisions of the Rules / Directives of UGC / AICTE / relevant Regulatory Body or any other competent Authority of the Govt. of India/ State Government as amended from time to time.
- ii. The relaxation in eligibility conditions, age and reservation etc; shall be in accordance with the Rules / Directives of UGC / AICTE / relevant Regulatory Body or any other competent Authority of the Govt. of India / State Government as amended from time to time.
- iii. For matters not covered in this specific Ordinance, General Rules and Regulations of SGU Raipur, regarding specific courses shall be applicable. In other matters Board of Management of SGU shall be competent to take any decision which shall be final.
- iv. The list of various specializations of "MBA" courses shall include the current courses / programmes as well as proposed in future. However, all MBA and Executive MBA programme with various specializations at present & in future shall run and governed through this Ordinance. The above courses shall run on all possible modes of imparting education including the use of latest innovative technologies like- on-line, e-learning, face-to-face, through webinar etc.
- v. These programmes are offered by the Faculty of Management & Commerce recommended by the concerned Board of Studies and after approval of Academic Council and Board of Management of the University.
- vi. In future, more Specializations / Courses / Programmes of Post Graduate Degree in Management can also be offered, keeping in view of new innovations, thrust areas of Government policies and demand of the industry / society shall run under this ordinance, on the recommendations of the concerned Board of Studies, from time to time, by the University, in its various Faculty / Schools / Centers / Institutes located in University campus.
- vi. The University shall also offer more numbers of MBA programmes with various specialization titles which shall run under this ordinance on the recommendations of concerned Board of Studies, of University alone and /or in collaboration with or tie-up with other Educational or Academic Institutes / Organizations / Universities / Research Organizations / Industries and to provide the dissemination of Knowledge to all concerned throughout the World.

ORDINANCE No. 37**THE AWARD OF TWO YEARS POST GRADUATE DEGREE IN ARTS, SOCIAL
SCIENCE & HUMANITIES**

- 37.1 Title of the Degree** : Master of Arts (M.A)
- 37.2 Name of Faculty** : Faculty of Arts, Social Science & Humanities
- 37.3 Course Name** : Post Graduate Degree in Arts, Social
Science & Humanities

Courses shall be follows:

- a) Applied Arts
- b) Visual Arts
- c) Fashion Designing
- d) Fine Arts
- e) Music
- f) Women Studies
- g) Public Administration
- h) Sociology
- i) Political Science
- j) History
- k) Geography
- l) Economics
- m) Philosophy
- n) Languages
- o) Social Works
- p) Psychology
- q) Hindi
- r) English
- s) Sanskrit
- t) Yoga
- u) Education
- v) Physical Education

- 37.4 Duration of the Course** : 2 years

37.5 Eligibility for Admission:

Every applicant for admission to the First Year shall possess following educational qualification:

Candidate should be a graduate in any discipline e.g. BA, B.Com., B.Sc. with at least 30% marks (25% for reserved categories) in aggregate or equivalent grade from any Indian University or foreign University or Institute recognized by the University as

equivalent or any open University. However, the graduate degree should be with three years study after passing 12th class examination of (10+2) scheme or equivalent the (10+2+3) years system or any equivalent examination.

Or

The candidate should possess professional Degree in field of Arts, Social Science & Humanities, Commerce, Finance, Management, Economics, and Engineering, Law etc. with at least 30% marks (25% for reserved categories) in aggregate or equivalent grade from any Indian University or foreign University or Institute recognized by the University as equivalent.

Or

Associate membership of any professional bodies which is recognized by the University as equivalent to UG in relevant streams with at least 30% marks (25% for reserved categories) in aggregate or equivalent grade.

Or

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

The reservation and relaxation for SC / ST / Other categories shall be as per the rules of state Govt., whichever is applicable.

37.6 Eligibility for Admission to NRI / Other Privileged Candidates:

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

37.7 Admission Procedure:

The eligible candidates as specified in clause 37.5 & 37.6 above, should secure a place in the merit list prepared on the basis of academic credentials or through the University entrance test / Examination consisting of Aptitude Test / Group Discussion / Personal Interview or through Counseling or the University may also use the score card of various competitive entrance test / examination results of various Institutes / Boards / Universities / other Professional Bodies / Organizations or any other mode as decided by the UGC / other relevant Regulatory Bodies from time to time or based on qualifying examination.

37.8 Specialization Distribution:

Admission to a particular stream / specialization of MA, M.S.W. or other PG Course / Programme shall be as decided by the University on the basis of either merit or counseling or personal interview.

37.9 Intake:

The Intake for each of these courses shall be decided by the University from time to time, taking care of the norms of the concerned regulatory body.

37.10 Academic cycle / year:

There will be two academic cycle for these courses every.

37.11 Course Structure:

Course structure shall be as per the recommendations of the concerned Board of Studies of the Faculty of the University duly approved by the Academic Council.

37.12 Medium of Instructions and Examination:

The medium of instructions and examination shall be English/Hindi.

37.13 Examination:

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

37.13.2 The examination pattern shall be CBCS with continuous assessment of students. The passing criteria will be 50% including Internal exams for both theory and practical separately.

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

37.14 Eligibility for Degree:

Eligibility for Award of the M.A Other PG Degree:

A student shall be declared to be eligible for award of the Degree with various specializations if he has:

- a) Registered and successfully completed all subjects of core courses, optional and specialized Courses, Lab classes / Practical's, Including Seminars, Workshops, . Presentations, Group Discussion, Field Work, Industrial Visit, Industrial training, Paper presentation & Publications, Project Work, Dissertation / Thesis and other Assignments etc. whichever applicable.
- b) Successfully acquired the minimum required credits as specified in the regulation corresponding to the branch of his study within the stipulated time, where ever applicable;
- c) Earned the specified credits in all the categories of subjects as applicable;
- d) Secured a minimum CGPA of 4.5 or 30% in aggregate or equivalent Grade overall. However the award of the Division / Class shall be as per recommendation of concerned Board of Studies of the University.
- e) No dues to the University, Hostels, Libraries, NCC / NSS etc; and
- f) No disciplinary action is pending against him.

37.15 Attendance Requirement:

A candidate must have at least 75% attendance. Provided that, In case of illness or because of other reasonable cause it shall be relaxed by the Vice- Chancellor as upto 15% admissible within applicable regulations.

37.16 Maximum Duration for Completion of Course:

A candidate has to complete the entire course of M.A Other PG Degree ordinarily within a maximum period of four years respectively from the session of first admission. However, for any exceptional case the matter shall be decided by the University as per the provisions of relevant rules and regulations.

37.17 General Instructions:

- i) The admission to the M.A Other PG Degree Course shall be governed in accordance and provisions of the Rules / Directives of relevant Regulatory Body or any other competent Authority of the Govt. of India / State Government as amended from time to time.
- ii) The relaxation in eligibility conditions, age and reservation etc. shall be in accordance with the Rules / Directives of relevant Regulatory Body or any other competent Authority of the Govt. of India / State Government as amended from time to time.
- iii) For matters not covered in this specific ordinance, General rules and regulations of SGU Raisen, regarding specific courses shall be applicable. In other matters Board of Management of SGU shall be competent to take any decision which shall be final.
- iv) The various specializations in the M.A Other PG Degree programmes in the Faculty of Arts, Social Science & Humanities shall include the traditional as well as innovative areas of various spheres of knowledge.
- v) The above courses shall run on all possible modes of imparting education including the use of latest innovative technologies like- on-line, e-learning, face-to-face, through webinar etc.
- vi) These programmes are offered by the Faculty of Arts, Social Science & Humanities recommended by the concerned Board of Studies and after approval of Academic Council and Board of Management of the University.
- vii) In future, more number of Post Graduate Degree Programmes / Courses with various specializations can also be offered, keeping in view of new innovations, thrust areas of Government policies and demand of the industry / society shall run under this ordinance, on the recommendations of the concerned Board of Studies, from time to time, by the University, in its various Faculty / Schools / Centers / Institutes located in University campus.

ORDINANCE No. 38
THE AWARD OF TWO YEARS POST GRADUATE DEGREE IN COMMERCE & FINANCE

- 38.1 **Title of the Degree** : Master of Commerce (M.Com)
- 38.2 **Name of Faculty** : Faculty of Management & Commerce
- 38.3 **Duration of the Course** : 2 Years (4 Semesters)
- 38.4 **Eligibility for Admission:**

Every applicant for admission to the First Year of M. Com. shall possess following educational qualification:

Candidate should be B.Com. (Hons.) / B.Com. / BBA or B.Sc.(who studied either Mathematics / Statistics or Computer as their one subject), or BA (who studied either Economics / Mathematics or Statistics as their one subject) with at least 30% marks (25% for reserved categories) in aggregate or equivalent grade from any Indian University or foreign University or Institute recognized by the University as equivalent, or any open University.

Or

The candidate should possess professional Degree in field of Commerce, Finance, Management, Economics, Engineering etc. e.g.; BBA (Hons.) / BBA / BCA with at least 30% marks (25% for reserved categories) in aggregate or equivalent grade from any Indian University or foreign University or Institute recognized by the University as equivalent

Or

Associate membership of professional bodies in the field of Management, Commerce & Finance, which is recognized by the University as equivalent to UG in relevant streams with at least 30% marks (25% for reserved categories) in aggregate or equivalent grade.

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

The reservation and relaxation for SC / ST / Other categories shall be as per the rules of state Govt., whichever is applicable.

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38.5 Eligibility for Admission to NRI / Other Privileged Candidates:

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

38.6 Admission Procedure:

The eligible candidates as specified in clause 38.4 & 38.5 above, should secure a place in the merit list prepared on the basis of academic credentials or through the University entrance test / Examination consisting of Aptitude Test / Group Discussion / Personal Interview or through Counseling or the University may also use the score card of various competitive Entrance test / examination results of various Institutes / Boards / Universities / other Professional Bodies / Organizations or any other mode as decided by the UGC / other relevant Regulatory Bodies from time to time, or based on qualifying examination.

38.7 Specialization Distribution:

Admission to a particular stream / specialization, if any, of M.com Course / Programme shall be as decided by the University on the basis of either merit or counseling or personal interview.

38.8 Intake:

The Intake for each of these courses shall be decided by the University from time to time, taking care of the norms of the concerned regulatory body.

38.9 Academic cycle / year:

There will be one academic cycle for these courses every year as decided by the University.

38.10 Course Structure:

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

38.11 Medium of Instructions and Examination:

The medium of instructions and examination shall be English/Hindi.

38.12 Examination:

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

38.12.2 The examination pattern shall be CBCS with continuous assessment of students. The passing criteria will be 50% including Internal exams for both theory and practical separately.

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

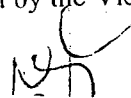
38.13 Eligibility for Award of the Degree:

A student shall be declared to be eligible for award of the Degree with various specializations if he has:

- a) Registered and successfully completed all subjects of Core Courses, Optional and specialized Courses, Lab classes / Practices, including Seminars, Workshops, Presentations, Group Discussion, Field Work, Industrial visit, Industrial training, Paper Presentation & Publications, Project work, Dissertation / Thesis and other Assignments etc. whichever applicable.
- b) Successfully acquired the minimum required credits as specified in the regulation corresponding to the branch of his study within the stipulated time, where ever applicable;
- c) Earned the specified credits in all the categories of subjects as applicable;
- d) Secured a minimum CGPA of 4.5 or 30% in aggregate or equivalent Grade overall. However the award of the Division / Class shall be as per recommendation of concerned Board of Studies of the University.
- e) No dues to the University; Hostels, Libraries, NCC / NSS etc; and
- f) No disciplinary action is pending against him.

38.14 Attendance Requirement:

A candidate must have at least 75% attendance. In case of illness or because of other reasonable cause it shall be relaxed by the Vice-Chancellor as upto 15% admissible within applicable regulations.



38.15 Maximum Duration for Completion of Course:

A candidate has to complete the entire course of M.Com Degree ordinarily within a maximum period of four years respectively from the session of first admission. However, for any exceptional case the matter shall be decided by the University as per the provisions of relevant rules and regulations.

38.16 General Instructions:

- i) The admission to the M.Com Course shall be governed in accordance and provisions of the Rules / Directives of UGC / relevant Regulatory Body or any other competent Authority of the Govt. of India / State Government as amended from time to time.
- ii) The relaxation in eligibility conditions, age and reservation etc. shall be in accordance with the Rules / Directives of UGC / relevant Regulatory Body or any other competent Authority of the Govt. of India / State Government as amended from time to time
- iii) For matters not covered in this specific ordinance, General rules and regulations of SGU Raisen, regarding specific courses shall be applicable. In other matters Board of Management of SGU shall be competent to take any decision which shall be final.
- iv) The various specializations in the M.Com programme in the Faculty of management and commerce shall include the traditional as well as innovative areas of various spheres of knowledge as proposed by the concerned Board of Studies and duly approved by the Academic Council. The above courses shall run on all possible modes of imparting education including the use of latest innovative technologies like on-line, e-learning, face-to-face, through webinar etc.
- v) These programmes are offered by the Faculty of management and commerce recommended by the concerned Board of Studies and after approval of Academic Council and Board of Management of the University.
- vi) In future, more number of Postgraduate Degree Programmed / Courses with various specializations can also be offered, keeping in view of new innovations, thrust areas, of Government policies and demand of the industry / society shall run under this ordinance, on the recommendations of the concerned Board of Studies, from time to time, by the University, in its various Faculties / Schools / Centers / Institutes located in University campus.
- vii) The University shall also offer more number of Commerce & Finance related PG Courses / programmes, with the various Specialization titles, which shall run under this ordinance on the recommendation of concerned Board of Studies, of University alone and / or in collaboration with or tie-up with other Educational or Academic Institutes / Organizations / Universities / Research Organizations / Industries and to provide the dissemination of knowledge to all concerned throughout the World.
- viii) This Ordinance shall be applicable to all Post Graduates Degree Programmes/ Courses of Two years duration, Regular in nature, full time in Commerce & Finance and related / allied streams, except those for which the University has separate Ordinances. The courses mentioned in this ordinance shall run under this ordinance.

ORDINANCE No. 39
THE AWARD OF MASTER OF EDUCATION (M.Ed.)

The Ordinance framed as per Rules/Regulations /Guidelines laid down by NCTE shall be applicable for award of Master of Education (M.Ed) Course

- 39.1 Title of the Degree : Master of Education (M.Ed.)
- 39.2 Name of Faculty : Faculty of Education
- 39.3 Course Name : Master of Education (M.Ed.)
- 39.4 Duration of the Course : 2 years
- 39.5 Eligibility for admission

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

- (a) B.Ed.
(b) B.A. B.Ed., B.Sc. B.Ed.
(c) B.El. Ed.
(d) D.El. Ed. with undergraduate degree (with 50% marks in each)

(ii) The reservation for SC / ST / OBC and other categories shall be as per the rules of the Central Government/State Government, whichever is applicable. There shall be relaxation of five percent marks in case of SC / ST / OBC and other categories of candidates.

The reservation and relaxation for SC / ST / Other categories shall be as per the rules of state Govt., whichever is applicable.

39.6 Eligibility for Admission to NRI /Other Privileged Candidates:

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

39.7 Intake:

The intake for each of this course shall be decided by the University from time to time, taking care of the intake as per the norms of the concerned regulatory body.

39.8 Admission Procedure:

The eligible candidates as specified in clause 39.4 & 39.5 above, should secure a place in the merit list prepared on the basis of academic credentials or through the University

entrance test / Examination consisting of Aptitude Test / Group Discussion / Personal Interview or through Counseling or the University may also use the score card of various competitive Entrance test / examination results of various Institutes / Boards / Universities / other Professional Bodies / Organizations or any other mode as decided by the UGC / other relevant Regulatory Bodies from time to time, or based on qualifying examination.

39.9 Academic cycle / year:

There will be two academic cycles for these courses.

39.10 Medium of Instructions and Examination:

Medium of instructions and examination shall be Hindi / English.

39.11 Examination:

39.11.1Examinations will be conducted as per the appropriate Statutes, Ordinances and Regulations made in this respect. The scheme of examination, promotion to subsequent semesters and course of studies shall be as per the recommendations of the concerned Board of Studies with due approval of the Academic Council.

39.11.2The examination pattern shall be CBCS with continuous assessment of students. The passing criteria will be 50% including Internal exams for both theory and practical separately.

39.11.3The studies and examination of the course shall be on the basis of marks / marks-cum-credit / credit system as recommended by the concerned Board of Studies from time to time.

39.12 Attendance Requirement:

A candidate must have at least 75% attendance. Provided that, In case of illness or because of other reasonable cause it shall be relaxed by the Vice- Chancellor as upto 15% admissible within applicable regulations.

39.13 Maximum Duration for Completion of Course:

A candidate has to complete the entire course ordinarily with in a maximum period of Four years.

ORDINANCE No. 40
THE AWARD OF MASTER OF SCIENCE IN NURSING M. Sc. (NURSING)
POST GRADUATE COURSE

- 40.1 Title of the Degree : Master of Science In Nursing (NURSING)
- 40.2 Name of Faculty : Faculty of Nursing
- 40.3 Duration of the Course : 2 years
- 40.4 Name of Course : Master of Science in Nursing
- 40.5 Eligibility for Admission:

40.5.1 The candidate should be a Registered Nurse, Registered Midwife or equivalent with any State Nursing Registration Council.

40.5.2 The minimum education requirements shall be the passing of B.Sc. Nursing/B.Sc. (Hon.) Nursing/ Post Basic B.Sc. Nursing with minimum of 50% aggregate marks.

40.5.3 The candidate should have undergone training in B.Sc. Nursing / B.Sc. (Hons.) Nursing / Post Basic B.Sc. Nursing in an institution which is recognized by Indian Nursing Council.

40.5.4 Minimum one year of work experience after Basic B.Sc. Nursing.

40.5.5 Minimum one year of work experience prior or after Post Basic B.Sc. Nursing.

40.5.6 Candidate should be medically fit.

40.5.7 5% relaxation of marks for SC / ST / As per INC norms.

The reservation and relaxation for SC / ST / Other categories shall be as per the rules of state Govt., whichever is applicable.

- 40.6 Eligibility for Admission to NRI / Other Privileged Candidates:

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

- 40.7 Admission Procedure:

Selection of the candidates should be based on the merit of the entrance examination or qualifying examination held by University or competent authority.

40.8 Intake:

The intake for these courses shall be decided by the University from time to time, taking care of the intake as per norms of the concerned Regulatory Body..

40.9 Academic cycle / year:

There will be two academic cycles for these courses every year.

40.10 Course Structure:

The course structure shall be as per the recommendation of the concerned Board of Studies of the Faculty of the University approved by the Academic Council as per norms of the Regulatory Body.

40.11 Medium of Instructions and Examination:

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

40.12 Examination:

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

40.12.2 The examination pattern shall be CBCS with continuous assessment of students. The passing criteria will be 50% including Internal exams for both theory and practical separately.

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

40.13 Attendance:

A candidate must have minimum of 75% attendance (irrespective of the kind of absence) in theory and practical in each subject for appearing for examination.

A candidate must have 100% attendance in each of the practical area before award of degree.

40.14 Maximum duration for Completion of Course:

A candidate has to complete the entire course ordinarily within a maximum period of Four Years.

ORDINANCE No. 41
THE AWARD OF MASTER OF ARCHITECTURE (M. Arch.)

- 41.1 Title of the Degree : Master of Architecture (M. Arch.)
- 41.2 Name of the Faculty : Faculty of Engineering and Technology
- 41.3 Course Name : Master of Architecture (M. Arch.)

Faculty of Engineering and Technology shall offer the following Post Graduate Programmes in different specializations in Architecture as per details given below: Master of Architecture (M. Arch.) in different Specializations

- 41.4 Duration of the Course : 2 years (4 semesters)

41.5 Eligibility for Admission:

Candidates seeking admission to the M.Arch should have obtained 50% marks or an equivalent grade in B.Arch.

The eligibility for admission to the first year of M. Arch. Courses shall be based on the Qualifying Examination/Entrance Test to be conducted at State or National level or according to the guidelines as given by the State / Central Government from time to time. Further, candidate appeared in the qualifying examination and awaiting the result may also apply and may be admitted provisionally. But, the admission shall be confirmed only after the declaration of the result and passing the examination and fulfilling the admission eligibility criteria within 16 days of admission.

The reservation and relaxation for SC / ST / Other categories shall be as per the rules of state Govt., whichever is applicable.

41.6 Eligibility for Admission to NRI / Other Privileged Candidates:

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

41.7 Intake:

The intake for each course shall be decided by the University from time to time, taking care of intake as per norms of the concerned Regulatory Body.

41.8 Academic cycle / year

There will be two academic cycles for these courses every year.

41.9 Course Structure

The Course structure shall be as per the recommendations of the concerned Board of Studies of the Faculty of the University approved by the Academic Council as per the norms of the regulatory body.

41.10 Medium of Instructions and Examination:

The medium of instructions and examination shall be English / Hindi.

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

41.10.2 The examination pattern shall be CBCS with continuous assessment of students. The passing criteria will be 50% including Internal exams for both theory and practical separately.

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

41.11 Attendance Requirement:

A candidate must have at least 75% attendance. Provided that, In case of illness or because of other reasonable cause it shall be relaxed by the Vice- Chancellor as upto 15% admissible within applicable regulations.

41.12 Maximum Duration of Completion of Course:

A candidate has to complete the entire course ordinarily within a maximum period of 4 years.

41.13 General Instructions:

- (i) The admission to all kinds & modes of Certificate. Courses shall be governed in accordance and provisions of the Rules / Directives of UGC / AICTE / relevant Regulatory Body or any other competent Authority of the Govt. of India / State Government as amended from time to time.
- (ii) The relaxation in eligibility conditions, age and reservation etc. shall be in accordance with the Rules, Directives of UGC / AICTE.

relevant Regulatory Body or any other competent Authority of the Govt. of India

/ State Government as amended from time to time.

- (iii) For matters not covered in this specific ordinance, General Rules and Regulations of SGU Raisen, regarding specific courses shall be applicable. In other matters Board of Management of SGU shall be competent to take any decision which shall be final.
- (iv) The above courses shall run on all possible modes of imparting education including the one governed through this ordinance with the use of latest innovative technologies like on-line, e-learning, face-to-face, through webinar etc.
- (v) The programmes listed under Ordinance.02 will be introduced with the recommendations of Board of Studies.
- (vi) In future, more branches / specializations / courses / programmes of Degree can also be offered, keeping in view of new innovations, thrust areas of Government policies and demand of the industry / society shall run under this ordinance, on the recommendations of the concerned Board of Studies, from time to time, by the University, in its various Faculty / Schools / Centers / Institutes located in University campus.

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ORDINANCE No. 42**THE AWARD OF MASTER OF PHYSICAL EDUCATION (M.P.Ed.)**

- 42.1 **Title of the Degree** : Master of Physical Education (M.P.Ed.)
- 42.2 **Name of the Faculty** : Faculty of Education
- 42.3 **Course Name** : Master of Physical Education (M.P.Ed.)
- 42.4 **Duration of the Course** : 2 years (4 semesters)
- 42.5 **Eligibility for Admission:**

For the eligibility for admission to the first year of M.P.Ed. Course the candidate shall have passed any graduate degree (Physical Education, Health Education & Sports) / B.P.Ed./ B.P.E.S. (subject to the notification from UGC/ NCTE) or equivalent from any recognized University with percentage marks as per NCTE guidelines. In addition, the University shall follow all the guidelines as given by the State/ Central Government regarding admissions from time to time. Further, candidate appeared in the qualifying examination and awaiting the result may also apply and may be admitted provisionally. But, the admission shall be confirmed only after the declaration of the result and passing the examination and fulfilling the admission eligibility criteria within 16 days of admission.

- 42.6 **Eligibility for Admission to NRI / Other Privileged Candidates:**

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

- 42.7 **Intake:**

The intake for each course shall be decided by the University from time to time, taking care of intake as per norms of the concerned Regulatory Body.

- 42.8 **Academic cycle / year:**

There will be two academic cycles for the course every year.

- 42.9 **Course Structure:**

The Course structure shall be as per the recommendations of the concerned Board of Studies of the Faculty of the University approved by the Academic Council as per the norms of the Regulatory Body.

42.10 Medium of instructions and Examination:

The medium of instructions and examination shall be English / Hindi.

42.10.1 Examinations will be conducted as per the appropriate Statutes,

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

42.10.2 The examination pattern shall be CBCS with continuous assessment of students. The passing criteria will be 50% including Internal exams for both theory and practical separately.**42.10.3 The studies and examination of the course shall be on the basis of marks/ marks-cum-credit / credit system as recommended by the concerned Board of Studies from time to time.****42.11 Attendance Requirement:**

A candidate must have at least 75% attendance. Provided that, In case of illness or because of other reasonable cause it shall be relaxed by the Vice-Chancellor as upto 15% admissible within applicable regulations.

42.12 Maximum Duration for Completion of Course:

A candidate has to complete the entire course ordinarily within a maximum period of 4 years.

42.13 General Instructions:

- i. The admission to all kinds & modes of Degree Courses shall be governed accordance and provisions of the Rules / Directives of UGC / NCTE / relevant Regulatory Body or any other competent Authority of the Govt. of India / State Government as amended from time to time.
- ii. The relaxation in eligibility conditions, age and reservation etc. shall be in accordance with the Rules / Directives of UGC / NCTE / relevant Regulatory Body or any other competent Authority of the Govt. of India / State Government as amended from time to time.
- iii. For matters not covered in this specific ordinance, General Rules and Regulations of SGU Raisen, regarding specific courses shall be applicable. In other matters Board of Management of SGU shall be competent to take any decision which shall be final.
- iv. The above course shall run on all possible modes of imparting education including the one governed through this ordinance with the use of latest innovative technologies like on-line, e-learning, face-to-face, through webinar etc.
- v. The programmes listed under Ordinance 02 will be introduced with the recommendations of Board of Studies
- vi. In future, more branches / specializations / courses / programmes of Degree can also be offered, keeping in view of new innovations, thrust areas of Government policies and demand of the industry / society shall run under this ordinance, on the recommendations of the concerned

ORDINANCE No. 43
THE AWARD OF BACHELOR OF JOURNALISM AND MASS COMMUNICATION
(BJMC) GRADUATE DEGREE PROGRAM

This ordinance shall be applicable for the award of **Bachelor of Journalism & Mass Communication (BJMC) Degree.**

43.1 Title of the Degree : Bachelor of Journalism & Mass Communication

43.2 Name Faculty : Faculty of Arts, Social Science and Humanities

43.3 Duration of Course : 3 years (6 semesters)

43.4 Eligibility:

Candidates seeking admission to the first year of Bachelor of Journalism & Mass Communication (BJMC) course shall be required to have passed the Higher Secondary Examination (10+2) of M. P. Higher Secondary Board of an examination recognized equivalent there to.

The reservation and relaxation for SC / ST / Other categories shall be as per the rules of state Govt., whichever is applicable.

43.5 Admission Procedure

Selection for admission will be made through an Admission Test followed by a Group Discussion or on the basis of qualifying marks.

43.6 Intake:

The Intake for these courses shall be decided by the University from time to time, taking care of the intake as per norms of the concerned Regulatory Body.

43.7 Academic cycle / year:

There will be two academic cycles for these courses every year like Summer & Winter.

43.8 Course Structure:

The Course structure of BJMC shall be as per the recommendations of the concerned Board of Studies of the Faculty of the University approved by the Academic Council as per norms of the regulatory body.

43.9 Medium of Instructions and Examination:

The medium of instructions and examination shall be English /Hindi.

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

43.9.2 The examination pattern shall be CBCS with continuous assessment of students. The passing criteria will be 33% including Internal exams for both theory and practical separately.

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

43.10 Eligibility for degree of BJMC:

A student shall be declared to be eligible for award of the Degree of BJMC if he has:

- a) Registered and successfully completed all the Core Courses, Optional Courses, Practical / Lab classes, Including Seminars, Workshops, Presentations, Group Discussion, Field Work, Industrial Visit, Industrial Training, Summer Training, Educational Tour, Project Work 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 study within the stipulated time wherever applicable;
- c) Earned the specified credits in all the categories of subjects as applicable.
- d) Secured a minimum CGPA of 5.0 or 33% in aggregate overall. However the award of the Division / Class shall be as per recommendation of concerned Board of Studies of the University.
- e) No dues to the University, Hostels, Libraries, NCC / NSS etc. and
- f) No disciplinary action is pending against him.

43.11 Attendance Requirement:

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

43.12 General Instructions:

- (i) The admission to all kinds & modes of BJMC Course shall be governed in accordance and provisions of the Rules / Directives of UGC / relevant Regulatory Body or any other competent Authority of the Govt. of India / State Government as amended time to time.
- (ii) The relaxation in eligibility conditions, age and reservation etc. shall be in accordance with the Rules / Directives of UGC / relevant Regulatory Body or any other competent Authority of the Govt. of India / State Government as amended from time to time.
- (iii) For matters not covered in this specific ordinance, General Rules and Regulations of SGU Raisen, regarding specific courses shall be applicable. In other matters Board of Management of SGU shall be competent to take any decision which shall be final. ✓

ORDINANCE No. 44
MASTER OF JOURNALISM AND MASS COMMUNICATION (MJMC)
POSTGRADUATE DEGREE PROGRAM

This ordinance shall be applicable for the award of **Master of Journalism & Mass Communication (MJMC)**.

- 44.1 Title of the degree** : **Master of Journalism and Mass Communication (MJMC)**
- 44.2 Name Faculty** : **Faculty of Arts, Social Science and Humanities**
- 44.3 Duration of Course** : **2 years (4 semesters)**
- 44.4 Eligibility:**
Candidates seeking admission to the first year of Master of Journalism & Mass Communication (MJMC) course shall be required to have passed the Bachelor of Journalism and Mass Communication.
- 44.5 Admission Procedure**
Selection for admission will be made through an Admission Test followed by a Group Discussion or on the basis of qualifying marks.
- 44.6 Intake:**
The Intake for these courses shall be decided by the University from time to time, taking care of the intake as per norms of the concerned Regulatory Body.
- 44.7 Academic cycle / year:**
There will be two academic cycles for these courses every year like Summer & Winter.
- 44.8 Course Structure:**
The Course structure of MJMC shall be as per the recommendations of the concerned Board of Studies of the Faculty of the University approved by the Academic Council as per norms of the regulatory body.
- 44.9 Medium of Instructions and Examination:**
The medium of instructions and examination shall be English/Hindi.
- 44.9.1** Examinations will be conducted as per the appropriate Statutes, Ordinances and Regulations made in this respect. The scheme of examination, promotion to subsequent semesters and course of studies shall be as per the recommendations of the concerned Board of Studies with due approval of the Academic Council.
- 44.9.2** The examination pattern shall be CBCS with continuous assessment of students. The passing criteria will be 33% including Internal exams for both theory and practical separately.
- 44.9.3** The studies and examination of the course shall be on the basis of marks/ marks-cum-credit / credit system as recommended by the concerned Board of Studies from time to time.
- 44.10 Eligibility for Degree:**
A student shall be declared to be eligible for award of the MJMC if he has:
- a) Registered and successfully completed all the core courses, optional Courses, practical / Lab classes, Including Seminars, Workshops, Presentations, Group Discussion, Field Work, Industrial Visit, Industrial

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Training, Summer Training, Educational Tour, Project Work and other Assignments etc where ever applicable.

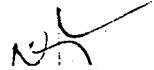
- b) Successfully acquired the minimum required credits as specified in the regulation corresponding to the branch of his study within the stipulated time, where ever applicable;
- c) Earned the specified credits in all the categories of subjects as applicable.
- d) Secured a minimum CGPA of 5.0 or 33% in aggregate overall. However the award of the Division / Class shall be as per recommendations of concerned Board of Studies of the University.
- e) No dues to the University, Hostels, Libraries, NCC / NSS etc. and
- f) No disciplinary action is pending against him.

44.11 Attendance Requirement:

A candidate must have at least 75% attendance. Provided that, In case of illness or because of other reasonable cause it shall be relaxed by the Vice- Chancellor as upto 15% admissible within applicable regulations.

44.12 General Instructions:

- (i) The admission to all kinds & mode of MJMC Courses shall be governed in accordance and provisions of the Rules / Directives of UGC / relevant Regulatory Body or any other competent Authority of the Govt. of India / State Government as amended from time to time.
- (ii) The relaxation in eligibility conditions, age and reservation etc. shall be in accordance with the Rules / Directives of UGC / relevant Regulatory Body or any other competent Authority of the Govt. of India / State Government as amended from time to time.
- (iii) For matters not covered in this specific ordinance, General Rules and Regulations of SGU Raisen, regarding specific courses shall be applicable. In other matters Board of Management of SGU shall be competent to take any decision which shall be final.



ORDINANCE No. 45
THE AWARD OF BACHELOR IN HOTEL MANAGEMENT AND CATERING
TECHNOLOGY (BHMCT)

- 45.1 **Title of the Degree** : Bachelor in Hotel Management and Catering Technology (BHMCT)
 45.2 **Name of Faculty** : Faculty of Management and Commerce
 45.3 **Course Name** : Bachelor in Hotel Management and Catering Technology (BHMCT)
 45.4 **Duration of the Course** : 4 years (8 semesters)

45.5 **Eligibility For Admission:
For Degree (1st year) :**

Candidates who have passed duly recognized following examination:-

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

Or

10+2 Vocational Examination by any recognized Central / State Board

Or

Any Public Faculty / Board / University examination in India or in any foreign country recognized as equivalent to 10 standards and Candidate should have qualifying examination. Subject to the condition that requirement of minimum obtained percentage shall be as per the norms of NCHMCT/ other regulatory bodies.

The reservation and relaxation for SC / ST / Other categories shall be as per the rules of state Govt., whichever is applicable.

45.6 **Eligibility for Admission to NRI / other privileged Candidates:**

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

45.7 **Admission Procedure:**

The eligible candidates as specified in clause 45.5 & 45.6 above, should secure a place in the merit list prepared on the basis of academic credentials or through The University entrance test or the University may also use the score card of various competitive entrance test / examination results of various Institute / Board / University / other Professional Bodies / Organizations or any other mode as decided by the AICTE / UGC / other relevant Regulatory Bodies from time to time.

45.8 **Branch Distribution:**

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

45.9 **Intake:**

The Intake for each of these courses shall be decided by the University from time to time, taking care of the intake as per norms of the concerned regulatory body.

45.10 **Academic cycle / year:**

There will be two academic cycle for these courses every year like Summer & Winter.

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45.11 Course Structure:

The Course structure of Degree shall be as per the recommendation of the concerned Board of studies of the Faculty of the University approved by the Academic Council as per norms of the regulatory body.

45.12 Medium of Instructions and Examination:

The medium of instructions and examination shall be English /Hindi.

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

45.12.2 The examination pattern shall be CBCS with continuous assessment of students. The passing criteria will be 33% including Internal exams for both theory and practical separately.

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

45.13 Eligibility for Award of the Degree:

A student shall be declared to be eligible for award of the Degree if he has:

- a) Registered and successfully completed all the Core Courses, Optional Courses, Practical / Lab classes, Including Seminars, Workshops, Presentations, Group Discussion, Field Work, Industrial Visit, Industrial training, Summer Training, Educational Tour, Project Work and other Assignments etc wherever applicable.
- b) Successfully acquired the minimum required credits as specified in the regulation corresponding to the branch of his study within the stipulated time, where ever applicable;
- c) Earned the specified credits in all the categories of subjects as applicable.
- d) Secured a minimum CGPA of 5.0 or 33% in aggregate overall. However the award of the Division / Class shall be as per recommendation of concerned Board of Studies of the University.
- e) No dues to the University, Hostels, Libraries, NCC / NSS etc. and
- f) No disciplinary action is pending against him.

45.14 Attendance Requirement:

A candidate must have at least 75% attendance. Provided that, In case of illness or because of other reasonable cause it shall be relaxed by the Vice- Chancellor as upto 15% admissible within applicable regulations.

45.15 Maximum Duration of Completion of Course:

A candidate has to complete the entire course of Degree ordinarily within a maximum period of Six years.

45.16 General Instructions:

- 1 The admission to all kinds & mode of Degree. Courses shall be governed in accordance and provisions of the Rules / Directives of UGC / NCHMCT / relevant Regulatory Body or any other competent authority of the Govt. of India / State Government as amended time to time.
- 2 The relaxation in eligibility conditions, age and reservation etc. shall be in accordance with the Rules / Directives of UGC / NCHMCT / relevant Regulatory Body or any other competent Authority of the Govt. of India / State Government as amended time to time.
- 3 For matters not covered in this specific ordinance, General Rules and Regulations of SGU, Raisen, regarding specific courses shall be applicable. In other matters Board of Management of SGU shall be competent to take any decision which shall be final.
- 4 The above courses shall run on all possible modes of imparting education including the one governed through this ordinance with the use of latest innovative technologies like on-line, e-learning, face-to-face, through webinar etc.
- 5 In future, more Branches / Specializations / Courses / Programmes of Degree can also be offered, keeping in view of new innovations, thrust areas of Government policies and demand of the industry / society shall run under this ordinance, on the recommendations of the concerned Board of Studies, from time to time, by the University, in its various Faculty / School / Centers / Institutes located in University campus.
- 6 The University shall also offer more number of Degree programmes with the various specialization titles which shall run under this ordinance on the recommendation of concerned Board of Studies, of University alone and / or in collaboration with or tie-up with other Educational or Academic Institutes / Organizations / Universities / Research Organizations / Industries and to provide the dissemination of knowledge to all concerned throughout the World.

ORDINANCE No. 46
THE AWARD OF DIPLOMA IN HOTEL MANAGEMENT AND CATERING
TECHNOLOGY (DHMCT)

- 46.1 **Title of the Degree** : **Diploma in Hotel Management and Catering Technology (DHMCT)**
 46.2 **Name of Faculty** : **Faculty of Management and Commerce**
 46.3 **Course Name** : **Diploma in Hotel Management and Catering Technology (DHMCT)**
 46.4 **Duration of the Course** : **3 years (8 semesters)**

46.5 **Eligibility For Admission :
For Certificate (1st year)**

Candidates who have passed duly recognized following examination:-

Final examination of the SSC of M. P. Board or by any recognized Central Board, such as Central Board of Secondary Education, New Delhi; Council for Indian Faculty Certificate Examination New Delhi or any State Board such as M. P. Board of Secondary Education Bhopal or other

Or

SSC Vocational Examination by any recognized Central / State Board

Or

Any Public Faculty / Board / University examination in India or in any foreign country recognized as equivalent to 10 standards and Candidate should have qualifying examination. Subject to the condition that requirement of minimum obtained percentage shall be as per the norms of NCHMCT/ other regulatory bodies.

The reservation and relaxation for SC / ST / Other categories shall be as per the rules of state Govt., whichever is applicable.

46.6 **Eligibility for Admission to NRI / other privileged Candidates:**

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

46.7 **Admission Procedure:**

The eligible candidates as specified in clause 46.5 & 46.6 above, should secure a place in the merit list prepared on the basis of academic credentials or through The University entrance test or the University may also use the score card of various competitive entrance test / examination results of various Institute / Board / University / other Professional Bodies / Organizations or any other mode as decided by the NCHMCT/ UGC / other relevant Regulatory Bodies from time to time.

46.8 **Branch Distribution:**

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

46.9 **Intake:**

The Intake for each of these courses shall be decided by the University from time to time, taking care of the intake as per norms of the concerned regulatory body.

46.10 **Academic cycle / year:**

There will be two academic cycle for these courses every year like Summer & Winter.

46.11 Course Structure:

The Course structure of Diploma shall be as per the recommendation of the concerned Board of studies of the Faculty of the University approved by the Academic Council as per norms of the regulatory body.

46.12 Medium of Instructions an Examination:

The medium of instructions and examination shall be English /Hindi.

46.12.1Examinations will be conducted as per the appropriate Statutes, Ordinances and Regulations made in this respect. The scheme of examination, promotion to subsequent semesters and course of studies shall be as per the recommendations of the concerned Board of Studies with due approval of the Academic Council.

46.12.2The examination pattern shall be CBCS with continuous assessment of students. The passing criteria will be 33% including Internal exams for both theory and practical separately.

46.12.3The studies and examination of the course shall be on the basis of marks / marks-cum-credit / credit system as recommended by the concerned Board of Studies from time to time.

46.13 Eligibility for Award of the Diploma:

A student shall be declared to be eligible for award of the Diploma if he has:

- a) Registered and successfully completed all the Core Courses, Optional Courses, Practical / Lab classes, Including Seminars, Workshops, Presentations, Group Discussion, Field Work, Industrial Visit, Industrial training, Summer Training, Educational Tour, Project Work and other Assignments etc wherever applicable.
- b) Successfully acquired the minimum required credits as specified in the regulation corresponding to the branch of his study within the stipulated time, where ever applicable;
- c) Earned the specified credits in all the categories of subjects as applicable.
- d) Secured a minimum CGPA of 5.0 or 33% in aggregate overall. However the award of the Division / Class shall be as per recommendation of concerned Board of Studies of the University.
- e) No dues to the University, Hostels, Libraries, NCC / NSS etc. and
- f) No disciplinary action is pending against him.

46.14 Attendance Requirement:

A candidate must have at least 75% attendance. Provided that, In case of illness or because of other reasonable cause it shall be relaxed by the Vice- Chancellor as upto 15% admissible within applicable regulations.

46.15 Maximum Duration of Completion of Course:

A candidate has to complete the entire course of Diploma ordinarily within a maximum period of Five years.

46.16 General Instructions:

- 1 The admission to all kinds & mode of Diploma. Courses shall be governed in accordance and provisions of the Rules / Directives of UGC / NCHMCT / relevant Regulatory Body or any other competent authority of the Govt. of India / State Government as amended time to time.
- 2 The relaxation in eligibility conditions, age and reservation etc. shall be in accordance with the Rules / Directives of UGC / NCHMCT / relevant Regulatory Body or any other competent Authority of the Govt. of India / State Government as amended time to time.
- 3 For matters not covered in this specific ordinance, General Rules and Regulations of SGU, Raisen, regarding specific courses shall be applicable. In other matters Board of Management of SGU shall be competent to take any decision which shall be final.
- 4 The above courses shall run on all possible modes of imparting education including the one governed through this ordinance with the use of latest innovative technologies like on-line, e-learning, face-to-face, through webinar etc.
- 5 In future, more Branches / Specializations / Courses / Programmes of Diploma can also be offered, keeping in view of new innovations, thrust areas of Government policies and demand of the industry / society shall run under this ordinance, on the recommendations of the concerned Board of Studies, from time to time, by the University, in its various Faculty / School / Centers / Institutes located in University campus.
- 6 The University shall also offer more number of Diploma programmes with the various specialization titles which shall run under this ordinance on the recommendation of concerned Board of Studies, of University alone and / or in collaboration with or tie-up with other Educational or Academic Institutes / Organizations / Universities / Research Organizations / Industries and to provide the dissemination of Knowledge to all concerned throughout the World.

ORDINANCE No. 47**THE AWARD OF FOUR YEAR INTEGRATED PREGAME OF B.Sc. B Ed./B.A. B.Ed. /
B.Com B.Ed**

- 47.1 **Title of the Degree** : B.Sc. B Ed./B.A. B.Ed. / B.Com B.Ed
 47.2 **Name of Faculty** : Faculty of Education
 47.3 **Course Name** : B.Sc. B Ed./B.A. B.Ed. / B.Com B.Ed
 47.4 **Duration of the Course** : 4 years (8 semesters)
 47.5 **Eligibility For Admission:**

For Degree (1st year) (Regular):

Candidates who have passed duly recognized following examination:-

Final examination of the 10+2 (at least 33%) of M P Board or by any recognized Central Board, such as Central Board of Secondary Education, New Delhi; Council for Indian Faculty Certificate Examination, New Delhi or any State Board such as M.P. Board of Secondary Education Bhopal or Others.

Or

10+2 (at least 33%) Vocational Examination by any recognized Central / State Board Any Public Faculty / Board / University examination in India or in any foreign country recognized as equivalent to 10 standards and Candidate should have qualifying examination. Subject to the condition that requirement of minimum obtained percentage shall be as per the norms of NCTE / other regulatory bodies.

The reservation and relaxation for SC / ST / Other categories shall be as per the rules of state Govt., whichever is applicable.

47.6 **Eligibility for Admission to NRI / other privileged Candidates:**

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

The eligible candidates as specified in clause 47.5 & 47.6 above, should secure a place in the merit list prepared on the basis of academic credentials or through The University entrance test or the University may also use the score card of various competitive entrance test / examination results of various Institute / Board / University /other Professional Bodies / Organizations or any other mode as decided by the NCTE / UGC / other relevant Regulatory Bodies from time to time.

47.7 **Branch Distribution:**

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

47.8 **Intake:**

The Intake for each of these courses shall be decided by the University from time to time, taking care of the intake as per norms of the concerned regulatory body.

47.9 **Academic cycle / year:**

There will be one / two academic cycle for these courses every year like Summer & Winter as decided by the University.

47.10 **Course Structure:**

The Course structure of Degree (Regular) shall be as per the recommendation of the concerned Board of studies of the Faculty of the University approved by the Academic Council as per norms of the regulatory body.

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47.11 Medium of Instructions and Examination:

The medium of instructions and examination shall be English /Hindi

47.11.1Examinations will be conducted as per the appropriate Statutes, Ordinances and Regulations made in this respect. The scheme of examination, promotion to subsequent semesters and course of studies shall be as per the recommendations of the concerned Board of Studies with due approval of the Academic Council.

47.11.2The examination pattern shall be CBCS with continuous assessment of students. The passing criteria will be 33% including Internal exams for both theory and practical separately.

47.11.3The studies and examination of the course shall be on the basis of marks / marks-cum-credit / credit system as recommended by the concerned Board of Studies from time to time.

47.12 Eligibility for Award of the Degree:

A student shall be declared to be eligible for award of the Degree if he has:

- a) Registered and successfully completed all the Core C courses, Optional Courses, Practical / Lab classes, Including Seminars, Workshops, Presentations, Group Discussion, Field Work, Industrial Visit, Industrial training, Summer Training, Educational Tour, Project Work and other Assignments etc wherever applicable.
- b) Successfully acquired the minimum required credits as specified in the regulation corresponding to the branch of his study within the stipulated time, where ever applicable;
- c) Earned the specified credits in all the categories of subjects as applicable.
- d) Secured a minimum CGPA of 5.0 or 33% in aggregate overall. However the award of the Division / Class shall be as per recommendation of concerned Board of Studies of the University.
- e) No dues to the University, Hostels, Libraries, NCC / NSS etc. and
- f) No disciplinary action is pending against him.

47.13 Attendance Requirement:

A candidate must have at least 75% attendance. Provided that, In case of illness or because of other reasonable cause it shall be relaxed by the Vice- Chancellor as upto 15% admissible within applicable regulations.

47.14 Maximum Duration of Completion of Course:

A candidate has to complete the entire course of Degree ordinarily within a maximum period of Six years.

47.15 General Instructions:

- i. The admission to all kinds & mode of Degree. Courses shall be governed in accordance and provisions of the Rules / Directives of UGC / NCTE / relevant Regulatory Body or any other competent authority of the Govt. of India / State Government as amended time to time.
- ii. The relaxation in eligibility conditions, age and reservation etc. shall be in accordance with the Rules / Directives of UGC / NCTE / relevant

- Regulatory Body or any other competent Authority of the Govt. of India / State Government as amended time to time.
- iii. For matters not covered in this specific ordinance, General Rules and Regulations of SGU, Raisen, regarding specific courses shall be applicable. In other matters Board of Management of SGU shall be competent to take any decision which shall be final.
- iv. The above courses shall run on all possible modes of imparting education including the one governed through this ordinance with the use of latest innovative technologies like on-line, e-learning, face-to-face, through webinar etc.
- v. In future, more Branches / Specializations / Courses / Programmes of Degree can also be offered, keeping in view of new innovations, thrust areas of Government policies and demand of the industry / society shall run under this ordinance, on the recommendations of the concerned Board of Studies, from time to time, by the University, in its various Faculty / School / Centers / Institutes located in University campus.
- vi. The University shall also offer more number of Degree programmes with the various specialization titles which shall run under this ordinance on the recommendation of concerned Board of Studies, of University alone and / or in collaboration with or tie-up with other Educational or Academic Institutes / Organizations / Universities / Research Organizations / Industries and to provide the dissemination of Knowledge to all concerned throughout the World.
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ORDINANCE No. 48
THE AWARD OF POST BASIC NURSING (B.Sc.)

Admission to the ANM course shall be made in accordance to the Norms of Indian Nursing Council.

- 48.1 **Title of the Degree** : Post Basic (B.Sc.) Nursing
 48.2 **Name of Faculty** : Faculty of Nursing
 48.3 **Duration of the Course** : Two years
 48.4 **Eligibility for Admission:**

1. Passed Intermediate 10+2 level or equivalent exam recognized by the Central/ State Board of Education with 30% marks.
2. Obtained a Diploma in General Nursing and Midwifery and registered as RNRN with the State Nursing Registration Council
3. Candidate shall be medically fit.

The reservation and relaxation for SC / ST / Other categories shall be as per the rules of state Govt., whichever is applicable.

48.5 **Eligibility for Admission to NRI / Other Privileged Candidates:-**

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

48.6 **Branch Distribution**

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

48.7 **Intake**

The Intake for the course shall be decided by the University from time to time, taking care of the norms of the concerned Regulatory Body.

48.8 **Academic Cycle / Year**

There will be one / two academic cycles for the course every year like Summer & Winter as decided by the University as per Regulatory Body.

48.9 **Course Structure**

The Certificate in Post Basic Nursing (B.Sc.) of two years course shall be designated as Post Basic Nursing (B.Sc.).


48.10 **Medium of Instructions and Examination:**

The medium of instructions and examination shall be English.

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

48.10.2 The examination pattern shall be CBCS with continuous assessment of students. The passing criteria will be 33% including Internal exams for both theory and practical separately.

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

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48.11 Examination:

The examinations shall be held as per Scheme of Examinations as approved by the State Registration Nursing Council.

48.12 Eligibility for Award of the Certificate

A student shall be declared to be eligible for award of the Certificate if he have:

- a) Registered and successfully completed all the core courses, optional Courses, practical / Lab classes, Including Seminars, Workshops, Presentations, Group Discussion, Field Work, Industrial Visit, Industrial training, Summer Training, Educational Tour, Project Work 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 as applicable;
- d) Secured a minimum CGPA of 5.0 or 33% in aggregate overall. However the award of the Division / Class shall be as per recommendation of concerned Board of Studies of the University.
- e) No dues to the University, Hostels, Libraries, NCC / NSS etc. and
- f) No disciplinary action is pending against him / her.

48.13 Attendance Requirement:

A candidate must have at least 75% attendance. Provided that, In case of illness or because of other reasonable cause it shall be relaxed by the Vice- Chancellor as upto 15% admissible within applicable regulations.

48.14 Maximum Duration for Completion of Course:

The maximum period to complete the course successfully should not exceed 4 years from the date of admission.

48.15 General Instructions:

- (i) The admission to all kinds & mode of Post Basic (BSc.) Nursing courses shall be governed in accordance and provisions of the Rules/ Directives of UGC/ INC relevant Regulatory Body or any other competent Authority of the Govt. of India / State Government as amended from time to time.
- (ii) The relaxation in eligibility conditions, age and reservation etc. shall be in accordance with the Rules / Directives of UGC / INC / relevant Regulatory Body or any other competent Authority of the Govt. of India / State Government as amended from time to time.
- (iii) For matters not covered in this specific ordinance, General Rules and regulations of SGU Raisen, regarding specific courses shall be applicable. In other matters Board of Management of SGU shall be competent to take any decision which shall be final.
- (iv) The above courses shall run on all possible modes of imparting education including the one governed through this ordinance with the use of latest innovative technologies like on-line, e-learning, face-to-face, through webinar etc.
- (v) The University shall also offer more number of research programmes with the various specialization titles which shall run under this ordinance on the recommendation of concerned Board of Studies, of University alone and / or in collaboration with or tie-up with other Educational or Academic Institutes / Organizations / Universities / Research Organizations / Industries for the purpose of research / teaching and to provide the dissemination of Knowledge to all concerned throughout the World under the prescribed format of MOU as per norms.

ORDINANCE No. 49**THE AWARD OF MASTER OF PUBLIC HEALTH (MPH)/HEALTH MINISTRATION**

- 49.1 Title of the Degree Administration (MHA)** : Master of Public Health (MPH)/ Health
- 49.2 Name of Faculty** : Faculty of Medical and Paramedical Science
- 49.3 Course Name Health Administration (MHA)** : Master of Public Health (MPH)/Master of Health Administration (MHA)
- 49.4 Duration of the Course** : 2 Years (4 Semester)
- 49.5 Eligibility For Admission : For Degree (Ist year)**
 Admission to first year of MPH Programme of study in Public Health:
 A candidate to be eligible for admission to the MPH programme should have passed in the Bachelor's Degree Examination from a recognized University in the field of Science, Social Science, Allied Health Sciences and Medical Sciences or its equivalent. The reservation and relaxation for SC / ST / Other categories shall be as per the rules of state Govt., whichever is applicable.
- 49.6 Eligibility for Admission to NRI / other privileged Candidates:**
 Non-resident Indian and other privileged candidate shall be eligible for admission to these courses in accordance with the directives of Govt. of India and / or State Government.
- 49.7 Admission Procedure:**
 The candidates for admission shall be selected on the basis of competitive Entrance Examination and admission will be made strictly on merit basis.
- 49.8 Branch Distribution:**
 Admission to the particular branch of study shall be as decided by the University on the basis of counseling / personal interview.
- 49.9 Intake:**
 The Intake for each of these courses shall be decided by the University from time to time, taking care of the intake as per norms of the concerned regulatory body.
- 49.10 Academic cycle / year:**
 There will be two academic cycle for these courses every year like Summer & Winter.
- 49.11 Course Structure:**
 The Course structure of Degree shall be as per the recommendation of the concerned Board of studies of the Faculty of the University approved by the Academic Council as per norms of the regulatory body.
- 49.12 Medium of Instructions an Examination:**
 The medium of instructions and examination shall be English /Hindi
- 49.12.1 Examinations will be conducted as per the appropriate Statutes, Ordinances and Regulations made in this respect. The scheme of examination, promotion to subsequent semesters and course of studies shall be as per the recommendations of the concerned Board of Studies with due approval of the Academic Council.**

49.12.2 The examination pattern shall be CBCS with continuous assessment of students. The passing criteria will be 33% including Internal exams for both theory and practical separately.

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

49.13 Eligibility for Award of the Degree:

A student shall be declared to be eligible for award of the Degree if he has:

- a) Registered and successfully completed all the Core C courses, Optional Courses, Practical / Lab classes, Including Seminars, Workshops, Presentations, Group Discussion, Field Work, Industrial Visit, Industrial training, Summer Training, Educational Tour, Project Work and other Assignments etc wherever applicable.
- b) Successfully acquired the minimum required credits as specified in the regulation corresponding to the branch of his study within the stipulated time, where ever applicable;
- c) Earned the specified credits in all the categories of subjects as applicable.
- d) Secured a minimum CGPA of 5.0 or 33% in aggregate overall. However the award of the Division / Class shall be as per recommendation of concerned Board of Studies of the University.
- e) No dues to the University, Hostels, Libraries, NCC / NSS etc. and
- f) No disciplinary action is pending against him.
- g) Successfully completed one year internship

49.14 Attendance Requirement:

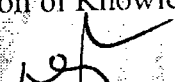
A candidate must have at least 75% attendance. Provided that, In case of illness or because of other reasonable cause it shall be relaxed by the Vice- Chancellor as upto 15% admissible within applicable regulations.

49.15 Maximum Duration of Completion of Course:

A candidate has to complete the entire course of Degree ordinarily within a maximum period of three years.

49.16 General Instructions:

- i. The admission to all kinds & mode of Degree. Courses shall be governed in accordance and provisions of the Rules / Directives of UGC / MCI / relevant Regulatory Body or any other competent authority of the Govt. of India / State Government as amended time to time.
- ii. The relaxation in eligibility conditions, age and reservation etc. shall be in accordance with the Rules / Directives of UGC / MCI / relevant Regulatory Body or any other competent Authority of the Govt. of India / State Government as amended time to time.

- iii. For matters not covered in this specific ordinance, General Rules and Regulations of SGU, Raisen, regarding specific courses shall be applicable. In other matters Board of Management of SGU shall be competent to take any decision which shall be final.
 - iv. The above courses shall run on all possible modes of imparting education including the one governed through this ordinance with the use of latest innovative technologies like on-line, e-learning, face-to-face, through webinar etc.
 - v. In future, more Branches / Specializations / Courses / Programmes of Degree can also be offered, keeping in view of new innovations, thrust areas of Government policies and demand of the industry / society shall run under this ordinance, on the recommendations of the concerned Board of Studies, from time to time, by the University, in its various Faculty / School / Centers / Institutes located in University campus.
 - vi. The University shall also offer more number of Degree programmes with the various specialization titles which shall run under this ordinance on the recommendation of concerned Board of Studies, of University alone and / or in collaboration with or tie-up with other Educational or Academic Institutes / Organizations / Universities / Research Organizations / Industries and to provide the dissemination of Knowledge to all concerned throughout the World.
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ORDINANCE NO. 50
THE AWARD OF BACHELOR OF SCIENCE B.SC.(PARAMEDICAL & HEALTH SCIENCES)

- 50.1 Title of the Degree** : Bachelor of Science (Optometry)
 Bachelor of Science (Radiography)
- 50.2 Name of Faculty** : Faculty of Medical and Paramedical Science
- 50.3 Course Name** : Bachelor of Science (B.Sc.)
- 50.4 Duration of the Course** : Three Years (Six Semesters)
- 50.5 Eligibility for Admission:**
For Degree (1st year) :
 Admission to first year of B.Sc.(Paramedical & Health Sciences)
 A candidate to be eligible for admission to the B.Sc. (Paramedical & Health Sciences) programme should have passed in the 10+2 Examination with Science or other equivalent Examination recognized by concerned state Governments and Education Boards.
 The reservation and relaxation for SC / ST / Other categories shall be as per the rules of state Govt., whichever is applicable.
- 50.6 Eligibility for Admission to NRI / other privileged Candidates:**
 Non-resident Indian and other privileged candidate shall be eligible for admission to these courses in accordance with the directives of Govt. of India and / or State Government.
- 50.7 Admission Procedure:**
 The candidates for admission to shall be selected on the basis of competitive Entrance Examination and admission will be made strictly on merit basis.
- 50.8 Branch Distribution:**
 Admission to the particular branch of study shall be as decided by the University on the basis of counseling / personal interview.
- 50.9 Intake:**
 The Intake for each of these courses shall be decided by the University from time to time, taking care of the intake as per norms of the concerned regulatory body.
- 50.10 Academic cycle / year:**
 There will be two academic cycle for these courses every year like Summer & Winter.
- 50.11 Course Structure:**
 The Course structure of Degree (Regular) shall be as per the recommendation of the concerned Board of studies of the Faculty of the University approved by the Academic Council as per norms of the regulatory body.
- 50.12 Medium of Instructions an Examination:**
 The medium of instructions and examination shall be English /Hindi.
50.12.1Examinations will be conducted as per the appropriate Statutes, Ordinances and Regulations made in this respect. The scheme of examination, promotion to subsequent semesters and course of studies shall be as per the recommendations of the concerned Board of Studies with due approval of the Academic Council.

50.12.2 The examination pattern shall be CBCS with continuous assessment of students. The passing criteria will be 33% including Internal exams for both theory and practical separately.

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

50.14 Eligibility for Award of the Degree:

A student shall be declared to be eligible for award of the Degree if he has:

- a) Registered and successfully completed all the Core C courses, Optional Courses, Practical / Lab classes, Including Seminars, Workshops, Presentations, Group Discussion, Field Work, Industrial Visit, Industrial training, Summer Training, Educational Tour, Project Work and other Assignments etc wherever applicable.
- b) Successfully acquired the minimum required credits as specified in the regulation corresponding to the branch of his study within the stipulated time, where ever applicable;
- c) Earned the specified credits in all the categories of subjects as applicable.
- d) Secured a minimum CGPA of 5.0 or 33% in aggregate overall. However the award of the Division / Class shall be as per recommendation of concerned Board of Studies of the University.
- e) No dues to the University, Hostels, Libraries, NCC / NSS etc. and
- f) No disciplinary action is pending against him.
- g) Successfully completed one year internship

50.15 Attendance Requirement:

A candidate must have at least 75% attendance. Provided that, In case of illness or because of other reasonable cause it shall be relaxed by the Vice- Chancellor as upto 15% admissible within applicable regulations.

50.16 Maximum Duration of Completion of Course:

A candidate has to complete the entire course of Degree ordinarily within a maximum period of three years

50.17 General Instructions:

- (i) The admission to all kinds & mode of Degree. Courses shall be governed in accordance and provisions of the Rules / Directives of UGC relevant Regulatory Body or any other competent authority of the Govt. of India / State Government as amended time to time.
- (ii) The relaxation in eligibility conditions, age and reservation etc. shall be in accordance with the Rules / Directives of UGC relevant Regulatory Body or any other competent Authority of the Govt. of India / State Government as amended time to time.
- (iii) For matters not covered in this specific ordinance, General Rules and Regulations of SGU, Raipur, regarding specific courses shall be applicable. In other matters Board of Management of SGU shall be competent to take any decision which shall be final.
- (iv) The above courses shall run on all possible modes of imparting education including the one governed through this ordinance with the use of latest innovative technologies like on-line, e-learning, face-to-face, through webinar in smart classroom.
- (v) In future, more Branches / Specializations / Courses / Programmes of Degree can also be offered, keeping in view of new innovations, thrust areas of Government policies and demand of the industry / society shall run under this ordinance, on the recommendations of the concerned Board of Studies, from time to time, by the University, in its various Faculty / School / Centers / Institutes located in University campus.
- (vi) The University shall also offer more number of Degree programmes with the various specialization titles which shall run under this ordinance on the recommendation of concerned Board of Studies. of University alone and / or in collaboration with or tie-up with other Educational or Academic Institutes / Organizations / Universities / Research Organizations / Industries and to provide the dissemination of Knowledge to all concerned throughout the World

ORDINANCE 51
THE AWARD OF TWO YEARS DIPLOMA IN AGRICULTURE

- 51.1 Title of the Award : Diploma in Agriculture**
- 51.2 Name of Faculty : Faculty of Agriculture Sciences**
- 51.3 Course Name : Diploma in Agriculture**
- 51.4 Duration of the Course : 2 Years (4 semesters)**

51.5 Eligibility For Admission:

Candidates who have passed duly recognized following examination:-

Final examination of the 10th of M.P. Board or by any recognized Central Board, such as Central Board of Secondary Education, New Delhi; Council for Indian Faculty Certificate Examination, New Delhi or any State Board such as M.P. Board of Secondary Education Others as per eligibility criteria described for technical education Government of Madhya Pradesh for Diploma course.

Or

Any Board / University examination in India or in any foreign country recognized as equivalent to 10th standards and Candidate should have qualifying examination. Subject to the condition that requirement of minimum obtained percentage shall be as per the norms of regulatory bodies.

The reservation and relaxation for SC/ST / Other categories shall be as per the rules of state Govt., whichever is applicable.

51.6 Eligibility for Admission to NRI:

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

51.7 Admission Procedure:

The eligible candidates as specified in clause 51.5 & 51.6 above, should secure a place in the merit list prepared on the basis of academic credentials or through the University Entrance Test / Examination consisting of Aptitude Test / Group Discussion / Personal Interview or through Counseling or the University may also use the score card of various competitive entrance test / examination results of various Institutes / Boards / Universities / other Professional Bodies / Organizations or any other mode as decided by the UGC / other relevant Regulatory Bodies from time to time or on the basis of qualifying examination.

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51.8 Intake:

The Intake for each of these courses shall be decided by the University from time to time, taking care of the norms and guidelines of Madhya Pradesh Private University Regulatory Commission.

51.9 Academic cycle / year:

There will be two academic cycles/ semesters for these courses every year like Summer & Winter as decided by the University.

51.10 Course Structure:

Course structure shall be as per the recommendation of the concerned Board of Studies of the Faculty of the University duly approved by the Academic Council.

51.11 Medium of Instruction and Examination:

The medium of instruction and examination shall be English / Hindi

51.12 Examination:

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

51.12.2 The examination pattern shall be Choice Based Credit System (CBCS) with continuous assessment of students. The passing criteria will be 33% including internal exams for both theory and practical.

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

51.13 Eligibility for Award of Diploma in Agriculture

A student shall be declared to be eligible for award of the diploma if he has:

- 1 Registered and successfully completed all the core courses, optional Courses, Practical / Lab classes, including Seminars, Workshops, Presentations, Group Discussion, Field Work / Training, Industrial Visit, Educational Tour, Science Project Work / and other Assignments etc wherever applicable.
- 2 Successfully acquired the minimum required credits as specified in the regulation corresponding to the branch of his study within the stipulated time, wherever applicable;

- 3 Earned the specified credits in all the categories of subjects as applicable
- 4 Secured a minimum 33% in aggregate overall. However the award of the Division / Class shall be as per recommendation of concerned Board of Studies of the University as given in the table below:

Degree	Percentage of marks obtained	Conversion into points
All	100	10 points
	90 to <100	9 to <10
	80 to <90	8 to <9
	47 to <80	7 to <8
	60 to <47	6 to <7
	33 to <60	5 to <6
	<33 (Fail)	<5
	Eg. 80.76	8.076
	28.60	4.210
	72.33 (but shortage in attendance)	Fail (1 point)
OGPA		DIVISION
5.000-5.999		Pass
6.000-6.999		II Division
7.000-7.999		I Division
8.000 and above		I Division with distinction

- 5 No dues to the University, Hostels, Libraries, NCC / NSS etc. and
- 6 No disciplinary action is pending against him.

51.14 Attendance Requirement:

A candidate must have at least 75% attendance. Provided that, in case of illness or because of other reasonable cause it shall be relaxed up to 15% by the Vice-Chancellor as admissible within the applicable regulations.

51.15 Maximum Duration for Completion of Course:

A candidate has to complete the entire course of Diploma in Agriculture ordinarily within a maximum period of 4 years from the session of first admission. However, for any exceptional case the matter shall be decided by the University as per the provisions of relevant rules and regulations.

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51.16 General Instruction:

- i. The admission to the Diploma in Agriculture shall be governed in accordance and provisions with the Rules / Directives of DOC or any other competent Authority of the Govt. of India / State Government as amended time to time.
- ii. The relaxation in eligibility conditions, age and reservation etc. shall be in accordance with the Rules of competent Authority of the Govt. of India / State Government as amended from time to time.
- iii. For matters not covered in this specific ordinance, General rules and regulations of SGU Raisen, regarding specific courses shall be applicable. In other matters Board of Management of SGU shall be competent to take any decision which shall be final.
- iv. At present in the Faculty of Agriculture Science, Diploma in Agriculture shall include the Branches / Specialization of Agronomy, Agriculture Economics, Horticulture, Entomology, Agriculture Extension, Plant Breeding & Genetics, Plant Pathology, Soil Science, Seed Science & Technology, Food Science and Technology, Agriculture Biotechnology, Floriculture.
- v. The above courses shall run on all possible modes of imparting education including the use of latest innovative technologies like- on-line, e-learning, face-to-face, through webinar etc.
- vi. In future, more branches / specializations / courses / programmes of Diploma in Agriculture can also be offered, keeping in view of new innovations, thrust areas of Government policies and demand of the industry / society shall run under this ordinance, on the recommendations of the concerned Board of Studies from time to time, by the University, in its various Faculty / Schools / Centers / Institutes located in University campus
- vii. The University shall also offer more number of two year diploma programme with various specialization titles, which shall run under this ordinance on the recommendations of concerned Board of Studies of University alone and / or in collaboration with or tie-up with other Educational or Academic Institutes / Organizations / Universities / Research Organizations / Industries and to provide the dissemination of Knowledge to all concerned throughout the World.
- viii. This Ordinance shall be applicable to all Diplomas in Agriculture in Agriculture Science except those for which the University has separate Ordinances. The courses mentioned in this ordinance shall run under this ordinance.

ORDINANCE 52
THE AWARD OF BACHELOR OF SCIENCE IN MEDICAL LABORATORY
TECHNOLOGY (BMLT)

- 52.1 Title of the Award** : Bachelor of Science In Medical Laboratory Technology (BMLT)
- 52.2 Name of Faculty** : Faculty of Medical and Paramedical Science
- 52.3 Course Name** : Bachelor of Science In Medical Laboratory Technology (BMLT)
- 52.4 Duration of the Course:**
 The Bachelor of Science in Medical Laboratory Technology (BMLT) is a three-and-half-years undergraduate programme. The BMLT curriculum is a semester-wise programme with syllabus covered in three academic years followed by 6 months of full-time clinical internship
- 52.5 Eligibility for Admission:**
 Candidates who have passed duly recognized following examination:-
 Sr. Secondary (10+2) with Biology or Life Sciences as one of the subjects with minimum 33% marks.
 or
 Any Board / University examination in India or in any foreign country recognized as equivalent to 12th standards and Candidate should have qualifying examination. Subject to the condition that requirement of minimum obtained percentage shall be as per the norms of ICAR or other relevant regulatory bodies.
 The reservation and relaxation for SC / ST / Other categories shall be as per the rules of state Govt., whichever is applicable.
- 52.6 Eligibility for Admission to NRI / Other Privileged Candidates:**
 Non-resident Indian and other privileged candidate shall be eligible for admission to these courses in accordance with the directives of Govt. of India and / or State Government.
- 52.7 Admission Procedure:**
 The eligible candidates as specified in clause 52.5 & 52.6 above, should secure a place in the merit list prepared on the basis of academic credentials or through the University Entrance Test / Examination consisting of Aptitude Test / Group Discussion / Personal Interview or through Counseling or the University may also use the score card of various competitive entrance test / examination results of various Institutes / Boards / Universities / other Professional Bodies / Organizations or any other mode as decided by the UGC / other relevant Regulatory Bodies .
- 52.8 Intake:**
 The Intake for each of these courses shall be decided by the University from time to time.
- 52.9 Academic cycle / year:**
 There will be two academic cycles for these courses every year like Summer & Winter.
- 52.10 Course Structure:**
 Course structure shall be as per the recommendation of the concerned Board of Studies of the Faculty of the University duly approved by the Academic Council.

52.11 Medium of Instruction and Examination:

The medium of instruction and examination shall be English.

52.12 Examination:

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

52.12.2 The examination pattern shall be CBCS with continuous assessment of students. The passing criteria will be 33% including internal exams for both theory and practical separately.

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

52.13 Eligibility for Award of BMLT

A student shall be declared to be eligible for award of the BMLT if he has:

- i. Registered and successfully completed all the core courses, optional Courses, Practical / Lab classes, including Seminars, Workshops, Presentations, Group Discussion, Field Work / Training, Industrial Visit, Educational Tour, Science Project Work / Dissertation or Thesis and other Assignments etc wherever applicable.
- ii. Successfully acquired the minimum required credits as specified in the regulation corresponding to the branch of his study within the stipulated time, wherever applicable;
- iii. Earned the specified credits in all the categories of subjects as applicable.
- iv. Secured a minimum 33% in aggregate overall. However the award of the Division / Class shall be as per recommendation of concerned Board of Studies of the University.
- v. No dues to the University, Hostels, Libraries, NCC / NSS etc. and
- vi. No disciplinary action is pending against him.

52.14 Attendance Requirement:

A candidate must have at least 75% attendance. Provided that, In case of illness or because of other reasonable cause it shall be relaxed by the Vice- Chancellor as upto 15% admissible within applicable regulations.

52.15 Maximum Duration for Completion of Course:

A candidate has to complete the entire course of BMLT ordinarily within a maximum period of 7 year from the session of first admission. However, for any exceptional case the matter shall be decided by the University as per the provisions of relevant rules and regulations.

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52.16 General Instruction:

- i. The admission to the BMLT shall be governed in accordance and provisions with the Rules as per UGC / other competent Authority of the Govt. of India / State Government as amended time to time.
- ii. The relaxation in eligibility conditions, age and reservation etc. shall be in accordance with the Rules/ other competent Authority of the Govt. of India / State Government as amended from time to time.
- iii. For matters not covered in this specific ordinance, General rules and regulations of SGU, Raisen, regarding specific courses shall be applicable. In other matters Board of Management of SGU shall be competent to take any decision which shall be final.
- iv. The above courses shall run on all possible modes of imparting education including the use of latest innovative technologies like- on-line, e-learning, face-to-face, through webinar etc.
- v. In future, more branches / specializations / courses / programmes of BMLT can also be offered, keeping in view of new innovations, thrust areas of Government policies and demand of the industry / society shall run under this ordinance, on the recommendations of the concerned Board of Studies from time to time, by the University, in its various Faculty / Schools / Centers / Institutes located in University campus.
- vi. This Ordinance shall be applicable to all BMLT except those for which the University has separate Ordinances. The courses mentioned in this ordinance shall run under this ordinance.



ORDINANCE 53
THE AWARD OF DIPLOMA OF SCIENCE IN MEDICAL LABORATORY
TECHNOLOGY (DMLT)

53.1 Title of the Award : **Diploma of Science In Medical Laboratory**
Technology (DMLT)

53.2 Name of Faculty : **Faculty of Medical and Paramedical Science**

53.3 Course Name : **Diploma of Science In Medical Laboratory**
Technology (DMLT)

53.4 Duration of the Course :

The Diploma of Science in Medical Laboratory Technology (DMLT) is a two years diploma programme. The DMLT curriculum is a Yearly-wise programme with syllabus covered in two academic years

53.5 Eligibility For Admission:

Candidates who have passed duly recognized following examination:-

Sr. Secondary (10+2) with Biology or Life Sciences as one of the subjects with minimum 33% marks.

or

Any Board / University examination in India or in any foreign country recognized as equivalent to 12th standards and Candidate should have qualifying examination. Subject to the condition that requirement of minimum obtained percentage shall be as per the norms of ICAR or other relevant regulatory bodies.

The reservation and relaxation for SC / ST / Other categories shall be as per the rules of state Govt., whichever is applicable.

53.6 Eligibility for Admission to NRI / Other Privileged Candidates:

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

11/4/20

53.7 Admission Procedure:

The eligible candidates as specified in clause 53.5 & 53.6 above, should secure a place in the merit list prepared on the basis of academic credentials or through the University Entrance Test / Examination consisting of Aptitude Test / Group Discussion / Personal Interview or through Counseling or the University may also use the score card of various competitive entrance test / examination results of various Institutes / Boards / Universities / other Professional Bodies / Organizations or any other mode as decided by the UGC / other relevant Regulatory Bodies .

53.8 Intake:

The Intake for each of these courses shall be decided by the University from time to time, taking care of the norms of the regulatory bodies.

53.8 Academic cycle / year:

There will be one academic cycles for these courses every year .

53.9 Course Structure:

Course structure shall be as per the recommendation of the concerned Board of Studies of the Faculty of the University duly approved by the Academic Council.

53.10 Medium of Instruction and Examination:

The medium of instruction and examination shall be English

53.11 Examination:

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

53.11.2The examination pattern shall be CBCS with continuous assessment of students. The passing criteria will be 33% including internal exams for both theory and practical separately.

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

53.12 Eligibility for Award of DMLT

A student shall be declared to be eligible for award of the diploma if he has:

53.12.1 Registered and successfully completed all the core courses, optional Courses, Practical / Lab classes, including Seminars, Workshops, Presentations, Group Discussion, Field Work / Training, Industrial Visit, Educational Tour, Science Project Work / Dissertation or Thesis and other Assignments etc wherever applicable.

53.12.2 Successfully acquired the minimum required credits as specified in the regulation corresponding to the branch of his study within the stipulated time, wherever applicable;

53.12.3 Earned the specified credits in all the categories of subjects as applicable.

53.12.4 Secured a minimum 33% in aggregate overall. However the award of the Division / Class shall be as per recommendation of concerned Board of Studies of the University.

53.12.5 No dues to the University, Hostels, Libraries, NCC / NSS etc. and

53.12.6 No disciplinary action is pending against him.

53.13 Attendance Requirement:

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

53.14 Maximum Duration for Completion of Course:

A candidate has to complete the entire course of DMLT ordinarily within a maximum period of 4 year from the session of first admission. However, for any exceptional case the matter shall be decided by the University as per the provisions of relevant rules and regulations.

53.15 General Instruction:

53.15.1 The admission to the DMLT shall be governed in accordance and provisions with the Rules as per UGC / other competent Authority of the Govt. of India / State Government as amended time to time.

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53.15.2 The relaxation in eligibility conditions, age and reservation etc. shall be in accordance with the Rules/ other competent Authority of the Govt. of India / State Government as amended from time to time.

53.15 .3 For matters not covered in this specific ordinance, General rules and regulations of SGU Raisen, regarding specific courses shall be applicable. In other matters Board of Management of SGU shall be competent to take any decision which shall be final.

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

53.15 .5 In future, more branches / specializations / courses / programmes of DMLT can also be offered, keeping in view of new innovations, thrust areas of Government policies and demand of the industry / society shall run under this ordinance, on the recommendations of the concerned Board of Studies from time to time, by the University, in its various Faculty / Schools / Centers / Institutes located in University campus.

53.15 .6 This Ordinance shall be applicable to all DMLT except those for which the University has separate Ordinances. The courses mentioned in this ordinance shall run under this ordinance

ORDINANCE 54
THE AWARD OF BACHELOR OF PHYSIOTHERAPY (B.P.T)

- 54.1 Title of the Award** : Bachelor of Physiotherapy (BPT)
- 54.2 Name of Faculty** : Faculty of Medical and Paramedical Science
- 54.3 Course Name** : Bachelor of Physiotherapy (BPT)
- 54.4 Duration of the Course** :

The Bachelor of Physiotherapy (BPT) is a Four-and-half-years undergraduate programme The BPT curriculum is a semester-wise programme with syllabus covered in four-and-half academic years

54.5 Eligibility For Admission:

Candidates who have passed duly recognized following examination:-
Sr. Secondary (10+2) with Biology or Life Sciences as one of the subjects with minimum 33% marks.

or

Any Board / University examination in India or in any foreign country recognized as equivalent to 12th standards and Candidate should have qualifying examination. Subject to the condition that requirement of minimum obtained percentage shall be as per the norms of ICAR or other relevant regulatory bodies.

The reservation and relaxation for SC / ST / Other categories shall be as per the rules of state Govt., whichever is applicable.

54.6 Eligibility for Admission to NRI / Other Privileged Candidates:

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

54.7 Admission Procedure:

The eligible candidates as specified in clause 54.5 & 54.6 above, should secure a place in the merit list prepared on the basis of academic credentials or through the University Entrance Test / Examination consisting of Aptitude Test / Group Discussion / Personal Interview or through Counseling or the University may also use the score card of various competitive entrance test / examination results of various Institutes / Boards / Universities / other Professional Bodies / Organizations or any other mode as decided by the UGC / other relevant Regulatory Bodies .

54.8 Intake:

The Intake for each of these courses shall be decided by the University from time to time.

54.9 Academic cycle / year:

There will be two academic cycles for these courses every year like Summer & Winter.

54.10 Course Structure:

Course structure shall be as per the recommendation of the concerned Board of Studies of the Faculty of the University duly approved by the Academic Council.

54.11 Medium of Instruction and Examination:

The medium of instruction and examination shall be English.

54.12 Examination:

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

54.12.2 The examination pattern shall be CBCS with continuous assessment of students. The passing criteria will be 33% including internal exams for both theory and practical separately.

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

54.13 Eligibility for Award of BPT

A student shall be declared to be eligible for award of the BPT if he has:

- i. Registered and successfully completed all the core courses, optional Courses, Practical / Lab classes, including Seminars, Workshops, Presentations, Group Discussion, Field Work / Training, Industrial Visit, Educational Tour, Science Project Work / Dissertation or Thesis and other Assignments etc wherever applicable.
- ii. Successfully acquired the minimum required credits as specified in the regulation corresponding to the branch of his study within the stipulated time, wherever applicable;
- iii. Earned the specified credits in all the categories of subjects as applicable.
- iv. Secured a minimum 33% in aggregate overall. However the award of the Division / Class shall be as per recommendation of concerned Board of Studies of the University.
- v. No dues to the University, Hostels, Libraries, NCC/NSS etc. and
- vi. No disciplinary action is pending against him.

54.14 Attendance Requirement:

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

54.15 Maximum Duration for Completion of Course:

A candidate has to complete the entire course of BPT ordinarily within a maximum period of 7 year from the session of first admission. However, for any exceptional case the matter shall be decided by the University as per the provisions of relevant rules and regulations.

54.16 General Instruction:

I. The admission to the BPT shall be governed in accordance and provisions with the Rules as per UGC / other competent Authority of the Govt. of India / State Government as amended time to time.

II. The relaxation in eligibility conditions, age and reservation etc. shall be in accordance with the Rules/ other competent Authority of the Govt. of India / State Government as amended from time to time.

III. For matters not covered in this specific ordinance, General rules and regulations of SGU Raipur, regarding specific courses shall be applicable. In other matters Board of Management of SGU shall be competent to take any decision which shall be final.

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

V. In future, more branches / specializations / courses / programmes of BPT can also be offered, keeping in view of new innovations, thrust areas of Government policies and demand of the industry / society shall run under this ordinance, on the recommendations of the concerned Board of Studies from time to time, by the University, in its various Faculty / Schools / Centers / Institutes located in University campus.

VI. This Ordinance shall be applicable to all BPT except those for which the University has separate Ordinances. The courses mentioned in this ordinance shall run under this ordinance.

ORDINANCE 55**THE AWARD OF BACHELOR OF LIBRARY AND INFORMATION SCIENCE (B. Lib I. Sc)**

- 55.1 Title of the Award** : Bachelor of Library and Information Science (B. Lib. I. Sc.)
- 55.2 Name of Faculty** : Faculty of Sciences
- 55.3 Course Name** : Bachelor of Library and Information Science (B. Lib. I. Sc.)
- 55.4 Duration of the Course:**
The of Bachelor of Library and Information Science (B. Lib. I. Sc) is a one year undergraduate programme The B. Lib. I. Sc curriculum is a semester-wise programme with syllabus covered in one academic years
- 55.5 Eligibility For Admission:**
Candidates who have passed duly recognized following examination:-
The candidate shall have passed Graduate in any discipline with at least 30% marks (25% for reserved categories) in aggregate or equivalent grade.
- Or
- Any University examination in India or in any foreign country recognized as equivalent to Graduate and Candidate should have qualifying examination. Subject to the condition that requirement of minimum obtained percentage shall be as per the norms of relevant regulatory bodies.
- The reservation and relaxation for SC / ST / Other categories shall be as per the rules of state Govt., whichever is applicable.
- 55.6 Eligibility for Admission to NRI / Other Privileged Candidates:**
Non-resident Indian and other privileged candidate shall be eligible for admission to these courses in accordance with the directives of Govt. of India and / or State Government.
- 55.7 Admission Procedure:**
The eligible candidates as specified in clause 55.5 & 55.6 above, should secure a place in the merit list prepared on the basis of academic credentials or through the University Entrance Test / Examination consisting of Aptitude Test / Group Discussion / Personal Interview or through Counseling or the University may also use the score card of various competitive entrance test / examination results of various Institutes / Boards / Universities / other Professional Bodies / Organizations or any other mode as decided by the UGC / other relevant Regulatory Bodies.
- 55.8 Intake:**
The Intake for each of these courses shall be decided by the University from time to time.
- 55.9 Academic cycle / year:**
There will be two academic cycles for these courses every year like Summer & Winter.
- 55.10 Course Structure:**
Course structure shall be as per the recommendation of the concerned Board of Studies of the Faculty of the University duly approved by the Academic Council.

55.11 Medium of Instruction and Examination

The medium of instruction and examination shall be English / Hindi.

55.12 Examination:

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

55.12.2 The examination pattern shall be CBCS with continuous assessment of students. The passing criteria will be 33% including internal exams for both theory and practical separately.

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

55.13 Eligibility for Award of B. Lib. I. Sc.

A student shall be declared to be eligible for award of the B. Lib. I. Sc. if he has:

- 1 Registered and successfully completed all the core courses, optional Courses, Practical / Lab classes, including Seminars, Workshops, Presentations, Group Discussion, Field Work / Training, Industrial Visit, Educational Tour, Science Project Work / Dissertation or Thesis and other Assignments etc wherever applicable.
- 2 Successfully acquired the minimum required credits as specified in the regulation corresponding to the branch of his study within the stipulated time, wherever applicable;
- 3 Earned the specified credits in all the categories of subjects as applicable.
- 4 Secured a minimum 33% in aggregate overall. However the award of the Division / Class shall be as per recommendation of concerned Board of Studies of the University.
- 5 No dues to the University, Hostels, Libraries, NCC / NSS etc. and
- 6 No disciplinary action is pending against him.

55.14 Attendance Requirement:

A candidate must have at least 75% attendance. Provided that, In case of illness or because of other reasonable cause it shall be relaxed by the Vice- Chancellor as upto 15% admissible within applicable regulations.

55.15 Maximum Duration for Completion of Course:

A candidate has to complete the entire course of B. Lib. I. Sc. ordinarily within a maximum period of 2 year from the session of first admission. However, for any exceptional case the matter shall be decided by the University as per the provisions of relevant rules and regulations.

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55.16 General Instruction:

- i. The admission to the B. Lib. I. Sc. shall be governed in accordance and provisions with the Rules as per UGC / other competent Authority of the Govt. of India / State Government as amended time to time.
- ii. The relaxation in eligibility conditions, age and reservation etc. shall be in accordance with the Rules/ other competent Authority of the Govt. of India / State Government as amended from time to time.
- iii. For matters not covered in this specific ordinance, General rules and regulations of SGU Raisen, regarding specific courses shall be applicable. In other matters Board of Management of SGU shall be competent to take any decision which shall be final.
- iv. The above courses shall run on all possible modes of imparting education including the use of latest innovative technologies like- on-line, e-learning, face-to-face, through webinar etc.
- v. In future, more branches / specializations / courses / programmes of B. Lib. I. Sc. can also be offered, keeping in view of new innovations, thrust areas of Government policies and demand of the industry / society shall run under this ordinance, on the recommendations of the concerned Board of Studies from time to time, by the University, in its various Faculty / Schools / Centers / Institutes located in University campus.
- vi. This Ordinance shall be applicable to all B. Lib. I. Sc. except those for which the University has separate Ordinances. The courses mentioned in this ordinance shall run under this ordinance.

ORDINANCE 56
THE AWARD OF MASTER OF LIBRARY AND INFORMATION SCIENCE
(M. Lib. I. Sc.)

- 56.1 Title of the Award** : Master of Library And Information Science (M. Lib. I. Sc.)
- 56.2 Name of Faculty** : Faculty of Science
- 56.3 Course Name** : Master of Library And Information Science (M. Lib. I. Sc.)
- 56.4 Duration of the Course:**
 The of Master of Library and Information Science (M. Lib. I. Sc.) is a one year undergraduate programme The M. Lib. I. Sc. curriculum is a semester-wise programme with syllabus covered in one academic years.
- 56.5 Eligibility For Admission:**
 Candidates who have passed duly recognized following examination:-
 The candidate shall have passed B.Lib. with at least 30% marks (25% for reserved categories) in aggregate or equivalent grade
 Or
 Any University examination in India or in any foreign country recognized as equivalent to B.Lib and Candidate should have qualifying examination. Subject to the condition that requirement of minimum obtained percentage shall be as per the norms of relevant regulatory bodies.
 The reservation and relaxation for SC / ST / Other categories shall be as per the rules of state Govt., whichever is applicable.
- 56.6 Eligibility for Admission to NRI / Other Privileged Candidates:**
 Non-resident Indian and other privileged candidate shall be eligible for admission to these courses in accordance with the directives of Govt. of India and / or State Government.
- 56.7 Admission Procedure:**
 The eligible candidates as specified in clause 56.5 & 56.6 above, should secure a place in the merit list prepared on the basis of academic credentials or through the University Entrance Test / Examination consisting of Aptitude Test / Group Discussion / Personal Interview or through Counseling or the University may also use the score card of various competitive entrance test / examination results of various Institutes / Boards / Universities / other Professional Bodies / Organizations or any other mode as decided by the UGC / other relevant Regulatory Bodies .
- 56.8 Intake:**
 The Intake for each of these courses shall be decided by the University from time to time.
- 56.9 Academic cycle / year:**
 There will be two academic cycles for these courses every year like Summer & Winter.
- 56.10 Course Structure:**
 Course structure shall be as per the recommendation of the concerned Board of Studies of the Faculty of the University duly approved by the Academic Council
- 56.11 Medium of Instruction and Examination**
 The medium of instruction and examination shall be English / Hindi

56.12 Examination:

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

56.12.2 The examination pattern shall be CBCS with continuous assessment of students. The passing criteria will be 33% including internal exams for both theory and practical separately.

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

56.13 Eligibility for Award of M. Lib. I. Sc.

A student shall be declared to be eligible for award of the M. Lib. I. Sc. if he has:

- i. Registered and successfully completed all the core courses, optional Courses, Practical / Lab classes, including Seminars, Workshops, Presentations, Group Discussion, Field Work / Training, Industrial Visit, Educational Tour, Science Project Work / Dissertation or Thesis and other Assignments etc wherever applicable.
- ii. Successfully acquired the minimum required credits as specified in the regulation corresponding to the branch of his study within the stipulated time, wherever applicable;
- iii. Earned the specified credits in all the categories of subjects as applicable.
- iv. Secured a minimum 33% in aggregate overall. However the award of the Division / Class shall be as per recommendation of concerned Board of Studies of the University.
- v. No dues to the University, Hostels, Libraries, NCC / NSS etc. and
- vi. No disciplinary action is pending against him.

56.14 Attendance Requirement:

A candidate must have at least 75% attendance. Provided that, In case of illness or because of other reasonable cause it shall be relaxed by the Vice- Chancellor as upto 15% admissible within applicable regulations.

56.15 Maximum Duration for Completion of Course:

A candidate has to complete the entire course of M. Lib. I. Sc. ordinarily within a maximum period of 2 year from the session of first admission. However, for any exceptional case the matter shall be decided by the University as per the provisions of relevant rules and regulations.

56.16 General Instruction:

- i. The admission to the M. Lib. I. Sc. shall be governed in accordance and provisions with the Rules as per UGC / other competent Authority of the Govt. of India / State Government as amended time to time.
- ii. The relaxation in eligibility conditions, age and reservation etc. shall be in accordance with the Rules/ other competent Authority of the Govt. of India / State Government as amended from time to time.
- iii. For matters not covered in this specific ordinance, General rules and regulations of SGU Raizen, regarding specific courses shall be applicable. In other matters Board of Management of SGU shall be competent to take any decision which shall be final.
- iv. The above courses shall run on all possible modes of imparting education including the use of latest innovative technologies like- on-line, e-learning, face-to-face, through webinar etc.
- v. In future, more branches / specializations / courses / programmes of M. Lib. I. Sc. can also be offered, keeping in view of new innovations, thrust areas of Government policies and demand of the industry / society shall run under this ordinance, on the recommendations of the concerned Board of Studies from time to time, by the University, in its various Faculty / Schools / Centers / Institutes located in University campus.
- vi. This Ordinance shall be applicable to all M. Lib. I. Sc. except those for which the University has separate Ordinances. The courses mentioned in this ordinance shall run under this ordinance.

ORDINANCE No. 57**THE AWARD OF BACHELOR OF NATUROPATHY AND YOGIC SCIENCES (BNYS)****COURSE**

- 57.1 Title of the Degree** : Bachelor of Naturopathy and Yogic Sciences (BNYS)
- 57.2 Name of Faculty** : Faculty of Medical & Paramedical Sciences
- 57.3 Course details** : Bachelor of Naturopathy and Yogic Sciences (BNYS)
- 57.4 Duration of the Course:**
The course shall be of five and half year's duration including one year Internship.
Candidates who have possess a minimum of 30% passed duly recognized following examination:-
- 57.5 Eligibility**
12th Pass with PCB (Physics, Chemistry and Biology) subjects of M P Board or by any recognized Central Board, such as Central Board of Secondary Education, New Delhi; Council for Indian Faculty Certificate Examination, New Delhi or any State Board.
The reservation and relaxation for SC / ST / Other categories shall be as per the rules of state Govt., whichever is applicable.
The reservation and relaxation for SC / ST / Other categories shall be as per the rules of state Govt., whichever is applicable.
- 57.6 Eligibility for Admission to NRI / other privileged Candidates:**
Non-resident Indian and other privileged candidate shall be eligible for admission to these courses in accordance with the directives of Govt. of India and / or State Government.
- 57.7 Admission Procedure**
The eligible candidates as specified in clause 57.5 & 57.6 above, should secure a place in the merit list prepared on the basis of academic credentials or through The University entrance test or the University may also use the score card of various competitive entrance test / examination results of various Institute / Board / University/ other Professional Bodies / Organizations or any other mode as decided by the UGC/ other relevant Regulatory Bodies from time to time.
- 57.8 Intake**
The Intake for each of these courses shall be decided by the University from time to time, taking care of the norms of the concerned regulatory body.
- 57.9 Course Structure:**
The Course structure of Bachelor (Regular) shall be as per the recommendation of the concerned Board of studies of the Faculty of the University approved by the Academic Council as per norms of the regulatory body.
- 57.10 Academic cycle / year:**
There will be one / two academic cycle for these courses every year as decided by the University.

57.11 Internship**Duration:** 12 months.

Internship is a phase of training wherein a graduate student is expected to conduct actual practice of Naturopathic Modalities and acquire skills under the supervision of a competent faculty member so that he may become capable of working independently.

57.11.1 Specific Objectives of Internship:

At the end of the internship the student should be able to:

- (i) Diagnose a disease and prescribe the right treatment.
- (ii) Outline the planning requirements of such a service
- (iii) Explain its organization and management.
- (iv) Identify various management issues.

57.11.2 Assessment of Internship

The Intern shall maintain the record of work, which is to be verified and certified by the Doctor under whom he works. A part from the scrutiny of the record of work, an assessment and evaluation shall be done through taken by an objective approach using situation judgment and tests in knowledge, skills and attitude at the end of training. Based on the record of work and the result of the assessment and evaluation the HOD shall issue a certificate of "Satisfactory completion" of training.

57.12 Examination

The medium of instructions and examination shall be English/Hindi.

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

57.12.2 The examination pattern shall be CBCS with continuous assessment of students. The passing criteria will be 33% including Internal exams for both theory and practical separately.

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

57.13 Attendance requirement

A candidate must have at least 75% attendance. Provided that, In case of illness or because of other reasonable cause it shall be relaxed by the Vice- Chancellor as upto 15% admissible within applicable regulations.

57.14 Maximum Duration of Completion of Course:

The entire course has to be completed within a maximum of seven (07) years from the date of original admission in the course.

57.15 General Instructions:

- i. The admission to all kinds & mode of Bachelor Courses shall be governed in accordance and provisions of the Rules / Directives of UGC / AICTE / relevant Regulatory Body or any other competent authority of the Govt. of India / State Government as amended time to time.
- ii. The relaxation in eligibility conditions, age and reservation etc. shall be in accordance with the Rules / Directives of UGC / AICTE / relevant Regulatory Body or any other competent Authority of the Govt. of India / State Government as amended time to time.

iii For matters not covered in this specific ordinance, General Rules and Regulations of SGU, Raissen, regarding specific courses shall be applicable. In other matters Board of Management of SGU shall be competent to take any decision which shall be final.

ORDINANCE NO. 58**THE AWARD OF MASTER OF PHYSIOTHERAPY (MPT)**

- 58.1 **Title of the Degree** : Master of Physiotherapy (MPT)
 58.2 **Name of Faculty** : Faculty of Medical & Paramedical Sciences
 58.3 **Course details** :

Master's of Physiotherapy (Orthopedics).
 Master's of Physiotherapy (Neurology).
 Master's of Physiotherapy (Cardiopulmonary Conditions).
 Master's of Physiotherapy (Sports Physiotherapy).

- 58.4 **Duration of the Course** : 2 Years

58.5 **Eligibility Criteria for Admission**

A student seeking admission to the Master of Physiotherapy must have passed regular full time Bachelor of Physiotherapy (B.P.T.) course from any recognized institute/ University by U.G.C. and Indian Association of Physiotherapy (IAP).

or

Any Board / University examination in India or in any foreign country recognized as equivalent to BPT standards and Candidate should have qualifying examination. Subject to the condition that requirement of minimum obtained percentage shall be as per the norms of relevant regulatory bodies

The reservation and relaxation for SC / ST / Other categories shall be as per the rules of state Govt., whichever is applicable.

58.6 **Eligibility for Admission to NRI / other privileged Candidates:**

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

58.7 **Admission Procedure**

The eligible candidates as specified in clause 58.6 & 58.7 above, should secure a place in the

merit list prepared on the basis of academic credentials or through the University entrance test / Examination consisting of Aptitude Test / Group Discussion / Personal Interview or through Counseling or the University may also use the score card of various competitive entrance test / examination results of various Institutes / Boards / Universities / other Professional Bodies / Organizations or any other mode as decided by the UGC / other relevant Regulatory Bodies from time to time or based on qualifying examination.

58.8 **Intake**

The Intake for each of these courses shall be decided by the University from time to time, taking care of the norms of the concerned regulatory body.

58.9 **Course Structure:**

The Course structure of MPT shall be as per the recommendation of the concerned Board of studies of the Faculty of the University approved by the Academic Council as per norms of the regulatory body.

58.10 **Academic cycle / year:**

There will be one academic cycle for these courses every

58.11 Examination

The medium of instructions and examination shall be English.

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

58.11.2 The examination pattern shall be CBCS with continuous assessment of students. The passing criteria will be 33% including internal exams for both theory and practical separately.

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

58.12 Attendance requirement

A candidate must have at least 75% attendance. Provided that, in case of illness or because of other reasonable cause it shall be relaxed by the Vice-Chancellor as upto 15% admissible within applicable regulations.

58.13 Maximum Duration of Completion of Course:

The entire course has to be completed within a maximum of seven (04) years from the date of original admission in the course.

58.14 Thesis / Dissertation:

A Research Dissertation should be compulsory and should embody the student's own work carried in the elective area under the supervision of a recognized guide qualified for the purpose and as recommended by the Indian Association of Physiotherapists (IAP).

58.15 Award of Degree

- 1 A student will be awarded a MPT Degree only on successful completion of the course including clinical practice for both the years.
- 2 The entire course of study in MPT for first and second year must be completed within 4 years of the date of admission.

58.16 General Instruction:

- i. The admission to the Master of Physiotherapy shall be governed in accordance and provisions with the Rules as per UGC / other competent Authority of the Govt. of India / State Government as amended time to time.
- ii. The relaxation in eligibility conditions, age and reservation etc. shall be in accordance with the Rules/ other competent Authority of the Govt. of India / State Government as amended from time to time.
- iii. For matters not covered in this specific ordinance, General rules and regulations of SGU Raipur, regarding specific courses shall be applicable. In other matters Board of Management of SGU shall be competent to take any decision which shall be final.
- iv. The above courses shall run on all possible modes of imparting education including the use of latest innovative technologies like- on-line, e-learning, face-to-face, through webinar etc.
- v. In future, more branches / specializations / courses / programmes of Master of Physiotherapy can also be offered, keeping in view of new innovations, thrust areas of Government policies and demand of the industry / society shall run under this ordinance, on the recommendations of the concerned Board of Studies from time to time, by the University, in its various Faculty / Schools / Centers / Institutes located in University campus.

ORDINANCE No. 59
THE AWARD OF TWO YEARS LLM DEGREE COURSE

This ordinance shall be applicable for the award LLM Degree

- 59.1 Title of the degree** : LLM Degree
59.2 Name Faculty : Faculty of Law
59.3 Duration of Course : 2 Years (4 Semesters)
59.4 Eligibility:

Candidates seeking admission to the first year LLM course shall be required to have passed the Bachelors of Law or any other equivalent degree as approved by BCI with minimum aggregate score of 30% for general category and 25% for SC/ST from a recognized university.

59.5 Admission Procedure:

Selection for admission will be made through an Admission Test followed by a Group Discussion or on the basis of qualifying marks.

59.6 Intake:

The Intake for the course shall be decided by the University from time to time, taking care of the intake as per norms of the concerned regulatory body

59.7 Academic cycle / year

There will be two academic cycles for these courses every year like Summer & Winter.

59.8 Course Structure:

The Course structure of LLM shall be as per the recommendation of the concerned Board of Studies of the Faculty of the University approved by the Academic Council as per norms of the Regulatory Body.

59.9 Medium of Instructions and Examination:

The medium of instructions and examination shall be English /Hindi.

59.10 Examination:

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

59.10.2 The examination pattern shall be CBCS with continuous assessment of students. The passing criteria will be 33% including Internal exams for both theory and practical separately.

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

59.11 Eligibility for degree:

A student shall be declared to be eligible for award of the LLM if he has:

- a) Registered and successfully completed all the Core Courses, Optional Courses, Practical / Lab Classes, including Seminars, Workshops, Presentations, Group Discussion, Field Work, Industrial Visit, Industrial Training, Summer Training, Educational Tour, Project Work and other Assignments etc where ever applicable.

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- b) Successfully acquired the minimum required credits as specified in the regulation corresponding to the branch of his study within the stipulated time, wherever applicable;
- c) Earned the specified credits in all the categories of subjects as applicable;
- d) Secured a minimum CGPA of 5.0 or 33% in aggregate overall. However, the award of the Division / Class shall be as per recommendations of concerned Board of Studies of the University.
- e) No dues to the University, Hostels, Libraries, NCC / NSS etc. and
- f) No disciplinary action is pending against him.

59.12 Attendance Requirement:

A candidate must have at least 75% attendance. Provided that, In case of illness or because of other reasonable cause it shall be relaxed by the Vice- Chancellor as upto 15% admissible within applicable regulations.

59.13 Maximum Duration for Completion of Course:

A candidate has to complete the entire course ordinarily within a maximum period of 3 years.

59.14 General Instruction

- (i) The admission to all kinds & mode of LLM. Courses shall be governed in accordance and provisions of the Rules / Directives of UGC / AICTE / BCI / Relevant Regulatory Body or any other competent Authority of the Govt. of India / State Government as amended time to time.
- (ii) The relaxation in eligibility conditions, age and reservation etc. shall be in accordance with the Rules / Directives of UGC / AICTE / BCI / relevant Regulatory Body or any other competent Authority of the Govt. of India/State Government as amended from time to time.
- (iii) For matters not covered in this specific Ordinance, General Rules and Regulations of SGU Raissen, regarding specific courses shall be applicable. In other matters Board of Management of SGU shall be competent to take any decision which shall be final.

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ORDINANCE No. 60
THE AWARD OF M. Phil. DEGREE

60.1 SHORT TITLE:

The Ordinance may be called University Grants Commission (Minimum Standards and Procedure for Award of M. Phil. degree) Regulations, 2016.

The University will offer M.Phil. Program in following faculties:

S.No	Faculty	Subject
1.	Arts, Social Sciences and Humanities	Arts
		Economics, Social Science, Geography, History, Philosophy, Psychology, Sociology, Civics, Political Science,
		English , Hindi, Sanskrit
2.	Commerce	Commerce
3.	Education	Education
		Physical Education
4.	Science & IT	Home Science, Nutritional Biochemistry, Food and Nutrition, Food Technology
		Chemistry
		Computer Science, Information Technology
		Electronics
		Mathematics
		Physics , Electronic Media

60.2 ELIGIBILITY CRITERIA FOR ADMISSION TO THE M.PHIL. PROGRAMME:

60.2.1 Candidates for admission to the M.Phil. programme shall have a Master degree or a Professional Degree declared equivalent to the Master's degree by the corresponding statutory regulatory body, with at least 50% marks in aggregate or

its equivalent grade in the UGC 7 point scale (or an equivalent grade in a point scale wherever grading system is followed) 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.

60.2.2 A relaxation of 5% of marks, from 50% to 33%, or an equivalent relaxation of grade, may be allowed for those belonging to SC / ST / OBC non-creamy layer) / Differently and other categories of candidates as per the decision of the Commission from time to time, or for those who had obtained their Master degree prior to 19th September, 1991. The eligibility marks of 50% (or an equivalent grade in a point scale wherever grading system is followed) and the relaxation of 5% to the categories mentioned above are permissible based only on the qualifying marks without including the grace mark procedures.

60.2.3 In case of foreign students, the condition of 50% at Masters Degree (P.G.) Level shall remain mandatory, whether he / she have obtained P.G Degree from this University or any other university in India.

60.2.4 In case of foreign students who have obtained P.G. Degree from any university outside India, grade points equivalent to 2nd class shall be considered eligible for registration.

60.3 DURATION OF THE PROGRAMME:

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

60.3.2 Extension beyond the above limits will be governed by the relevant clauses as stipulated in the Statute / Ordinance of the University.

60.3.3 The women candidates and Persons with Disability (more than 25% disability) may be allowed a relaxation of one year for M.Phil in the maximum duration. In addition, the women candidates may be provided Maternity Leave / Child Care Leave once in the entire duration of M.Phil. for up to 225 days.

60.4 AVAILABILITY OF SEATS:

Depending upon availability of Supervisor / Co-supervisor the number of seats shall be decided by the University.

A Supervisor shall not have at a time, more than 04 years. Scholars a Supervisor, as a Co-supervisor in case of a Professor and 06 Ph.D. Scholars as supervisor and 05 Ph.D. Scholars a Co-Supervisor, in case of Associate Professor / Assistant Professor in any university / Research Centers in India and abroad. For that supervisor have to submit undertaking regarding total number of candidates he is supervising.

60.5 PROCEDURE FOR ADMISSION:

50.5.1 The University shall admit M.Phil students through an Entrance Test conducted at the University

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- 60.5.2** The University will have separate terms and conditions for M. Phil Entrance Test for those students who qualify for NET, JRF or any other scholarship.
- 60.5.3** The University shall decide on an annual basis through their academic bodies a predetermined and number of M.Phil. scholars to be admitted depending on the number of available Research Supervisors;
- 60.5.4** The University shall notify well in advance in the institutional website and through advertisement in newspapers, the number of seats for admission, subject / discipline-wise distribution of available seats, criteria for admission, procedure for admission, examination centre(s) where entrance test(s) shall be conducted and all other relevant information for the benefit of the candidates;
- 60.5.5** The University shall adhere to the National / State-level reservation policy, as applicable.
- 60.5.6** The admission shall be based on the criteria notified by the guidelines / norms in this regard issued by the UGC and other statutory bodies concerned, and taking into account the reservation policy of the Central / State Government from time to time.
- 60.5.7** The University shall admit candidates by a two stage Entrance Test process with a qualifying marks as 33%.
- 60.5.8** The syllabus of the Entrance Test shall consist of 33% of research methodology and 33% shall be subject specific followed by an interview / viva-voce to be organized by the university.
- 60.5.9** The candidates are required to discuss their research interest / area through a presentation before a duly constituted department Research Committee.
- 60.5.10** The interview / viva voce shall also consider the following aspects, viz. whether the candidate possesses the competence for the proposed research the research work can be suitably undertaken at the Institution / College the proposed area of research can contribute to new / additional knowledge.
- 60.5.11** The University shall maintain the list of all the M.Phil. 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 Supervisor / Co-supervisor, date of enrollment / registration.
- 60.5.12** List of candidates provisionally selected for admission / shortlisted based on merit will be displayed on the notice board of the University / University & website / or the students will be informed directly of their admission after the last date of application.
- 60.5.13** The candidates whose results of the qualifying exam are awaited can also apply who will be admitted provisionally. Such candidates, however, must produce the previous year mark sheet / Faculty / 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 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.

60.5.14 If a candidate admitted provisionally as above could not obtain the marks to fulfill the requirements & eligibility criteria of the admission the provisional admission granted to him will be cancelled.

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

1. The candidate does not fulfill the eligibility conditions;
2. The prescribed fees is not enclosed;
3. The application form is not signed by the candidate and his / her parent guardian, wherever required;
4. Supporting documents for admission are not enclosed.

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

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

60.6 COURSE WORK:

60.6.1 The credit assigned to the M.Phil. Course work shall be a minimum of 08 credits and a maximum of 16 credits.

60.6.2 The course work shall be treated as prerequisite for M.Phil. 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 M.Phil.

60.6.3 All courses prescribed for M.Phil. 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.

60.6.4 The Department/ School/ Research Center where the scholar pursues his / her research shall prescribe the course(s) to him / her based on the recommendations of the Research Advisory Committee.

60.6.5 All candidates admitted to the M.Phil. programmes shall be required to complete the course work prescribed by the Department School/ Research Center during the initial one or two semesters.

60.6.6 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.

60.6.7A M.Phil. Scholar has to obtain a minimum of 50% of marks or its equivalent grade in the UGC point scale (or an equivalent grade / CGPA in a point scale wherever grading system is followed) in the course work in order to be eligible to continue in the programme and submit the dissertation/ thesis.

60.7 DURATION:

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

60.8 ALLOCATION OF RESEARCH SUPERVISOR:

- 50.8.1** Any regular Professor of the University with at least five research publications in refereed journals and any regular Associate / Assistant Professor of the university 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, the University may relax the above condition for recognition of a person as a Research Supervisor with reasons recorded in writing.
- 60.8.2** Only a full time regular teacher of the concerned University will act as a Supervisor. The external supervisors are not allowed. However, Co-Supervisor can be allowed in inter-disciplinary areas from other School of the same institute or from other related institutions with the approval of the Research Advisory Committee.
- 60.8.3** The allocation of Research Supervisor for a selected research scholar shall be decided by the Department/ School/ Research Center 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.
- 60.8.4** 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.
- 60.8.5** A Research Supervisor / Co-supervisor who is a Professor, at any given point of time, cannot guide more than three (3) M.Phil. and Eight (8) Ph.D. scholars; an Associate Professor as Research Supervisor can guide up to a maximum of two (2) M.Phil. and six (6) Ph.D. scholars and an Assistant Professor as Research Supervisor can guide up to a maximum of one (1) M.Phil. and four (3) Ph.D. scholars.

60.8.6 In case of relocation of an M.Phil / 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 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.

60.9 RESEARCH ADVISORY COMMITTEE AND ITS FUNCTIONS:

There shall be a Research Advisory Committee, for each M.Phil. scholar. The Research Supervisor shall be the Convener of this Committee. This Committee shall have the following responsibilities:

- (i) To review the research proposal and finalize the topic of research;
- (ii) To guide the research scholar to develop the study design and methodology of research and identify the course(s) that he / she may have to do.
- (iii) To periodically review and assist in the progress of the research work of the research scholar.
- (iv) A research scholar shall appear before the Research Advisory Committee once in six months to make a presentation of the progress of his / her work for evaluation and further guidance. The six monthly progress reports shall be submitted by the Research Advisory Committee with a copy to the research scholar.
- (v) In case the progress of the research scholar is unsatisfactory, the Research Advisory Committee shall record the reasons for the same and suggest corrective measures. If the research scholar fails to implement these corrective measures, the Research Advisory Committee may recommend to the Institution / College with specific reasons for cancellation of the registration of the research scholar.
- (vi) The Academic Council of the University shall evolve a mechanism using well developed software and gadgets to detect plagiarism and other forms of academic dishonesty.
- (vii) While submitting for evaluation, the dissertation / thesis shall have an undertaking from the research scholar and a certificate from the Research Supervisor attesting to the originality of the work, vouching that there is no plagiarism and that the work has not been submitted for the award of any other degree / Certificate of the same Institution where the work was carried out, or to any other Institution.
- (viii) The Ph.D. thesis submitted by a research scholar shall be evaluated by his Research Supervisor and at least two external examiners, who are not in employment of the University of whom one examiner may be from outside the country.

- (ix) The viva-voce examination, based among other things, on the critiques given in the evaluation report, shall be conducted by the Research Supervisor and at least one of the two external examiners, and shall be open to be attended by Members of the Research Advisory Committee, all Faculty members of the Department/ School/ Research Center, other research scholars and other interested experts / researchers.
- (x) The public *viva-voce* of the research scholar to defend the dissertation / thesis shall be conducted only if the evaluation report(s) of the external examiner(s) on the dissertation / thesis is / are satisfactory and include a specific recommendation for conducting the *viva-voce* examination.
- (xi) If the evaluation report of the one of external examiner is unsatisfactory and does not recommend *viva-voce*, the Institution shall send the dissertation / thesis to another external examiner out of the approved panel of examiners and the *viva-voce* examination shall be held only if the report of the latest examiner is satisfactory and if the report of the latest examiner is also unsatisfactory, the dissertation / thesis shall be rejected and the research scholar shall be declared ineligible for the award of the degree.

60.10 EVALUATION AND ASSESSMENT:

- i. The overall minimum credit requirement, including credit for the course work, for the award of M.Phil. degree shall not be less than 24 credits.
- ii. Upon satisfactory completion of course work, and obtaining the marks / grade prescribed M.Phil. Scholar shall be required to undertake research work and produce a draft dissertation within a reasonable time, as stipulated by the Institution concerned based on these Regulations.
- iii. Prior to the submission of the dissertation / thesis, the scholar shall make a presentation in the Department/ School/ Research Center before the Research Advisory Committee of the University which shall also be open to all Faculty members and other research scholars. The feedback and comments obtained from them may be suitably incorporated into the draft dissertation in consultation with the Research Advisory Committee.
- iv. M.Phil scholars shall present at least one (1) research paper in a conference / seminar before the submission of the dissertation for adjudication, and produce evidence for the same in the form of presentation certificates and / or reprints.
- v. The Institutions shall develop appropriate methods so as to complete the entire process of evaluation of M.Phil. Dissertation thesis within a period of six months from the date of submission of the dissertation.

60.11 PROVISIONAL CERTIFICATE:

Prior to the actual award of the degree, the University shall issue a Provisional Certificate to the effect that the Degree has been awarded in accordance with the provisions of the ordinance.

60.12 AWARD OF M.PHIL.:

After the successful viva-voce, the Vice-Chancellor shall have powers to issue Notifications for the award of M. Phil degree to the candidate and the matter shall be reported to the Board of Management for approval in its forthcoming meeting. One copy of the thesis will be kept in the University Library and another copy will be kept in the Library of School/ Research Center the institution where the research work was carried out; the third will be returned to the Supervisor.

Following the successful completion of the evaluation process, and announcement of the award of M.Phil the University shall submit a soft copy of the dissertation to UGC within a period of thirty days for hosting it in NET accessible to all University / Institution.

60.13 WITHDRAWAL OF DEGREE:

- i. On detection of any irregularity or any plagiarism the University shall take suitable steps to withdraw the degree.
- ii. 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 Deans/ Directors of the School / Institutions / Faculty. The decision of the Vice-Chancellor shall be final.
- iii. In case any change in is/ are suggested by UGC in above guidelines the same should be incorporated in future.

ORDINANCE No. 61
THE AWARD OF DOCTOR OF PHILOSOPHY (Ph. D.)

Ordinance as per UGC Regulation, 2016

The Ordinance shall be called "Ordinance" Governing Doctoral Degree. The ordinance will be governed on such rules & regulations as per approval from Board of Management of the University framed in accordance with regulations / norms laid by UGC from time to time.

61.1 Eligibility for Enrollment for Doctor of Philosophy (Ph.D.):

61.1.1 Candidate for the degree of Doctor of Philosophy must, at the time of application, hold Master degree with at least stipulated percentages as below or an equivalent grade of the University, a deemed University or any other University incorporated by any law for the time being in force and recognized by the University.: (Five percent marks will be relaxed for SC / ST and Handicapped candidates).

61.1.2 Candidates for admission to the Ph.D. programme shall have a Master degree or a professional degree declared equivalent to the Master's degree by the corresponding statutory regulatory body, with at least 50% marks in aggregate or its equivalent grade in the UGC 7-point scale (or an equivalent grade in a point scale wherever grading system is followed) 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.

61.1.3 Candidates who have cleared the M.Phil. course work with at least 50% marks in aggregate or its equivalent grade in the UGC 7 point scale (or an equivalent grade in a point scale wherever grading system is followed) and successfully completing the M.Phil. Degree in the University in an integrated programme may be admitted to Ph. D programme.

61.1.4 A person of the MP University who's M.Phil. Dissertation has been evaluated and the viva voce is pending may be admitted to the Ph.D. programme.

61.1.5 Candidates possessing a Degree considered equivalent to M.Phil. Degree of an Indian Institution, 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 eligible for admission to Ph.D. programme.

61.1.6 A candidate shall ordinarily be permitted to work for Ph.D. Degree in the subject in which he / she has obtained his / her Master or Bachelor degree in Engineering / Technology / Applied Sciences or other streams.

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61.1.7 Provided that research work leading to Ph.D. degree may be allowed in allied subjects of interdisciplinary nature of the same Faculty or of allied Faculty. Provided further that whether a subject is allied or not to the subject in which the candidate has done "Master or Bachelor degree in Engineering / Technology / Applied Sciences or other streams, shall be decided by the Academic Council,

61.2 Name of Statutory Regulatory Body:

MP Private University Regulatory Commission / UGC.

61.3 Duration:

- a. **Ph.D. programme shall be for a minimum duration of three years, including course work and a maximum of six years.**
- b. In case of M.Phil Qualified candidates it shall be for a minimum duration Two Years.
- c. Extension beyond the above limits will be governed by the Academic Council of the University on the recommendation of Research Advisory Committee concerned.
- d. The women candidates and Persons with Disability (more than 25% disability) may be allowed a relaxation of 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 M.Phil / Ph.D. for up to 225 days.

61.4 Registration:

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

- a. His / her Qualification and experience;
- b. Proposed subject / discipline along with the relevant Faculty in which he / she proposes to work.
- c. Proposed title of the Ph.D. thesis
- d. Name of the supervisor (along with, name of Co-Supervisors, if any) (Strictly from the University list of approved Supervisors & Co- Supervisors) under whom he / she wishes to work and the place / places at which he / she wishes to carry on investigations together with the consent of the Supervisor and Co-Supervisor.
- e. Certificate of qualifying the UGC / CSIR / DST / National or State Level Fellowship / NET / GATE / GPAT/SLET, if any.
- f. Letter granting Teacher Fellowship, if any.
- g. Address, Contact number, mobile number, e-mail- id & other contact details.

61.5 Availability of Seats:

Depending upon availability of Supervisor / Co-supervisor the number of seats shall be decided, provided that

- 1 A Supervisor shall not have at a time, more than 08 Ph.D. Scholars as supervisor and 06 Ph.D. Scholars as Co supervisor in case of others, in any university / Research Centres in India and abroad. For that supervisor have to submit undertaking regarding total number of candidates he is supervising.
- 2 The seats available with the supervisor should be manageable for him / her and also manageable for the concerned research centre.

61.6 Admission Procedure:

The admission shall be made by the University, through an entrance test by the Admission Board following the norms prescribed by the UGC New Delhi. The board will perform the following work:

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

61.6.1 Candidate who has qualified the UGC / CSIR / DST / National State level Fellowship / GATE / GPAT / SLET / NET / M.Phil. shall be admitted direct without the entrance test. Candidates who have been, awarded teachers fellowship by statutory bodies for doing Ph.D. degree shall also be admitted direct without the entrance test. But University will conduct interview for all such candidates

61.6.2 All other candidates will be selected on merit through weightage % of entrance test (25%), interview(25%) and marks obtained in Qualifying Examination(20%)

61.6.3 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 supervisor / co-supervisor, date of enrollment / registration.

61.7 Interview and Allotment:

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

- a. Vice- Chancellor or his Nominee as Chairman
 - b. Dean of Faculty / College / Director of the Institute.
 - c. One of the recognized supervisors in the University Teaching Department in the subject to be nominated by the Vice-Chancellor.
 - d. One subject expert to be nominated by the Vice-Chancellor.
- One third of the total members shall complete the quorum. However, presence of the subject expert shall be essential. If the Dean of Faculty is not available, the Vice Chancellor may then appoint a Senior Professor of any University Teaching Department as member.

61.7.2 The interview shall be conducted in the University Teaching Department/School.

61.7.3 The Candidates shall be called for interview in the following order

- i. Candidates who have qualified GC / CSTR / DST / National or State level
- ii. Candidates who have been granted Teachers Fellowship by a statutory body.
- iii. Candidate according to merit list of the entrance examination.

61.7.4 At the time of interview, the candidates are expected to discuss their Research interest / area, choice of Supervisors and Co-supervisor (if any) For the candidates belonging to M. Phil and Scholarship holder category 100% weightage shall be on the interview. For others the weightage of the Interview marks shall be 25 %, written entrance examination 25 % and remaining 20 % for qualifying P.G Examination.

61.7.5 The Ph. D. allotment board then shall finalize the list of the names of the candidates to be admitted to the Ph.D, in the concerned subject on the basis of following priority:

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

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

61.7.7 A merit list shall be prepared on the basis of entrance test and interviews as and shall be declared as the result of the entrance examination by registrar.

61.8 Fees Registration Fee for Ph.D. Programme:

Fee is to be paid to the University at the prevalent rates as announced by the University from time to time. The total programme fee must be paid before submission of Ph.D. thesis.

61.9 Course Work

- a. The credit assigned to the M.Phil. or 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 Ph.D.
- c. 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.
- d. Other courses shall be advanced level courses preparing the students for Ph.D. degree.
- e. They shall be duly approved by the authorized academic bodies.
- f. All candidates admitted to the Ph.D. programmes will be required to complete the prescribed course work during the initial one or two semesters.
- g. Candidates already holding M. Phil. degree and admitted to the Ph.D. programme, or those who have already completed the course work in M.Phil. and 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. prescribed course work.
- h. 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.
- i. A Ph.D. scholar is required to obtain a minimum of 50% of marks or its equivalent grade in the UGC 7- point scale (or an equivalent grade / CGPA in a point scale wherever grading system is followed) in the course work in order to be eligible to continue in the programme and submit the dissertation / thesis.

61.10 Allocation of Supervisor / Co-Supervisor:

- a. A person, who wants to get him-self recognized as a Supervisor / Co-supervisor, shall apply in the prescribed Proforma, duly forwarded by Head / Principal / Director of his institution/ School. The case will be put up before the RDC which will decide about the recognition.

- b. Any regular Professor of the University with at least five research publications in refereed journals may be recognized as research Supervisor.
- c. Any regular Associate / Assistant Professor of the university with a Ph.D. degree and at least two research publications in refereed journals may be recognized as Research Co-Supervisor.
- d. Provided that in areas / disciplines where there is no or only a limited number of refereed journals, the University may relax the above condition for recognition of a person as Research Supervisor with reasons recorded in writing.
- e. Only a full time regular teacher of the University will act as a Supervisor. The external supervisors are not allowed. However, Co-Supervisor will be allowed in inter-disciplinary areas from other School of the same institute or from other related institutions with the approval of the Research Advisory Committee.
- f. The allocation of Research Supervisor for a selected research scholar shall be decided by the concerned School/ Institute/ Center 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.
- g. In case of topics which are of inter-disciplinary nature where the Department/ School/ Institute/ Center concerned feels that the expertise in the Department has to be supplemented from outside, the Department was 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.
- h. A Research Supervisor / Co-supervisor who is a Professor, at any given point of time, cannot guide more than three (3) M.Phil. and Eight (8) Ph.D. scholars.
- i. An Associate Professor as Research Supervisor can guide up to a maximum of two (2) M.Phil. and six (6) Ph.D. scholars.
- j. An Assistant Professor as Research Supervisor can guide up to a maximum of one (1) M.Phil. And three (3) Ph.D. scholars.
- k. A person who is himself registered for Ph.D. degree of the University shall not be eligible to act as supervisor or member of any committee mentioned in this Ordinance.

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

61.12 Research Degree Committee RDC:

- a. After successful completion of Pre-Ph.D. course work, the candidate shall be eligible to submit a synopsis (as per Appendix 1.) of his proposed research work along with the title of thesis (finally decided by the candidate) duly forwarded by the Supervisor and Head of the institution where the candidate is pursuing his research. The synopsis has to be submitted in ten copies, with signatures of candidate, supervisor, co-supervisor and Head of the institution on each page of the each copy.
- b. The candidate shall be required to make an oral presentation of the proposed work before the Research Degree Committee (RDC) consisting of the following members:-
 - i. Vice-Chancellor or his nominee (Chairman)
 - ii. Dean of the Faculty concerned.
 - iii. Chairman, Board of Studies of the subject in the Faculty.
 - iv. Head or One Professor of the University Teaching Department/ School/ Institute or in the case of non-availability of professor one Associate Professor of the University Teaching Department/ School/ Institute of the subject.
 - v. One external subject expert of the rank of University Professor to be appointed by the Vice-Chancellor, ordinarily out of a panel of 5 experts given by the Dean of the Faculty concerned External expert and two other members shall form the quorum.

Note:

- (a) On the request of the Supervisor, Vice Chancellor may permit him to be present as an observer during the oral presentation of his candidate.
- (b) No. T.A and D.A shall be payable to candidate and supervisor for attending the Research Degree Committee meeting.
The meeting of Research Degree Committee (RDC) shall be held in the University office twice a year. The committee shall consider the applications of the persons, who want to get recognized as Supervisor / Co-Supervisor. Submitted under section 11 of this Ordinance, and recommend the eligibility of the person for the appointment as supervisor / co-supervisors. The committee shall also prepare a list for approved supervisors / co-supervisors, along with their specializations as per provision of this Ordinance. This list shall be available with the Registrar.
- (c) After approval by the RDC of the title of the thesis, synopsis, supervisor, Co-Supervisor (if any), and place of research work the candidate shall be registered for Ph.D. / degree from the date on which the candidate had

deposited the registration fee and other fees as mentioned in this Ordinance, at time of admission and this date will be the "Date of Registration" of the candidate. The letter of registration shall be issued by the Registrar, and sent to all those concerned. The candidate shall be enrolled as a student from the date of registration and will be required to pay regular tuition, library and laboratory fees (six monthly) to the university.

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

61.13 Research Advisory Committee and its Functions:

There shall be a Research Advisory Committee, for each Ph.D. scholar. The Research Supervisor shall be the Convener of this Committee. This Committee shall have the following responsibilities:

- a. To review the research proposal and finalize the topic of research;
- b. To guide the research scholar to develop the study design and methodology of research and identify the course(s) that he may have to do.
- c. To periodically review and assist in the progress of the research work of the research scholar.
- d. A research scholar shall appear before the Research Advisory Committee once in six months to make a presentation of the progress of his work for evaluation and further guidance. The six monthly progress reports shall be

submitted by the Research Advisory Committee with a copy to the research scholar.

- e. In case the progress of the research scholar is unsatisfactory, the Research Advisory Committee shall record the reasons for the same and suggest corrective measures. If the research scholar fails to implement these corrective measures, the Research Advisory Committee may recommend to the Institution/ College/ School with specific reasons for cancellation of the registration of the research scholar.

61.14 Six Monthly Report:

The University shall obtain six monthly record of attendance, progress report of the work of Research Scholar from his Supervisor as per Appendix 4 which shall be scrutinized by the Dean of the Faculty. Those candidates who fail to deposit fees, the Vice Chancellor on the recommendation of the Dean of the Faculty may order the removal of the name of the scholar from the list of those registered for the Ph.D. Degree.

61.15 Evaluation and Assessment Methods of the Degree:

- a. The overall minimum credit requirement, including credit for the course work, for the award of M.Phil. degree shall not be less than 24 credits.
- b. Upon satisfactory completion of course work, and obtaining the marks / grade prescribed in sub-clauses the scholar shall be required to undertake research work and produce a draft dissertation / thesis within a reasonable time, as stipulated by the University.
- c. Prior to the submission of the dissertation / thesis, the scholar shall make a presentation in the Department before the Research Advisory Committee of the Institution concerned which shall also be open to all Faculty members and other research scholars.
- d. The feedback and comments obtained from them may be suitably incorporated into the draft dissertation / thesis in consultation with the Research Advisory Committee.
- e. Ph.D. scholars must publish at least Two (2) research paper in refereed 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.

61.16 Summary of Thesis and Appointment of Examiner:

- a) The candidate shall submit ten copies of the summary of the thesis together with a list of research papers published or accepted for publication (in the peer reviewed standard journals of repute, as approved by the University from time to time through his Supervisor, to the

- Registrar about three months prior to the anticipated date of submission of thesis.
- b) The Supervisor shall submit to the Registrar, in a sealed cover a panel of at least six names of examiners actively engaged in the area of research concerned not below the rank of Associate Professor of a University Teaching Department or college Professor, from outside the jurisdiction of this University. At least half of the names should be from outside the state. Another panel of at least six examiners actively engaged in the area of research concerned and not below the rank of Associate Professor of a University, from outside the jurisdiction of this University shall be submitted by Chairman Board of Studies/ Examination Committee of the department/ School concerned in which the candidate is pursuing Ph. D.
 - c) In case the candidate is related to the Supervisor, then the first panel of examiners shall be obtained from Head, University Teaching Department/ School of the subject concerned, or a Senior Professor nominated by Vice-Chancellor.
 - d) The Vice-Chancellor shall appoint two examiners out of two aforesaid panels, submitted by the Supervisor and Examination Committee, respectively. The consent of examiners shall be obtained by sending them the summary and list of publication.

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

61.17 Pre-Submission Defense Committee:

- 1) Prior to submission of the thesis, the candidate shall prepare a draft thesis and shall submit it in Soft and Hard copy in the prescribed format of the University.
- 2) However prior to the submission of draft Ph. D. thesis and PSDC, the candidate shall publish at least two research papers in the peer reviewed standard journal of repute, as approved by the University from time to time, in which the candidate is the sole author or one of the co-authors, then his / her name should be as first author. The reprint of such a paper along with reprints of other research papers published by him if any shall be appended inside the thesis at the end. If reprint has not been obtained till the time of submission of thesis, the acceptance letter along with the approved manuscript (i.e. preprint) shall be appended inside the thesis at the end.
- 3) The candidate shall make a Pre-Submission defense in the University Teaching Department/ School of the concerned subject or any place in the University premise fixed by the University. Arrangement for this shall be made on a request from the candidate, and duly recommended by the supervisor, to the University in the proforma given in Appendix 5.

61.18 Tests for Plagiarism

- a. The Academic Council of the University shall ensure that plagiarism and other forms of academic dishonesty have not been adopted by the Scholar using well developed software and gadgets to detect the same.
- b. While submitting the thesis for evaluation, the thesis shall have an undertaking from the research scholar and a certificate from the Research Supervisor attesting to the originality of the work, vouching that there is no plagiarism and that the work has not been submitted for the award of any other degree / Certificate of the same Institution where the work was carried out, or to any other Institution.

61.19 Evaluation of Thesis and Viva-Voce Examination:

The thesis to be accepted for the award of the Ph.D. degree must comply with the following conditions:

- i. It must be a piece of research work characterized either by the discovery of the new facts or by a fresh approach towards the interpretation of fact. In either case it should evince the candidate capacity for critical examination and sound judgment.
- ii. It must be satisfactory in point of language and presentation of the subject matter.
- iii. The Ph.D. thesis submitted by a research scholar shall be evaluated by his Research Supervisor and at least two external examiners, who are not in employment of the University of whom one examiner may be from outside the country.
- iv. On receipt of the thesis, required fee and no dues certificates, the thesis shall be sent to the two examiners already consented.
- v. The examiners may seek clarification of the subject matter of the thesis from the Supervisor through the Registrar. This provision will be incorporated in the letter to-be sent to the examiners while sending the thesis.
- vi. Vice-Chancellor may recall the thesis from an examiner, who fails to send the reports within three months of the date of dispatch of thesis or such other date as may be desired.
- vii. If the evaluation report of the one of external examiner is unsatisfactory and does not recommend *viva-voce*, the University shall send the dissertation / thesis to another external examiner out of the approved panel of examiners and the *viva-voce* examination shall be held only if the report of the latest examiner is satisfactory and if the report of the latest examiner is also unsatisfactory, the dissertation / thesis shall be rejected and the research scholar shall be declared ineligible for the award of the Ph. D. degree.
- viii. The examiners shall categorically recommend in the prescribed Proforma (Appendix 07) acceptance, revision or rejection of the thesis. He shall also give detailed comments on each chapter in the examiner report, which should be typed on separate pages, in four copies. The examiner must also give a list of at least ten questions; he wishes to ask at the *viva-voce* examination..

- ix. In case the candidate is related to the supervisor, then the Vice-Chancellor shall appoint Head of Schools/Institution / Chairman Board of studies of the subject concerned to act as viva-voce examiner, in place of the Supervisor.
- x. The Supervisor / Head of the Department /Schools/ Institution concerned Chairman Board of Studies of the subject concerned, as the case may be, shall be communicated the name of the external examiner appointed by Vice Chancellor to conduct the viva-voce examination.
- xi. The viva-voce examination shall be conducted at the department/ Schools/ Institution concerned or at any place fixed by the University for the purpose. The date and time and place of open viva-voce examination shall be notified by the registrar on the University Notice board at least a week in advance. At the time of viva-voce examination, the Board, of Examiners shall be provided the reports of the examiners, which shall be returned along with the report of viva-voce examination to the Registrar in confidential cover.
- xii. The candidate shall present the work embodied in thesis before the board of Examiners, Members of Faculty, Research Scholars and other interested persons present in open viva. After the presentation of the research work the Board shall ask questions together with those questions, which have been given along with examiners reports. Others in the audience can also ask questions and the candidate shall reply those questions which are permitted by the external examiner.

In case the viva-voce examination is not satisfactory, the candidate shall reappear for viva-voce examination within six months. Such candidates would be required to pay an additional fee as prescribed by the University for Second viva-voce Examination. The Same examiner / external examiner for second viva-voce examination shall be appointed by the Vice Chancellor as above. If the candidate fails to satisfy the viva-voce examiners a second time, his thesis shall be finally rejected.

- xiv. If the examiners recommend that the candidate to revise / improve his thesis, the Vice Chancellor shall permit the candidate to resubmit his thesis not earlier than six months and not later than eighteen months, the period being counted from the date of the issue of orders to the candidate. The candidate shall be provided examiners reports without disclosing the names of the examiners to enable him to improve the thesis on the basis of the reports. All the copies of the thesis shall also be returned to candidate.
- xv. In case the candidate is allowed to resubmit the thesis he will have to pay the prescribed fee afresh at the time of resubmission but it shall not be necessary for him to reproduce any certificate of further attendance at the institution at which he carried out the work.
- xvi. The resubmitted three copies of the thesis must make clear mention that is a revised version. The thesis shall be got examined as far as possible by the examiners who finally recommended for the revision.

- xvii. In case a candidate is asked to revise the thesis under clause and one of the examiners recommends again for revision of the revised thesis and the other accept, the thesis shall be rejected. If he accepts the thesis for the award then the candidate shall be awarded the Ph.D. degree on successful viva voce examination as per provision.
- xviii. In case a candidate is asked to further revise the thesis by the third examiner, as above thesis shall stand rejected. Second time revision is not permitted in any case and if so, the thesis shall automatically stand rejected.

Note:

Whether a candidate has incorporated the minor revision as suggested by the examiner(s) it shall be evaluated by Dean of the Faculty. Only after his satisfactory report, the viva-voce of the candidate shall be fixed.

61.20 Appearing in other Examination:

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

61.21 Publication of Thesis:

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

50.22 Depository with INFLIBNET:

Following the successful completion of the evaluation process and before the announcement of the award of the Ph.D. degree the University 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.

61.23 Provisional Certificate:

Prior to the actual award of the degree, the University shall issue a provisional Certificate to the effect that the Degree has been awarded in accordance with the provisions of the ordinance.

61.24 Award of Ph.D.:

After the successful viva-voce, the Vice-Chancellor shall have powers to issues Notifications for the award Ph.D. degree to the candidate and the matter shall be reported to the Board of Management for approval in its forthcoming meeting. One copy of the thesis will be kept in the University Library and another copy will be kept in the Departmental Library of the institution/ School/ Research Center where the research work was carried out the third will be returned to the Supervisor. Following the successful completion of the evaluation process, and announcement of the award of Ph.D. the University shall submit a soft copy of the Ph.D. thesis to UGC within a period of thirty days for hosting thesis in NET accessible all University / Institution.

61.25 Reports of Examiners:

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

61.26 Withdrawal of Degree:

On detection of any irregularity or any plagiarism the University shall take suitable steps to withdraw the degree.

61.27

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 Deans/ Directors of the Schools/ Institutions / Faculty. The decision of the Vice-Chancellor shall be final.

Appendix-1
PROFORMA FOR SYNOPSIS

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

Signature of the Supervisor
Date:

Signature of the candidate
Date.

Signature of Co-supervisor (if any)

Date:

Appendix- 2
DECLARATION BY THE CANDIDATE

I declare that the thesis entitled is my own work conducted under the supervision of..... (Supervisor / Co-Supervisor) at (Centre).....Approved by Research Degree Committee. I have put in more than 225 days of Attendance with Supervisor at the Center. I further declare that to the best of my knowledge, the thesis does not contain any part of any work which has been submitted for the award of any degree either in this University or in any other University without proper citation.

Signature of the Candidate

Date.....

Place.....

Appendix 3
CERTIFICATE OF THE SUPERVISOR

This is to certify that the work entitled..... is a piece of research work done by Shri/ Smt / Ku.....under my / our Guidance and Supervision for the Degree of Doctor of philosophy of.....(M.P.) India. I certify that the candidate has put in an attendance of more than 225 days with me. To the best of my knowledge and belief the thesis:

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

Signature of the Co-supervisor

Signature of the supervisor

Date:.....

Date:.....

Appendix 4
CONFIDENTIAL PROGRESS REPORT

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

1. Name of the Research Scholar.....
2. Subject
3. Topic registered for Ph.D Degree
4. Name of the Supervisor
5. Name of Co-Supervisor (if any)
6. Description of the guidance on the topic

Period with dates the Candidates has been with the guide for research work (It may also indicate the date of leave availed by the candidate during the above period).

Remarks of the supervisor on the work done by the candidate on the Topic.

Fees paid vide receipt No.....

Date.....

Date:.....

(Signature of Head of Institution where the Candidate was registered for Ph.D. Degree)

Signature of the Supervisor

Address:.....

Date:.....

Place:.....

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

The Registrar,
SAM Global University,
RAISEN

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

Reference: Ph.D. Registration letter No. Date

Sir,

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

1. Name of the candidate
2. Name of supervisor and Co-supervisors
3. Subject
4. Place of work
5. Title of thesis

My draft thesis is complete and I want to make Pre-Ph.D. presentation.

Kindly arrange for the same.

Date:

(Signature of the candidate)

Place:

Name and Address:

Signature of the Supervisor

Name and Address:

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

The Ph.D. thesis entitled.....
Submitted by Shri/ Smt. / Ku is forwarded to the
University in six copies. The candidate has paid the necessary fees and there are no dues
outstanding against him / her.

Name.....Seal.....

Date:

Place:

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

Signature of the Supervisor

Date:

Date:

Address

Place:

Appendix 7
EXAMINERS REPORTS ON PH.D. THESIS

Title of thesis
Name of candidate Shri / Smt . / Ku Subject:.....
Faculty

1. Thesis is recommended for the Award of Ph.D. degree: Yes/ No
2. The thesis be revised on the Lines detailed below:
3. The thesis be rejected..... (Please write Yes / No, as the case may be)
4. Thesis requiring only minor revision/should also be covered in the category and suitable remarks detailing minor revision/s required is/are to be enumerated. Thesis requiring only major revision/ should be covered in this category and suitable remarks detailing the major revision/s required is / are to be enumerated

DETAILED REPORT

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

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

Date:
Place:

Signature of the Examiner
Full Name & Address.....

Appendix 8
PROVISIONAL CERTIFICATE REGARDING AWARD
OF Ph.D. DEGREE

This is to certify that vide Notification No.....Dated
of this University, the Board of Management has decided that the degree of Ph.D. in (Subject) be
awarded to.....The title of Ph.D thesis
is.....
.....The Ph.D degree has been
awarded in compliance with the "University Grants Commission (minimum standards and
procedure for award of M. Phil / Ph.D. degree) Regulation, 2009"

Registrar
Date:

ORDINANCE No. 62
THE AWARD OF THREE YEARS BACHELOR DEGREE IN COMPUTER APPLICATION

62.1 Title of the Degree : Bachelor of Computer Application (BCA)
62.2 Name of Faculty : Faculty of Science
62.3 Course Name : Bachelor of Computer Application (BCA)

62.4 Duration of the Course: Three years

62.5 Eligibility for Admission:

Candidates who have passed duly recognized following examination

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

Or

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

Or

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

Or

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

Or

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

Or

Any other examination equivalent to 10+2 by Central / State Government.

The reservation and relaxation for SC / ST / Other categories shall be as per the rules of state Govt., whichever is applicable.

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

62.6 Eligibility for Admission to NRI / Other Privileged Candidates:-

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

62.7 Admission Procedure:

The eligible candidates as specified in clause 62.5 & 62.6 above, should secure a place in the merit list prepared on the basis of academic credentials or through the University Entrance Test / Examination consisting of Aptitude Test / Group Discussion / Personal Interview or through Counseling or the University may also use the score card of various competitive entrance test / examination results of various Institutes / Boards / Universities / other Professional Bodies / Organizations or any other mode as decided

by the UGC / other relevant Regulatory Bodies from time to time, or based on qualifying examination

62.8 Course / Specialization Distribution:

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

62.9 Intake:

The Intake for each of these courses shall be decided by the University from time to time, taking care of the norms of the concerned Regulatory Body.

62.10 Academic cycle / year:

There will be one academic cycle for these courses every year as decided by the University.

62.11 Course Structure:

Course structure shall be as per the recommendations of the concerned Board of Studies of the Faculty of the University duly approved by the Academic Council.

62.12 Medium of Instructions and Examination

The medium of instructions and examination shall be English /Hindi

62.13 Examination

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

62.13.2 The examination pattern shall be CBCS with continuous assessment of students. The passing criteria will be 50% including internal exams for both theory and practical separately.

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

62.14 Eligibility for Degree:

Eligibility for Award of the Bachelor of Computer Science

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

- g) Registered and successfully completed all the Core Courses, Optional Courses, Practical / Lab classes; including Seminars, Workshops, Presentations, Group Discussion, Field Work, Industrial Visit, Educational Tour, Project Work and other Assignments etc. where ever applicable,
- h) Successfully acquired the minimum required credits as specified in the regulation corresponding to the branch of his study within the stipulated time, wherever applicable;
- i) Earned the specified credits in all the categories of subjects as applicable;
- j) Secured minimum CGPA of 4.5% in aggregate overall for BCA However the award of the Division / Class shall be as per recommendations of concerned Board of Studies of the University.

- k) No dues to the University, Hostels, Libraries, NCC / NSS etc; and
- l) No disciplinary action is pending against him.

62.15 Attendance Requirement:

A candidate must have at least 75% attendance. Provided that, In case of illness or because of other reasonable cause it shall be relaxed by the Vice- Chancellor as up to 15% admissible within applicable regulations.

62.16 Maximum Duration for Completion of Course:

A candidate has to complete the entire course of BCA Degree ordinarily within a maximum period of Six years from the session of first admission. However, for any exceptional case the matter shall be decided by the University as per the provisions of relevant Rules and regulations.

62.17 General Instructions:

- (iii) The admission to the BCA Course shall be governed in accordance and provisions of the Rules / Directives of DOC / relevant Regulatory Body or any other competent Authority of the Govt. of India / State Government as amended time to time.
- (iv) The relaxation in eligibility conditions, age and reservation etc. shall be in accordance with the Rules / Directives of UGC / relevant Regulatory Body or any other competent Authority of the Govt. of India/State Government as amended from time to time.
- (iii) For matters not covered in this specific ordinance, General rules and Regulations of SGU Raizen, regarding specific courses shall be applicable. In other matters Board of Management of SGU shall be competent to take any decision which shall be final.
- (x) The list of various Branches / Specializations of BCA course shall include the list indicated in ordinance 02. As well as proposed in future.
- (xi) The above courses shall run on all possible modes of imparting education including the use of latest innovative technologies like, on-line, e-learning, Face-to-face, through webinar in smart classroom.
- (xii) These programmes are offered by the Faculty of Science recommended by the concerned Board of Studies and after approval of Academic Council and Board of Management of the University.
- (xiii) In future, more Branches / Specializations / Courses / Programmes of BCA can also be offered, keeping in view of new innovations, thrust areas of Government policies and demand of the industry / society shall run under this Ordinance, on the recommendations of the concerned Board of Studies, from time to time, by the University, in its various Faculties / Schools / Centers / Institutes located in University campus

उच्च शिक्षा विभाग

मंत्रालय, वल्लभ भवन, भोपाल

भोपाल, दिनांक 29 फरवरी 2020

क्रमांक आर-288, सीसी, 2019, अड़तीस, मध्यप्रदेश निजी विश्वविद्यालय (स्थापना एवं संचालन) अधिनियम, 2007 की धारा 28 (1) के अमुकम में, संजीव अग्रवाल, ग्लोबल एजुकेशनल निजी विश्वविद्यालय, भोपाल के प्रथम अध्यादेश क्र. 01 से 48 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 48

मध्यप्रदेश के राज्यपाल के नाम से तथा आदेशानुसार,

वीरन सिंह भलावी, अवर सचिव.

SANJEEV AGRAWAL GLOBAL EDUCATIONAL UNIVERSITY, BHOPAL First Ordinances Definitions

1. Short Title and Commencement:

- I. These ordinances may be called the first ordinances of Sanjeev Agrawal Global Educational University, Bhopal.
- II. They shall come into force on such date as the Governing Body may, appoint thereof.

2. Definitions:

In these ordinances unless the context otherwise requires:

- I. "A Regular Course of Study" means the courses of study running in the University as full time or campus-based study;
- II. "Act" means Madhya Pradesh Niji Vishwavidyalay (Sthapana Ewam Sanchalan) Adhinyam, 2007 ;
- III. "Academic Council" means the Academic Council of the University;
- IV. "Admission Committee" means the committee responsible for planning, organizing and controlling the admissions to various programs conducted by the University.
- V. "Board" means the Board of Studies or the Planning Board, or any other Board of the University;
- VI. "Branch of Courses of Study", means the area of the specialization of the study of any of the programs of respective Schools;
- VII. "Chancellor", "Pro-Chancellor", "Vice-Chancellor" and "Pro-Vice-Chancellor" means respectively the "Chancellor", the "Pro-Chancellor" the "Vice-Chancellor" the "Pro-Vice-Chancellor" of the University;
- VIII. "Controller of Examination", means the person who has been put in charge to conduct the examination(s);
- IX. "Course Coordinator" shall mean a faculty member who shall have full responsibility for the course, coordinating the work of other faculty member(s) involved in that course, including setting up of course syllabus, timeline for conduct of various components of the course, examinations and the award of grades. In case of any difficulty, the student is expected to approach the Course Coordinator for advice and clarification;
- X. "Degree/Diploma" shall mean the; the Bachelor's degree/Diploma of the University as may be approved by the Governing Body of the University;
- XI. "Degree/Diploma Programs", means the Degree/Diploma Programs in the respective branch/department of the respective School;
- XII. "School Moderation Committee" shall mean the committee appointed by the Vice Chancellor for each school to moderate grades awarded by the faculty and course coordinators in different course(s) in a semester at a

given level of a curriculum. It shall normally be headed by the Head of the Department and consist of all course coordinators as members;

- XIII. "Detained student", means the student who has taken admission in the University as regular student but has not been permitted to appear in the examination due to shortfall of attendance or any other reason;
- XIV. "School" means a Department of Studies and includes a Centre of Studies and Research;
- XV. "Dean, Director/Principal" means the Head of an "Institution", a College, Centre and a School, or the person appointed for the purpose to act as such in his absence;
- XVI. "Doctoral Programs", means the Doctorate/Research Programs in the respective branches/departments of the respective School.
- XVII. "Duration of Program", means the whole tenure of the particular program (grace period of the program is not included in the tenure).
- XVIII. "Employee" means any person duly appointed through engagement letter etc. by the University, and includes a teacher or any other member of the staff of the University;
- XIX. "Governing Body" means the Governing Body of the University;
- XX. "Examination Hall", means the examination place, room, location, where students have to appear for the respective examination;
- XXI. "Examination Pattern", means the system of the examination being followed by the University;
- XXII. "External Examiner", means the examiner from other University/Institution;
- XXIII. "Faculty" means a Faculty of the University;
- XXIV. "Fee" means the collection made by the University from the students, by whatever name it may be called;
- XXV. "Hostel" means scholar/students Hostel of the University;
- a. "Internal Examiner", means the examiner from a teaching school of the University;
 - b. "Investigator" means the person incharge of a project allotted to him/her by any of the research organizations like DST/CSIR etc along with financial support/grant or a consultancy service allotted along with financial support.
 - c. "Invigilator", means the teacher or person who has been assigned duty in the particular examination hall;
 - d. "Institution/College" means a college including existing college or an Institution established or maintained by or associated or constituent to the University in accordance with the Act, Ordinance and the Statutes of the University;
 - e. Management: shall mean the Governing Body or any authority or officer of the University, designated by the Governing Body, Chancellor, Byelaws,

and Ordinances and Statutes of the University, to exercise powers over specified functions.

- f. "Ordinance" means the First Ordinances 2019 of Sanjeev Agrawal Global Educational University, Bhopal, made under Madhya Pradesh Niji Vishwavidyalay(Sthapana Ewam Sanchalan) Adhiniyam, 2007;
- g. "Post Graduate Programs", mean the Master's Degree Programs in the respective branch/department of the respective School,
- h. "Prescribed" means prescribed by the Statutes;
- i. "Programs of Study" means the Academic Programs offered by the University leading to award of degrees/diplomas/certificates as per the conditions so prescribed for each Program;
- j. "Records and Publication" means the records and publication of the University;
- k. "Registrar", "Deputy Registrar", "Finance Officer", "Controller of Examinations", "Librarian" or, "Chief Proctor" means respectively the Registrar, the Deputy Registrar, the Finance Officer, the Controller of Examination, the Librarian or the Chief Proctor of the University;
- l. "Regular Student", means the student who is studying in full time program running in the University in the respective academic year, and seeks permission for appearing in examination of the University as such;
- m. "Regulation" means the regulation made under the provisions of the Act;
- n. "Regulatory Body" means statutory bodies established by the central government from time to time such as University Grants Commission, and includes All India Council of Technical Education, Bar Council of India, the Distance Education Council, Dental Council of India, the Nursing Council, the Medical Council of India, the National Council of Teacher Education, Central Council of Indian Medicine, Pharmacy Council of India or any other statutory body as the case may be;
- o. "School" means any such school opened and so named by the University;
- p. "Semester System" means the temporal plan of the Academic work in the University, in that, the academic year is divided into two independent semesters like spring (Jan-June) and Fall (Jul-Dec), for purpose of delivery of course work , evaluation and monitoring of the progress of students;
- q. "Sponsoring Body" means Shri Agrawal Educational Public Trust registered under Society act of Govt of Madhya Pradesh;
- r. "Statutes" and "Ordinances" means respectively, the Statutes and the Ordinances of the University for the time being in force;
- s. "Student" means a student enrolled in the register of the University;
- t. "Supervisor" means a member of academic staff of the university approved to guide/supervise the research work of PhD student/Scholar;
- u. "Teacher of the University" means Professors, Associate Professors, Assistant Professor, and such other persons as may be appointed for imparting education/instructions, or conducting research in the University

- and are designated as teachers by the Ordinances;
- v. "University Disciplinary Committee" means the standing or adhoc committee of faculty /staff of the University, constituted by the Vice Chancellor for maintenance of good order & discipline and code of conduct amongst students, investigating any breach of same and awarding punishment as per rules or recommending the same to the Vice Chancellor and further recommending remedial measures to avoid recurrence of same ;
- w. "University Examination Committee "means the committee constituted to oversee the Examinations in the University. Its compositions, powers and functions , when constituted ,shall be as defined in the Statutes of the University;
- x. "University Grants Commission" or "UGC" means the University Grants Commission established under the University Grants Commission Act, 1956;
- y. "University Grants Commission Regulation 2010" or "UGC Regulation 2010" means the University Grants Commission (Establishment of and maintenance of Standards in University) Regulation 2010 made under the University Grants Commission Act, 1956 (No. 3, 1956) as amended from time to time;
- z. "Undergraduate Programs", means the Bachelor's Degree programs in the respective branch/department of the respective School;
- aa. "Words and Expressions" used but not defined in these Ordinances shall have the same meaning as assigned to them in the Act;
- bb. 'He' & 'His' where ever they figure in the ordinances shall imply 'he'/'she' and 'his'/'her' respectively.

Ordinance No. 01**Ordinance Pertaining to Admission & Enrolment of Students**

Admission in the courses of the university will be regulated under admission regulation passed by Governing body of the university. Subsequent Changes made in the regulation by Governing body will be applicable as per recommendation of Governing body. However, the Ph.D. admissions shall exclusively be governed as per the Ordinance for Ph.D.

1. Preamble

"Qualifying Examination" means an examination the passing of which makes a student eligible for admission to a particular year in a course of study leading to Bachelor's or Master's Degree or Diploma or other program offered by the University.

"Equivalent Examination" means an examination, which has been conducted by:

- a) Any recognized Board of Education, or
- b) Any Indian university incorporated by any law in force for the time being,
- c) Any foreign University/Board that have been recognized by Association of Indian Universities or equivalent.

2. Admission Procedure

The University shall follow the admission procedure to courses, specified by the competent authority of university, State Government norms and respective statutory body.

- a) The University will issue the admission notification on the University's website/newspapers/notice board of the University and other publicity media before the commencement of new academic session.
- b) Enrollment will be assigned to the student by the University after admission in course/programme and verification of all required documents/fees.
- c) Provided that nothing in this section shall be deemed to prevent the University from making special provision for the employment or admission of women, persons with disabilities or of persons belonging to the weaker sections of the society and, in particular, of the Scheduled Castes, the Scheduled Tribes and the other socially and educationally backward classes of citizens; these may include other backward classes, Reservation of seats and relaxation in fees for the candidates belonging to S C/ST/Other Backward Class Categories shall be observed as per state Government norms.
- d) The Vice Chancellor shall be the final authority for admission of all the students, including those pursuing research, into various courses of study in accordance with the rules framed in this regard from time to time by the university.
- e) Admission of students in the University shall be regulated in the manner as approved by the admission committee from time to time and shall be published in the prospectus in accordance with provisions of respective statutory body.
- f) All the admissions shall be made by the Registrar / an Admission Committee constituted for the said purpose as per the eligibility conditions prescribed for the courses offered by the University.
- g) No candidate shall be entitled to claim admission as a matter of right.
- h) At the time of admission, every student shall be required to sign a declaration to the effect that he/she submits himself to the disciplinary jurisdiction and rules of the University.

3. The Admission Committee

3.1 Central Admission Committee (CAC)

Constitution of the CAC- CAC will comprise of following members

Chairman of the CAC will be nominated by Vice Chancellor from all Deans
Rest all Deans will be member of CAC

Deputy Registrar Academic/ Examination will be Member Secretary as
nominated by Registrar

Powers and Duties

CAC will be preparing admission regulation of the university and
forwarding to academic council for recommendation and finally
recommended draft will be forwarded to Governing Body for approval.

The detailed guidelines will be provided and to be followed for the
admission as per admission regulation.

3.2 Local Admission Committee (LAC)

Constitution of the LAC- LAC will comprise of following members

1. Chairman of the LAC will be Head of the School/Institute/
Department of concern course.

2. PG coordinator of course

3. Member secretary will be nominated by Vice Chancellor

Powers and Duties

- To follow the guidelines as per admission regulation.
- To prepare and declare admission list together with waiting list for
display as per admission regulation.
- LAC will be primarily and finally responsible for verification of
documents and all prerequisite as per admission regulation.
- Any candidate admitted provisionally can be converted to regular
admitted status after fulfilling admission requirement.
- After finalization of regular admitted candidate, list will be submitted
to the Head of School/Institute/ Department of concern course.
- The case of a candidate seeking admission to a regular course other
than research and part-time courses in languages, who has given up
his/her studies for three or more academic years after passing an
eligibility degree/ Diploma examinations may be considered for
admission and the decision of the Admission Review Committee shall
be final and binding.

4. No. of Seats

The maximum number of seats in each course shall be determined by the
Academic Council from time to time in accordance with provisions of
statutory body.

5. Restrictions for admission on certain grounds

- No student shall be admitted in two regular Programs concurrently
within or outside the University except that a student pursuing a degree
program in the University, may be permitted to take admission in a part-
time certificate/ diploma/ advanced diploma courses or in a
programs/courses under the 'distance learning mode' approved by the
UGC; provided further that the student shall have to obtain prior
permission of the University for taking admission in the additional
programs under the 'distance mode'.

- b) Unless otherwise provided, a student may join part-time courses provided he/she fulfils the eligibility requirements as per procedure laid down for the purpose.
- c) A student who has completed a Postgraduate/ Undergraduate /Certificate program/Course shall not be allowed to be admitted again in the same program/course in the same discipline.
- d) Anyone who has been suspended, rusticated, debarred, expelled etc. by a competent authority of the University shall be prohibited from claiming admission in any course whatsoever. Similarly, no person, who is under sentence or expulsion or rustication from another institution/university, shall be admitted to any course of study during the period for which the sentence is in operation.
- e) Admission to any course of the University can be cancelled, at any time, if any material information furnished by the student is found to be false /incorrect.

6. Review of Admission

A student who has taken admission to any course as a full time regular student will forfeit his/her right if he/she becomes an ex-student of the University to appear in regular Examination of the University as a regular student, till he /she obtain the status of regular students. Failing to do so in maximum prescribed time will lead to review of admission.

7. Re-admission

- a) A student of the 1st Year/1st Term of any course who is detained due to not meeting the academic requirements, may be allowed to continue with the course of studies as a fresh student as per rules for such programs.
- b) A student of other than 1st Year/1st Semester, who has not taken the examination due to shortage of attendance, may be given re-admission in the said class of that course in the next consecutive year/semester. In case, the student fails to fulfill the requirement of attendance after being given re-admission, his/her admission shall stand cancelled.

8. Enrolment/Registration of Students

- a) No person shall be admitted to any examination of the University, unless he/she has been duly enrolled/ registered as a student of the University.
- b) If a student takes a Migration Certificate to join another University, his/her enrolment to the University shall lapse until such time as he/she may subsequently return with a Migration Certificate from that University, to take admission in another program of this University. Fresh enrolment in such cases shall be necessary
- c) The Registrar and/or Controller of Examination shall maintain a record of all enrolled students studying in the various Schools / Centers of the University or carrying on research work in the University.
- d) The student shall be given unique and permanent enrolment number and issued with an identity card bearing enrolment number, and same must be quoted by the student in all communications with the University and in subsequent applications for admission to an examination of the University.
- e) A student applying for change of his/her name in the record of students, shall submit his/her application to the Registrar accompanied by (a) The

prescribed fee; (b) An Affidavit relating to his/her present and proposed name, duly sworn in the presence of a Magistrate by himself/herself; (c) A publication from a newspaper in which the proposed change of name has been advertised. However, the provision relating to publication shall not be applicable in case where a woman student wants to change in her name following her marriage in which case marriage certificate indicating the new name shall be valid.

9. Late Admission

Late admissions may be accepted purely at the discretion of the Vice-Chancellor in accordance with instructions/guidelines on the subject.

10. Procedure of Withdrawal

Students may withdraw their admission by the date of registrations as specified by the University or before the same. In compliance with instructions of MHRD/AICTE/UGC, the University will refund his/her deposited amount after deducting processing fee, as prescribed from time to time, and which at time of promulgation of the Ordinances is Rs. 1000/- (One thousand only). In case the student registers for the program on the specified dates or later and then withdraws, the refund shall be made after deducting pro-rata monthly charges, provided the seat is filled up, otherwise, the student shall forfeit the entire amount. Further, in case a candidate withdraws after the date of closure of the admission process as specified in the prospectus /admission offer letter, the entire amount deposited by the candidate, except the caution money/security deposit shall be forfeited, in compliance to MHRD/AICTE/UGC guidelines.

11. Provisional admission in any course/year/semester will be purely on the discretion of vice chancellors recommendation.

Ordinance No 02**Ordinance pertaining to award of Degrees, Diplomas, Certificates and any other distinctions & means relating to granting and obtaining the same and Convocation**

- I. The conditions for award of Degrees, Diplomas, Certificates and any other distinctions shall be laid down in the respective regulations governing the programs as per course ordinance.
- II. **Convocation.**
 - (i) Convocation for the purpose of conferring degrees and making awards shall ordinarily be held every year or as determined by Governing Body at the time specified by the University and shall be called Annual Convocation. A special convocation may also be held at such time as may be found necessary and convenient. The actual date of the convocation in each case shall be fixed by the Vice- Chancellor with the approval of the Chancellor.
 - (ii) Not less than two weeks' notice for the Convocation shall be given to the recipients of the degrees, by the Registrar. This period may however be reduced to ten days in the case of special convocation or in any other case where such a course is considered expedient by the Chancellor.
 - (iii) The degrees/diplomas/certificates shall be awarded after the students complete the respective programs and fulfill the conditions for the award as laid down in the rules of respective programs.
 - (iv) The University shall create the provisions and rules for award of medals to the students for each year at the time of the Convocation.
 - (v) The Registrar shall send a program of the convocation and the procedure to be observed during the convocation along with a brief to the Visitor, the Chancellor, the Pro-Chancellor, the Governing Body, the Board of Management, the Vice- Chancellor, the Pro Vice-Chancellor, the Academic Council, and Deans of the Schools.
 - (vi) The student desiring to receive degree in person must apply to the Registrar, seven clear days before the day fixed for the convocation, in a prescribed form, together with the fee as may be prescribed by the University intimating their intention to be present at the convocation, provided that the Vice-Chancellor may in special cases permit the receipt of late applications up-to 4 days before the date of convocation, if such applications are accompanied by a late fee as fixed by the University.
 - (vii) Such students who are unable to present themselves in person at the convocation, may apply for receiving their degrees in absentia in the prescribed form, After the date of convocation along with a fee as prescribed by the University.
 - (viii) Every degree shall bear the signature of the Vice-Chancellor and Registrar. The date on the degrees whether to be awarded at the convocation or otherwise will be the same as the date of the declaration of the result of the examination for which the degree is being awarded.
Vice-Chancellor

- (ix) Dignitaries such as the Chief Guest the Visitor, the Chancellor, the Pro-Chancellor, the Governing Body, the Board of Management, the Vice-Chancellor, the Pro Vice-Chancellor, the Academic Council, and Deans of the Schools shall wear such academic costumes as is approved by the Governing Body.
- (x) All students at the convocation shall wear the costume as may be prescribed by the University appropriate to their respective degrees. No student shall be admitted to the convocation, who is not in proper academic costume. The decision of the management in this regard shall be final.
- (xi) Degrees will be distributed to the students attending the convocation at the place, time and day specified by notification before or after the convocation as decided by the University. A rehearsal may be arranged on or before the day of the Convocation, at which students for Degrees/Diplomas must be present. Students not present at the rehearsal run the risk of not being admitted to the Convocation.
- (xii) The Academic Procession shall comprise the Visitor, the Chancellor, the Pro-Chancellor, the Governing Body, the Board of Management, the Vice-Chancellor, the Pro Vice-Chancellor, the Academic Council, Deans of the Schools and the Registrar. They shall assemble at the place notified at the appointed hour and shall walk in procession in the following order to the convocation hall: there may be invocation of "any supreme power" to bless the passing-out students and the beginning of their careers, while the Academic Procession is moving towards dais in following order:-
- 1) The Registrar
 - 2) The members of Academic Council
 - 3) The members of Governing Body
 - 4) The member of Board of Management
 - 5) Deans of Faculty
 - 6) The Pro Vice-Chancellor
 - 7) The Vice-Chancellor
 - 8) The Pro-Chancellor
 - 9) The Chancellor
 - 10) Other nominated Guest(s), if any
 - 11) The Visitor
- (xiii) All above except Academic Council shall take their seats on the dais in places reserved for them.
- (xiv) The students present at the convocation shall take their seats at the places reserved for them before the procession enters the convocation hall. As the procession enters the convocation hall, all shall rise and remain standing until the members of the procession have taken their respective seats.
- (xv) Lamp may be lighted, to invoke the blessings of "any supreme power".
- (xvi) The Registrar shall take the sanction of the Visitor and/or the Chancellor and in his absence the Pro Chancellor/Vice Chancellor/Pro Vice-Chancellor to start the proceedings by saying "The convocation of the Sanjeev Agrawal Global Educational University has been called to confer the undergraduate degrees, postgraduate degrees, doctorate degrees, diplomas and other

academic distinctions (as the case may be), upon the students who have been certified to be worthy of these degrees. May I, with your permission declare the Convocation open?" the Chancellor or the Pro Chancellor/Vice Chancellor shall then pronounce." I permit the convocation to be declared open". Thereafter the Registrar shall pronounce "With the permission of Visitor/Chancellor/ Pro Chancellor/Vice Chancellor/Pro Vice Chancellor, declare the Convocation open".

(xvii) The Vice-Chancellor will then present the annual report of the University.

(xviii) The Honorary Degrees, if any, shall be conferred immediately after the opening of the convocation. The recipient/distinguished person to be awarded honorary degree shall be introduced ordinarily by the Vice-Chancellor, who shall welcome him/her and read out the citation about his/her qualifications. The Vice-Chancellor will then request the Visitor/Chancellor to confer the Honorary Degree in the following words:

"By virtue of the authority vested in me as the Vice Chancellor of the Sanjeev Agrawal Global Educational University, I request Hon'ble Visitor/Chancellor, that you may be pleased to graciously confer upon __ (Name of the distinguished person) the Degree of _____ (Honoris Causa) for his outstanding services."

The Chancellor or the Vice-Chancellor in presenting the Certificate of the honorary degree shall say to the recipient: "I confer on _____ the Degree of _____ (honoris Causa).

The National Anthem of the Country of the Dignitary, on whom the Degree is conferred, shall be played, if necessary.

The recipient of the Honorary Degree *will* then present his address, if any.

(xix) Chancellor or in his absence the Pro/Vice-Chancellor shall then say: "Let the students be presented".

(xx) The following shall be the order of the presentation of degrees:

- a) Post Doctoral Degrees, If any;
- b) Ph. D. Degrees, If any;
- c) Post Graduate Degrees, If any;
- d) Under Graduate Degrees, If any;
- e) Diploma/Certificates, If any;
- f) Vice-Chancellor Gold Medal, If any;
- g) Chancellor Gold Medal, If any.

(xxi) The Deans of their respective schools and in their absence the Registrar shall present all the students for various degrees under the School and the Vice-Chancellor shall admit the students present, also in absentia, to the degrees concerned. The citation for the Deans of the School and the Vice-Chancellor shall be:

"Sir, I present to you this/these student/students, who have been examined and found, qualified for the degree of _____ to

which I pray he/they may be admitted."

The Vice-Chancellor shall address each time as follows while awarding the degree say to the students, who shall remain standing. (This activity of charging) may be done collectively after presenting all the degrees)

"By virtue of the authority vested in me as Vice-Chancellor of the University, I admit you to the degree of _____ in this University and charge you to prove worthy of the honor conferred on you.

The student shall acknowledge with a bow. The recipients of the degrees shall remain standing while the Dean and the Vice-Chancellor admit the students to the degrees.

(xxii) After the degrees have been conferred, the Registrar shall declare the number of Degrees/Diplomas that have been conferred on Regular and Part Time Students present in the convocation and also in absentia.

(xxiii) The Visitor or The Chancellor or The Pro-Chancellor, or in his absence the Pro/Vice-Chancellor, shall then present the medals and prizes to the recipients of the medals/prizes, who shall be called individually by the Registrar and shall stand before the Chancellor or the Pro/Vice-Chancellor, as the case may be.

(xxiv) The Chancellor or The Pro-Chancellor and in his absence the Pro/Vice-Chancellor, will then introduce the chief Guest and request him to address the convocation.

(xxv) The Chief Guest will then deliver the convocation address.

(xxvi) The Registrar with the permission of the Visitor and/or the Chancellor, and in his absence with the permission of the Pro/Vice-Chancellor will then declare the convocation closed.

(xxvii) National Anthem shall then be played, after requesting all to stand up for the National Anthem.

(xxviii) The procession will then leave the convocation hall in the reverse order in which it had entered. All shall remain standing till the procession moves out of the hall.

(xxix) Notwithstanding anything contained in the Ordinance, the Chancellor may suspend holding of the annual convocation or convocations. In such case the degrees will be sent to the students, duly signed, at their address. The Registrar shall notify the suspension of the convocation and invite applications from the students, who desire to take the degree. The degree will be sent to those students, who have applied for obtaining the degrees on payment prescribed by the University.

(xxx) A Special Convocation may be held for the purpose of conferring Honorary Degree on a distinguished person. The general procedure of same shall remain the same as listed above.

III. Issue of Academic Documents to Students (Grade Sheets, Transcripts, Provisional Degree Certificates and Other Documents)

University shall adopt following system for award of Academic Documents to the students. The current charges are mentioned against each. These

charges may be renewed by the Executive Council from time to time.

Grade Sheets

A. Initial

- (1) These shall be issued at the end of each term/semester, as per schedule announced by the Registrar's Office.
- (2) Cost - Nil
- (3) Students who fail to collect the grade sheets on specified and also on alternate dates, shall have to pay a fine. If they wish to collect their grade sheets subsequently.
- (4) The grade sheets shall be issued in person only.

B. Replacement

- (1) Student should submit a copy of report lodged with police, mentioning the city of loss of original grade sheet, along with a written application.
- (2) Word 'DUPLICATE' shall be endorsed in Red on top of the duplicate grade sheet.
- (3) The grade sheet may be sent by post to passed out students at the additional cost for covering the postal charges (National) and (International) on completion of requirements at (a) above.

Transcripts

A. Interim (Before completing degree requirements)

- (1) Students are required to submit an application.
- (2) Application should specify the reasons in support of requirement and also proof of same should be attached e.g. requirement of attaching transcript by a foreign University. In case of requirement by placement cell the application should be approved by I/C placement cell, whether for on/off campus interviews.

B. Final (After Passing out)

- (1) First copy – free of charge.
- (2) Additional copies shall be issued based on the application of the student.

Provisional Degree/ Character Certificate/Migration Certificates

A. Initial Issue

- (1) Free of charge on submission of "No Dues Certificate" and on completion of degree requirements.
- (2) Migration certificate shall only be issued, subject to student having submitted his/her original migration certificate at the time of joining the University.

B. Replacement Copies of Provisional Degree certificate, Character and Migration Certificate.

- (1) It shall be issued only on submission of an application along with copy of FIR in the police station indicating the place of loss, & also enclosing a cutting of a newspaper of repute (National Dailies) where student should publish an advertisement in 'Lost Column' mentioning the city where documents have been lost.

- (2) Word 'DUPLICATE' shall be written in red ink on top.

Final Degrees

A. Awarded During Convocation

- (1) Cost – as notified by registrar
- (2) Student should have submitted a Receipt of Fee, before being admitted to the Convocation.

B. Replacement:

- (1) It shall be issued only on submission of an application along with copy of FIR in the police station indicating the place of loss, & also enclosing a cutting of a Newspaper of repute (National dailies) where student should publish an advertisement in 'Lost Column' mentioning the city where documents have been lost.
- (2) Word 'Duplicate' shall be written in red ink on top.
- (3) The degree shall be unsigned, but authenticated by the Registrar
- (4) The cost as notified by registrar

I Cards

(a) Initial Cost - Nil

(b) Replacement Fine to be paid by the student along with an application. Word 'DUPLICATE' shall be written in red ink on Top.

Booklet on Academic Rules & Standing Orders

(a) Initial (1st Year) Cost - Nil

(b) Additional Copies May be issued

Attested Copies University may specify charges for providing attested copies of the documents from time to time.

Ordinance No 03**Ordinance pertaining to Fee to be charged**

1. The University shall charge fees from the undergraduate, postgraduate, research and post-doctoral students for different academic programs.
2. Students' admitted to various Programs In the Schools/Centres shall have to pay the Fees, Funds, Registration fee and Caution Money, Hostel Charges etc. as may be approved by the Executive Council on the recommendations of the Finance Committee, constituted as per Statutes 5 of the University, consistent with the policies laid down in the Act.
3. The fee structure may be modified by the Executive Council from time to time. The University may also award fee waivers to the students and research scholars in accordance with the decision of the Executive Council.
4. The procedure for the deposition of fees, delay fine, entry/deletion of the names from the rolls of the academic programs of the University in case of defaults, and such other matter, may be implemented by the University.
5. One or more components of the following may be the fees charged by the University, and more components may be added as may be recommended by the Finance Committee and approved by the Executive Council:
 - a. Registration fees;
 - b. Admission fees;
 - c. Tuition fees;
 - d. Development Fee;
 - e. Hostel Charges to include Boarding, Lodging and Laundry;
 - f. Summer /winter vacation Charges, for those who are required to stay in Hostel during vacation with the permission of University;
 - g. Medical fee;
 - h. Sports fees;
 - i. Examination fee;
 - j. Library Fee;
 - k. Fees for the Degrees/Diplomas/certificates if awarded and in absentia;
 - l. Fees for grade card, Transcripts, and other academic certificates including duplicates/attested copies, etc;
6. Caution Money/Security deposit. The same is refundable after adjustment of relevant dues, if any, within four years of their leaving the University. If no claim for a refund is received within the period, the Caution Money shall be credited into the University Fund. The Vice Chancellor may, for sufficient reasons, investigate and entertain claims for refund of Caution Money after the expiry of this period.
7. If a student, scholar or a fellow fails to deposit his dues by the dates notified, he shall be liable to pay a delay fine. The student's name may be struck off, after this date, and he may be re-admitted on payment of re-
Chancellor

admission fee and no delay fine be charged. The Vice Chancellor may for sufficient reasons, re-admit any student, scholar or fellow whose name has been so struck off the roll on payment of arrear dues together with fine provided that such readmission is requested before the end of the month in which his name has been struck off. The Vice Chancellor may waive the recovery of delay fines and readmission fees in deserving cases. He may also delegate this authority to the Deans/ Registrar and prescribe such condition as he may consider necessary for the purpose.

8. All fees and deposits are required to be paid by Bank Drafts /online transaction as may be announced. No cash transactions shall be allowed.

Ordinance No 04**Ordinance in Relation to Research Assistantship/Scholarship/Medals**

1. The policy on the awards of Research Assistantship/ Scholarship/ Stipend/ Medals/ Prizes shall be laid down by the Governing Body and should form part of University prospectus. Subject to the general conditions applicable to all such awards, the value, duration and conditions of the award shall be such as are laid down by the Executive Council. It may be reviewed from time to time including introduction of new awards /rates of fellowship or deletion of existing awards etc.
2. The Fellowship/Assistantship/Scholarships shall be given to the eligible students with in the policy frame work at the time of admission and continued thereafter as per the defined policy for continuation. If the policy, so demands then every year at an appropriate time, the University shall invite applications from Students/ Scholars through a notice for the awards to be made.
3. All awards of Research Assistantship, Scholarships and such other assistance shall be made/ continued on the proposal to be made by the Registrar as per the policy and rules and approved by the Vice Chancellor.
4. The award of Research Fellowship/Assistantship shall generally be made subject to the following conditions:
 - (i) Research Fellowship shall be awarded to research fellows engaged in certain research project sanctioned by a funding agency to carry out research work in the University. The research Assistantship may also be awarded to students enrolled for Ph.D. programs in the respective disciplines in the University.
 - (ii) The terms and conditions for the award and the duration of a Research Fellowship shall be as per the guidelines of the respective funding agency. In the absence of any guidelines of a funding agency, the university may frame its own guidelines to regulate such fellowships as and when required. Such staff may or may not be registered as a Ph.D. student in the university. However, research staff who is awarded a research fellowship to work in the university has to submit an undertaking that he/she is not registered for Ph.D. degree in any other university.
 - (iii) The maximum duration of which Research Assistantship can be awarded to any Ph.D. student is 5 years or till the end of the Term in which thesis is submitted, whichever is earlier. Continuation of the Assistantship is contingent on satisfactory academic performance and satisfactory performance in the discharge of responsibilities assigned under the scheme.
 - (iv) The fellow/scholar will do whole time research work under an approved Investigator/Supervisor on a subject approved by the funding agency/ University.
 - (v) The fellow/scholar shall not accept or hold any appointment paid or

otherwise or receive any emolument, salary, stipend etc., from any other source during the tenure of the award nor shall he/she engage him/herself in any profession or trade during that period. Ph.D scholar may, however, be given teaching/other academic assignment of not more than 8 hours a week in the University, where he/she where he /she is working without any other remuneration.

- (vi) The fellow/scholar shall not join any other course of study or appear in any examination after commencing work under the fellowship/ scholarship. Provided that the Vice-Chancellor may, on the recommendation of the supervisor, permit the fellow/scholar to join an essential subject/ course or a language diploma course and appear in an examination.
- (vii) If any information submitted by a fellow/scholar in his application is found to be incorrect, incomplete or misleading, the award may be terminated (by the Academic Council) after giving him an opportunity of being heard.
- (viii) If at any time it should appear to the University that the progress or conduct of the fellow/scholar has not been satisfactory, the fellowship/scholarship may be suspended or withdrawn.
- (ix) Leave as defined in the rules for the program shall only be allowed to the scholar in receipt of fellowship. No other leave with fellowship/scholarship shall be admissible.
- (x) The fellow/scholar may, in a special case, be allowed leave by the University without fellowship/ scholarship for a period defined in the rules of the program on the recommendation of the supervisor.
- (xi) The fellow/scholar shall be required to pay the fee prescribed by the University where he works.

5. Teaching Assistantship for Post graduate students

- (i) The teaching Assistantship instituted by the University shall ordinarily be tenable for academic session i.e. ten months per year on condition that the holder continues to fulfill the conditions for continuation of such award.
- (ii) The teaching Assistantship shall be tenable from the date on which the workload is assigned in the respective term/semester in all cases.
- (iii) The payment of teaching Assistantship shall be made only on receipt of scholar's receipt bills duly countersigned by the Head of Department where he studies. No teaching Assistantship/ shall be drawn for a month, unless the scholarship holder has attended the Department/University regularly in that month.
- (iv) The disbursement of teaching Assistantship shall be done in accordance with the procedure that may be laid down by the University.
- (v) A teaching Assistantship/S holder shall not combine any other course of study without permission of the Vice-Chancellor.
- (vi) A teaching Assistantship shall be cancelled, if the scholarship holder fails to secure the examination result as prescribed by the University.

(vii) A teaching Assistantship/S holder shall at all times maintains good conduct and behavior and observe all rules of discipline.

(viii) Award of Teaching Assistantship for postgraduate course shall ordinarily be covered under following conditions:

(a) Students who are admitted on full time basis and who have a valid GATE score greater than or equal to 90 percentile. Scholarship may also be awarded to students with lower GATE percentile depending upon the merit position as per decision of the Management.

(b) Initially the Scholarship will be given for one term/semester only. Its continuation is subject to satisfactory performance as laid down in the Rules for the program.

(c) Full time students, who were not awarded a Teaching Assistantship, would be considered for same at the end of each of the Academic year. Such Assistantship may be offered to students who have been selected by the committee. No award of scholarship will be considered after the second term/semester is over.

The students may be allocated load by the HODs, for the following:

(1) Assistance in tutorial classes for UG Programs;

(2) Assistance in lab classes for UG Programs;

(3) Assist HOD, nominated supervisor(s), or faculty in charge fellowship coordination for:

- Record keeping in the Department;
- Development of Labs;
- Stock taking of Labs/Stores;
- Literature survey;
- Report(s) preparation;
- Tabulation of Results;
- Evaluation of Tutorial & Lab work;

(4) Invigilation Duties;

(d) Any other work assigned by HOD/University Authorities. The Teaching Assistantship shall be liable to termination, if:

(1) The scholarship holder discontinues studies during the middle of a session;

(2) Failure in any subject;

(3) GPA is less than 3;

(4) Conversion from full time to part time status;

(5) Attendance in Lectures, Tutorials and Laboratories taken separately is less than 80%;

(6) Unsatisfactory performance in the teaching load allocated;

(7) The scholarship holder, after he has been given a reasonable

opportunity to explain his conduct, is in the opinion of the Dean of school, found guilty of a breach of the Ordinance.

- (e) Teaching Load: Total assistantship load of 8 hrs/weeks shall be assigned to the students under arrangement with HODs. The load to the fellows may be assigned by the HODs and monitored by M.Tech. Program coordinators/ course coordinators.
- (f) Amount of Assistantship: the Executive Council on recommendation of the Academic Council will decide the amount of fellowship from time to time.

6. Scholarships

University may announce scholarship schemes for under graduate/Post Graduate students for the amounts /duration and as per conditions as may be decided and approved by the Executive Council. The University also has the right to discontinue any of the existing scholarships or institute new scholarships as and when required.

7. Gold Medals

The University shall award Gold Medals in all undergraduate/ postgraduate/ diploma Programs. 'Gold Medals' shall be awarded only to students who have successfully completed the respective programs of study and are merited for such an award as per laid down criteria. Gold Medals may be awarded as below:

- (i) **Chancellor's Gold Medal.** The Chancellor's Gold Medal will be awarded to an undergraduate student who will secure first position in the University among all programs/courses, branches running in the University (in each School separately), subject to minimum number of students registered for the program.
- (ii) **Vice-Chancellor's Gold Medal.** The Vice-Chancellor's Gold Medal will be awarded to those students who have secured first position in each program/stream running in the University.
- (iii) A committee will be constituted by the Vice Chancellor to examine the cases of proposed gold medal winners. A brief report will be presented by the Committee with comments on their behavior, disciplines, percentage of each Term, completion of courses and other requirements for the degree, etc. to the Vice-Chancellor for approval, prior to announcing the award of medals. No student shall however, be eligible for the award of medal in case of ever indulging in an act of indiscipline, failed in any subject or detained.

Ordinance No 05**Ordinance pertaining to Conduct of Examination**

This Ordinance describes regulations laying down conditions for appearing in an examination for a course/programme of the University.

1. Admission of various categories of students to university examination

- a) No candidate shall be permitted to appear in the University examination unless He/she is duly registered/ enrolled with the University & had paid all dues.
- b) The Registrar of the University on the recommendation of the Head of the Institution 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 all the articles or if the conduct of the students has been unsatisfactory.
- c) An Ex-student shall submit his examination form in prescribed format along with prescribed fee on or before the last date notified by the University to the concerned Head of Department who will forward it to the designated center after verification.
 - i. An Ex-student shall offer the subjects or optional papers which he/she had previously offered as a regular student unless on account of a change in the scheme of examination the subject/paper offered by him/her earlier cases to be a part of the scheme of the examination or syllabus for the examination and he/she is permitted by the University to offer a different subject or paper.
 - ii. 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.
- d) Examination centre will be declared for courses conducted by the University in consultation with Vice Chancellor and all examinee shall appear at the examination centre to write their exams.
 - (i) A regular candidate will submit his/her application form after depositing prescribed examination fee in the University to the Head of Institution/Head of the University Teaching Department or the School of Studies, who will forward the forms, so as to reach the Registrar on or before the last date as declared by the University.

- authorities. For each application, the Head of the Institution / Head of the University Teaching Department or the School of Studies shall certify that the candidate possesses the minimum qualification for appearing at the examination to which he seeks admission.
- e) The Head of the University Teaching Department or the School of Studies or the Head of the Institution concerned shall send list of eligible candidates along with examination forms, as per examination schedule declared by the University.
- f) No candidates shall be allowed to take the annual/term-end/semester examination unless he/she has:
- i. Attended at least 75% of lectures/ Practical delivered. However, the Head of School/Institute/Department may condone 5% of attendance on application of students with reasonable reasons and the Vice Chancellor on recommendation of concern head of school may condone further 10% of attendance on reasonable grounds.
 - ii. Paid all the due fees and Obtained "No Dues" Certificates from the concerned Department/School of Studies/Institution.
 - iii. Fulfills academic requirements to appear in the examination applied for.
 - iv. Received in-plant trainings prescribed by the Principal/Head/Director if applicable.
- g) A Regular candidate migrating from another University or Board of Secondary Education should submit his/her original migration certificate along with his/her enrolment application form on or before the scheduled date for enrolment along with fees as prescribed by the University from time to time.
- a) The controller Examination on recommendation of the Director/ Head of teaching department/ School of studies may issue a duplicate admission card to an examinee after payment of fees as prescribed by the University on his application giving satisfactory reasons for Loss of original admit card if he is satisfied with the reasons given by the applicant.
- b) Where a candidate offers an additional subject paper for an Examination in accordance with the provisions of the Ordinance relating to the examination, the minimum attendance requirement shall apply equally in case of such additional subject/paper.
- h) In computing the attendance for fulfillment of the condition regarding Execution of a regular course of study:-
- i. Attendance at NCC/NSS Camp & Sports event during the session shall be taken as full attendance at lectures/Practical on the day of such camp

and the day of journey to such camp.

- ii. Participation as a member of a College team in any Inter-University or Inter-Collegiate Competition shall be taken as full attendance from the day of start of journey to day of return.
- iii. Participation in the any event which has been approved by Governing Body for the purpose of computing the attendance.

2. Examination Fee:

The examination fees for various courses will be decided by the University from time to time. The Board of Management of the University can change any of the fees or conditions for the examination as and when the situation so warrants. The decision of Board of Governance will be final in all regards.

3. Conduction of Examination

- a) All arrangements for the conduct of examination to be held by the University shall be made by the Examination Controller in accordance with such directions as may be issued by the Board of Management of the University.
- b) The Examination Controller shall prepare and duly publish a Time Table/ programme for the conduct of examination specifying the date of each Examination and the last dates by which applications and fees for the examinations shall be submitted by the intending examinees.
 - i. The Examination Controller in consultation with Vice Chancellor shall appoint Superintendent and Assistant Superintendents, if any, for the examination center and along with instructions/guidelines for successful conduction of examination as per ordinance.
 - ii. The Superintendent of the Examination shall be personally responsible for the safe custody of question papers and the answer sheets sent to him and shall render to the University office a complete account of used and unused question papers and answer sheets.
 - iii. The Superintendent shall supervise the work of invigilator and shall conduct the examination strictly according to the instructions issued to him by the University.
 - iv. The Superintendent of the Examination shall, whenever necessary send a confidential report to the Examination Controller about the conduct of Examination, mentioning therein the performance of the invigilators and the general behavior of the examinees. He shall send a daily report on the number of examinees attending each examination, absentees roll numbers and such other information relating to the examination, being held at the center as may be considered necessary. Along with any other matter which he thinks it to be brought to the notice of the University. He shall also be responsible for maintenance and submission of report to the central record and accounts officer of

- the University, of the account of advance money received and expenditure incurred in connection with the conduct of the examination.
- v. The Centre Superintendent shall have the power to expel an examinee, from examination on subsequent days, on any of the following grounds:
- i. That the examinee created a nuisance or serious disturbance at the Examination Centre.
 - ii. That the examinee shows a seriously aggressive attitude towards an invigilator or a member of the staff entrusted with the examination work.,
 - iii. Unless, otherwise directed, only teachers of Institutions, University Teaching Departments shall be appointed as invigilators by the Superintendent. However with the prior permission of VC research scholars may be assigned invigilation in case of scarcity.
- c) It shall be duty of the invigilator and the Superintendent/ Asst. Superintendent of the examination to ensure by all means that the examinee appeared at the examination is the student allowed by the concerned authority to write examination and not a imposter.
- d) The University may change the examination centre of the examinees irrespective of Institution to which they belong anytime if it deems proper without assigning any reason thereof.
- e) In case of accidents/physically handicapped/ serious illness which makes an examinee unable to write his/her exams, he may be allowed to take help of an assistant to write answer sheet on his dictation. Such assistant shall be with lower academic qualification of different stream the exam he is about to write. Such examinee shall apply to Controller of Examination along with necessary documents in support of his/her demand and documents relating to assistant proposed. Controller of Examination may permit examinee after verification of application and approval of Vice Chancellor.
- f) The University may from time to time appoint Observer or Flying squad to see that the conduct of the examination is strictly according to the rules and procedure laid down. In the event of the supervisor pointing out breach of rules or procedure, the Vice-Chancellor may take appropriate action as may be necessary including postponement cancellation, wholly or in part, of the examination at the Centre, and if any such action is taken, a report of the action taken shall be made to the Board of Management at its next meeting.
- g) The Vice-Chancellor may cancel the examination if he is satisfied that there has been a leakage of question papers or any other irregularity which warrants such a step.
- h) The Vice-Chancellor may issue such General Instructions for

the guidance of the Examinee, Centre Superintendent, Tabulators, Collators, as he consider necessary for the proper discharge of their duties.

- i) Subject to the provision of this Ordinance, the Board of Management may from time to time make, alter, or modify procedures about the conduct of Examination.
- j) The Results Committee for each faculty shall consist of the following members:-
 - i. Dean of respective faculty
 - ii. Head of Department/School of Studies
 - iii. Chairman of respective Board of Studies
 - iv. Member nominated by Vice Chancellor
 - v. One Faculty of concerned department

Three members shall form a quorum. The term of the Results Committee shall be two academic year. Results of examinations shall be declared after scrutiny of the committee i.e. Result committee after satisfaction that valuation of the answer sheets is done properly and results are prepared as per scheme of examination. In case of complaints are received regarding results or committee itself found discrepancies the committee shall scrutinize complaints and suggest remedies. If answer sheets of any one or all candidates are lost in transit or damaged due to some natural calamities average mark will be provided on the basis of their marks in other subjects.

- k) To decide case of mistakes made by the paper-setters, Moderators, Examiners, Invigilators, Superintendents of the Examination Centers, Tabulators, Collators, Co-coordinators and any other person concerned with the examinations whose cases are referred to the Committee.
- l) To exercise such other powers as the Board of Management may delegate to it from time to time.
- m) The Vice-Chancellor shall appoint Tabulators and Collators as necessary and he may issue general instructions for the guidance of tabulators in preparing the results of the examinations.
- n) If a candidate has any communication to make on the subject of his/her examination paper, it shall be made in writing to the Examination Controller.
- o) Any attempt made by or on behalf of a candidate to secure preferential treatment in the matter of his/her examination shall be reported to the Examination Controller who shall place the matter before the Board of Management.
- p) Except as otherwise decided by the Board of Management, the examination answer books shall be destroyed or otherwise disposed of after three months from the date of declaration of the result or declaration of

- reevaluation results whichever is later.
- q) The Registrar will publish the results of the University examinations as passed by the Results Committee and presented through exam controller on the notice board of the office of the University. The results, when published, shall simultaneously be communicated to the Head of Institutions of different faculties. If any tabulation error or errors in the process of calculation of computerization is discovered in the results so declared, the Vice-Chancellor shall have the power to rectify the same as soon as possible.
- r) No examinee shall leave the examination hall within half an hour of the start of the examination for any purpose whatever and no late comer will be permitted in the examination hall after half an hour of commencement of examination.
- s) Examinee desirous of leaving the examination hall temporarily shall be permitted to do so for not more than twice for a maximum period of five minutes each.
- t) The superintendent of an examination centre shall take action against an examinee who is found using or attempting to use unfair means in the examination hall or within the premises of the examination centre during the hours of examination, in the following manner:
- The examinee shall be called upon to surrender all the objectionable materials found in his or her possession including the answer book and a memorandum shall be prepared with the date and time.
 - The statement of the examinee and the invigilator shall be recorded.
 - The examinee shall be issued a fresh answer book marked "Duplicate Using Unfair Means" to attempt answer within the remaining time prescribed for the examination.
 - All the materials collected and the entire evidence along with a statement of the examinee and the first answer book duly initialed shall be sent to the examiner by the Registrar/Controller Examination by name, in a separate confidential sealed registered packet marked "UFM or Unfair Means" along with the observations of the Superintendent.
 - The examinee talking during examination or creating disturbance/objectionable acts shall also be treated as a first degree of unfair means.
 - Different level of unfair means will lead to the act of punishment as defined in the regulation of unfair means under the sub clause of degree of unfair and act of punishment.
- u) The material so collected from the examinee together with the first answer books, viz. the answer books, collected while using unfair means afterward, will be sent to examiner by the Registrar/Controller examination for assessing the answer book

- separately and to report if the examinee has actually used unfair means in view of the material collected.
- v) The cases of the use of unfair means at the examination as reported by the Centre Superintendent along with the report of the Examiner shall be examined by a Committee to be appointed by the Vice-Chancellor every year.
- w) Where a candidate applies for revaluation, the answer book in which revaluation is sought will be sent for valuation by Controller of Examinations to Two Examiners (other than the one who initially valued it) the average of the nearest two of the three valuations (one initial and two revaluations) shall be taken as corrected marks. If the average of revaluation marks is more than 10% of total marks result of the students will be so corrected. If the revaluation marks deviate 20% more from the total marks, a fourth examiner shall be appointed by the Vice-Chancellor. In such cases the marks awarded by the fourth examiner shall be final.
- x) The cases of unfair means at the examination as reported by the centre Superintendent along with the report of the examiner shall be examined by a Committee to be appointed by the Vice-Chancellor every year. The Committee shall consist of:
- Senior professor from faculty nominated by the Vice-Chancellor
 - One Professor from other faculty
 - Assistant Registrar Confidential as member secretary the committee after examining the cases shall recommend the actions to be taken against each case to the Vice-Chancellor for approval., The execution of the recommendations so approved shall be duty of the registrar.
- y) The remuneration of the Examiners, Superintendents, Assistant Superintendents, Invigilators, Tabulators and Collators shall be decided by the Board of Management from time to time and deduction shall be made in remunerations for errors notice & rate of deduction will be decided by Board of Management.
- z) All the records of examinations and results will be maintained by the University for three years from the date of results of the concerned examination.

4. Payments/Remuneration for Examination Work

- The rates of remuneration for all purposes for paper-setters/examiners/ staff shall be as per decision of Board of Management of University.
- The actual freight/postal/courier/other expenses incurred by the examiner will be paid by the University.
- In case of a work for which no remuneration has been prescribed in University Rules, the rate then shall be determined by the Vice-Chancellor from time to

time. Approval for the same should be obtained in next meeting of board of management.

- d) 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 Deans of the Schools. The decision of the Vice-Chancellor shall be final.

5. General Conditions

- a) No candidate shall appear in more than one degree examination in one and the same academic year except for certificate courses.
- b) 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 offered by the candidate at such other University is equivalent to the course of the University for the corresponding examination if he/she fulfills all other academic requirements for the course.
- c) No person who has been expelled or rusticated from any college or University or has been debarred in appearing at a University examination, shall not be admitted to any examination during the period for which the sentence is in operation. Candidate may be allowed if he/she fulfills requirements to appear in exam as special case.
- d) Notwithstanding anything contained in the Ordinance relating to admission of candidates to an examination of the University, the Vice Chancellor may, in special cases (such as diligence follows part of the candidate and that it would be a great hardship to the candidate if his application is rejected), allow an application which is otherwise complete in all respects to be entertained with the late fee prescribed by the University even though the same is received after the expiry of the period of seven days mentioned in the forgoing paragraph.
- e) The University shall issue an admission card in favor of a candidate, if:-
- 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.
 - The admission card issued in favor of candidate to appear at an examination may be withdrawn if it is found that:-
 - The candidate was not eligible to appear in the examination.
 - Any of the particulars given or documents submitted by the candidate in or along with the application for enrolment admission to a college, Teaching Department or School of

Studies or an examination is to be found false or incorrect.

- iii. In case if the applicant loses or destroys admission card by mistake, the Registrar may on the recommendation of HOD/Principal/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 Card**".
- f) A candidate shall not be allowed to enter in the examination hall unless he produces the Admission Card before the Superintendent of the Examination Centre or the invigilator and satisfies his/her identity.
- g) In the Examination Hall the candidate shall be under the disciplinary control of the Superintendent of the Centre and shall obey his instructions.
- h) In the event of a candidate disobeying the instructions of the Superintendent or showing indiscipline conduct or insolent behavior towards the Superintendent or any invigilator, the concerned candidate may be excluded from appearing that day examination, and if he/she persists in misbehavior he may be excluded from the rest of the examination by the Superintendent of the Centre.
- i) If a candidate acts in a violent manner or uses force or makes a display of force towards the Superintendent or any invigilator at the centre endangering the personal safety or either of them or acts in a manner prohibiting the authorities in the discharges of their duties, the Superintendent may expel the candidate from the centre and may take police help.
- j) If a candidate, brings any dangerous weapon within the premises of the examination centre he may be expelled from the centre and /or handed over to the police by the superintendent.
- k) If a candidate is found guilty of using or attempting to use or having used unfair means at an examination such as copying from some book or note or from the answer of some other candidate or helping or receiving help from any other candidate or keeping with him in the examination hall any material connected with the examination or failure of an examinee to hand over his answer-book to superintendent /invigilator or taking away his own answer book or walks out of the examination hall, the Board of Management or the committee appointed for the purpose by the Board of Management may cancel the examination of the candidate.
- l) The Board of Management may cancel the examination of a candidate and /or Debar him from appearing in an examination of the University for one or more years, if it is discovered afterwards that the candidate was in any manner guilty of misconduct in connection with his examination and/or was instrumental in or has abetted the tampering with the University records including the

- answer books, marks-sheet, result charts, degree, diplomas etc.
- m) The Board of Management may cancel the examination of a candidate and/or debar him from appearing at an examination of the University for one or more years, if it is discovered afterwards that the candidate has obtained admission to the examination by misrepresenting facts or by submitting false or forged certificate/documents.
- n) 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.
- o) A candidate whose result has been declared may apply to the Registrar for re-totaling and rechecking of any of his/her answer books in the prescribed for within 30 days of declaration of his result. Provided that no candidate shall be allowed to have the answer books of more than two papers revalued and two papers re-totaling. Provided also that, no revaluation shall be allowed in case of scripts of practical, field work, sessional work, tests and thesis submitted in lieu of paper at the examination.
- p) Such application must be accompanied by fees as prescribed by the University.
- q) The result of the re totaling / revaluation shall be communicated to the candidate.
- r) A candidate who has passed any final degree examination may, after the declaration of his result and before the date of the next convocation apply to the Registrar for a Provisional Certificate of passing the examination of the University. Such application shall be accompanied by a fee as prescribed by the University.
- s) 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.
- t) Duplicate copies of the following certificates shall be granted on payment of the fee prescribed by the University, viz:-Marks list, Migration Certificate, Degree Certificate
- u) Provided further that duplicate copy of Migration Certificate shall not be granted except in cases in which the Registrar is satisfied by the production of an affidavit on a stamped paper of proper value required by Law for the time-being in force along with copy of FIR with police for loss of certificate that the applicant will not utilized

the Original Migration Certificate for appearing at an examination and has lost the same or that the same has been destroyed and that the applicant has real need for a duplicate.

- v) The names of first ten successful candidates in each final examination leading to degree who obtain first division shall be declared in order of merit, as per provisions of concerned ordinance subjected to passing all examinations in single attempt.
- w) The Vice Chancellor may award one grace mark in case the candidate is failing by one mark or missing a division by one mark where the deficiency is so condoned, one mark shall nowhere be added in grand total & such candidate shall not be included in the merit list as per point (v).

6. Dissertation Submission

Wherever in the course of the study dissertation is to be submitted for part fulfillment of the degree student shall submit dissertation in 3 Copies in bound form duly forwarded by Supervisor and Head of the concerned department in the language and format prescribed by the University for the Course.

- a. A panel of examiner shall be submitted separately for each subject by concern dean of Faculty consisting of 6 examiners from outside the University of Minimum Associate professor Rank or equivalent.
- b. The candidate shall present his/her dissertation work in the form of open presentation followed by viva voice in presence of internal examiner appointed by head of the school and external examiner appointed by Vice-Chancellor. Performance in open presentation and viva voice along with copy of dissertation will be the parameter of marking. Internal and external examiner together will award final marks.

7. Qualifications of Examiner apart from Internal Examiner :

- i. A person of good repute working in other academic institutions / industry / research in related field can be proposed.
- ii. Head of the school will propose a panel of minimum three such persons as described in point (i) to the Vice-Chancellor.
- iii. The Vice-Chancellor will appoint external examiner out of the panel propose or by virtue of his wisdom.

8. Revaluation Process

Revaluation Process and related documents like revaluation form, revaluation fee, appointment of re-valuer; remuneration of re-valuer, format for compilation and moderation of marks, Coding and decoding of answer sheets and other important processes and procedures will be followed as laid down in the revaluation regulation.

9. Coding and Decoding

All the invigilators will initiate the coding process by three folding of first page wearing students name and roll number to ensure hiding of the identity after the completion of examination hours. Answer sheets from examination center will be submitted to controller of exam by center superintendent on same day. Confidential section will mark all the answer sheets in the series of numbers and subsequently forwarding for central valuation.

After valuation result committee will screen the quality of valuation and after satisfying with the quality of valuation shall recommend for further process. Deputy/Assistant Registrar confidential will initiate the decoding process under the direction of COE and in the prescribed format of foil/counter foil submitted by valuer roll number of the student will be marked in front of coding.

10. Scheme of Valuation

Normally the university will observe central valuation process however the verdict of Governing Body will be followed as and when issue. In the central valuation process the Vice-Chancellor normally will nominate chairman board of studies as head valuer for supervising valuation for particular subject. COE will invite valuers from the panel of examiners approved by the Vice-Chancellor.

Deputy/Assistant Registrar will distribute the coded answer sheets not more than 50 per day per valuer. Each Valuer will submit marks in duplicate in prescribed format of foil and counter foil entering the values in words and figures.

In case of Governing Body directives of other valuation method, controller of exam will prepare the entire process to be approved by governing Body and the same will be followed.

11. Preparation Result and Marksheet

Foil and counter foil duly filled with student roll number will be processed by examination section for preparation of result. Prepared result will be validated by result committee before declaration of result and printing of marksheet. The entire process of valuation, marksheet preparation and result declaration should be completed within 30 days from the completion of examination. The result will be declared as per mode of declaration approved/suggested by Governing Body/ Board of management.

12. Roll List and Issue of Examination Form

Examination section will insure the preparation of roll list and processing of examination form to be executed as per the process defined in regulation of exam.

13. Admit Card

Admit card to appear in the examination will be issued to the student enlisted in the final roll list (after exam form forwarding) by the examination section

with the signature of controller of examination. Admit cards will be hand over to respective head of schools for distribution to concern student.

14. Answer Sheet

Controller of exam will raise the requisition of main and supplementary answer sheets to the central store for printing as approved board of management. Main and supplementary answer sheets will be provided by central store on requisition put up by center superintendent based on the required numbers informed by head of schools. Used unused and cancelled record of main and supplementary answer sheet will be maintained by center superintendent.

15. Migration

Any student willing to receive migration certificate from the university at any point of time through application in prescribed format as approved by university authority along with no dues certificate of all concern sections his/her enrollment from the university will stand canceled. In such case migration certificate in the format as approved by Governing Body will be issued by examination section.

16. Record keeping and Storage of Exam Material

For record keeping and storage of exam related material guidelines issued by university grant commission shall be followed.

17. Promotion to Higher Semester

Students appearing in respective examinations will be promoted to higher semester purely on the criteria as defined in the choice based credit system under ordinance no10

All discrepancies related to examinations process, student examination eligibility, student appearance in the examination, typographical mistake in exam documents and result documents, or any other matter pertaining to this ordinance and not covered in this section will be handled by COE through examination section.

Ordinance No 06**Ordinance Pertaining to Conditions for Student Residence, Rules and Discipline****1. General**

- (i) There shall be Residence for resident students termed as Boys Hostel & Girls Hostel respectively for boys and girls, as may be allocated.
- (ii) Each Hostel may be given such names as decided by the Board of Management.
- (iii) Students will be admitted to the Hostels subject to availability of seats. Students desirous of staying in the campus will be separately accommodated in the Boys' and Girls' Hostel.
- (iv) Student desirous to opt hostel residence shall fill the application form as prescribed by university along with supporting documents as mentioned in the form with the duly forwarding of concern head of school and submit the same to warden office.
- (v) Warden office will issue a list of students offered hostel accommodation along with intimation of fee submission date.
- (vi) Hostel accommodation offer will automatically be stand terminated after due date of fee submission.
- (vii) Student submitted the hostel fee will be allotted hostel residence by respective warden.
- (viii) Hostel residence will be allotted for the period of one academic year, subsequent allotment of hostel residence will be subject to new application by the student.
- (ix) In any course where head of school has certified that daily attendance is not required from particular date till the award of degree the hostel fee till the applicable quarter will be charged.
- (x) The students residing in the University Hostel shall pay such charges as may be prescribed by the Board of Management from time to time.
- (xi) Each Hostel shall have Warden(s), who shall be appointed by the Vice-Chancellor for a specified period on such terms and conditions as may be prescribed by the Board of Management from time to time.
- (xii) The Warden shall ordinarily be required to stay in the Warden's room during the tenure of his office.
- (xiii) Every hostel shall maintain such Register and records, as may be prescribed by the university, and shall furnish such statistical information as the university may require, from time to time.

- (xiv) Every resident shall have to observe discipline as per the hostel rules and standing orders.
- (xv) Duties of Warden shall be prescribed and may include:
- a. supervise the Hostels in his/her Hostel in matters relating to the overall functioning, the resident students' welfare, and discipline;
 - b. Inspect periodically the Hostels and be in contact with the Wardens, staff and students; be individually and collectively responsible for the smooth functioning of the Hostels;
 - c. Permit stay of any guest according to the Hostel Rules;
 - d. Ensure that the resident students in his/her charge observe the rules framed by the University relating to the maintenance of discipline and decorum in the Hostel; and shall promptly report to the Dean of student welfare all cases of misbehavior, indiscipline and sickness of the resident students in his/her charge;
 - e. Ensure maintenance of discipline and decorum in the premises of the hostel; have the power to take disciplinary action, including the ordering of eviction of a resident from the Hostel; take disciplinary action against a resident student for keeping any unauthorized guest, take action for the eviction of resident students in consultation with Administration;
 - f. Be responsible for all matters relating to health, hygiene, sickness, food, sanitation and cleanliness of the Hall;
 - g. Supervise the functioning of the Mess and the working of the Mess Staff if required;
 - h. Be responsible for the overall security of the Hostels and will coordinate his/her responsibility with the security staff of the University;
 - i. Have the right to inspect Hostel Rooms at all hours;
 - j. Be responsible for the proper up keep and maintenance of such properties of the, concerned Hostel, as are under his/her charge; periodically verify the furniture and fittings of the Hostel with the assistance of the Caretaker and take action for their repairs/replacement for obtaining additional furniture.
- (xvi) When a Warden is on leave, his/her responsibilities and functions will be distributed among other Wardens for the duration of his/her absence.

2. Rules and Standing Orders for Hostellers: The same shall be as provided for in Academic Rules and are the as below:

- (i) At the time of occupying the room, student must check the room furniture, fixtures, electrical fittings etc. and sign receipt. He/she will be charged for any loss, damage done to furniture, fixture, fittings and articles issued to him/her along with the disciplinary action if warranted. Sketching/painting on walls is prohibited. Rooms once allocated are not to be changed without the written permission of Competent Authority.

- (ii) Students themselves are responsible for all their belongings. They must ensure all their valuables including laptops are properly locked and not left outside even for short period. They are advised to use good quality locks.
- (iii) Students must show their ID card to the security staff every time they enter/leave Hostel gate.
- (iv) Students are required to compulsorily get their rooms cleaned by the house keeping as per announced schedule.
- (v) Smoking, consumption/possession of liquor, intoxicants, drugs, cigarettes, hookah etc inside the Campus is strictly prohibited. Any violation will invoke severe penalty including rustication from the Hostel/ University. Students are expected not to indulge in any of the above mentioned taboos even outside the campus as any report of same or detection of same on entering the campus shall be dealt equally as if such an offence has taken place inside the Campus.
- (vi) Inmates should not indulge in acts such as loud playing of musical instruments or radio or loud singing or dancing etc. which may disturb others at study or work in the Hostels.
- (vii) Students are not permitted to keep fire-arms or any lethal weapon with them in the Hostel premises even though possessing a license for it.
- (viii) Students are prohibited from keeping obscene literature/video films/CDs in their possession. Any violation in this regard will result in severe disciplinary action.
- (ix) Electrical appliances like electrical irons, heaters, VCD/DVD player, T.V.,
- (x) V.C.P. and V.C.R. etc., are not permitted in hostel rooms.
- (xi) Hostel inmates fiddling with the electric connections, computer cabling, outlets, fittings and using additional electrical appliances shall be penalized, and the appliance / gadget will be confiscated.
- (xii) Lights, Fans etc. should be switched on only when needed and switched off when not required or when going out of the room. Similarly, water taps must be closed promptly after use. Electricity and water are scarce resource and needed to be conserved.
- (xiii) Students, unless specially permitted, will be allowed to occupy the rooms allotted to them in their hostel only a day prior to commencement of their academic session. Likewise they must vacate their rooms, within 3 days of the closure of their academic session. They will render themselves liable to disciplinary action and payments at enhanced rates for any unauthorized occupation beyond the stipulated period mentioned above.
- (xiv) Before proceeding on longer vacation, students must hand over the charge of their rooms, the furniture and the fittings etc. to Hostel warden / Caretaker and get a receipt from him. If a student fails to do so, the Warden / Administrator is authorized to break open a locked room and make an

inventory of the articles found therein. The University authorities shall not be responsible for the private belongings of the students found in such rooms.

- (xv) The Warden/ Administrator is assisted by a Supervisor/ Caretaker in day-to-day working of the Hostels. The Hostel inmates shall refer their difficulties of whatever nature to the Warden/ Administrator who will take necessary action. Matters related to indiscipline shall be reported to the Warden / Administrator.
- (xvi) No furniture shall be removed from the room and used elsewhere either inside or outside the Hostel without the permission of or under the orders of the Warden/ Administrator.
- (xvii) No student is allowed to engage private servant or keep pets.
- (xviii) Visitors including parents are not allowed to go inside the hostel rooms. Parents/ Guardians can meet their wards in the Visitor's Lounge during the specified visiting hours with the permission of Warden.
- (xix) Students can be permitted to visit their Parents, Local guardians, near relatives occasionally. All such visits shall have to be after due permission from the authorities.
- (xx) Students are prohibited from giving shelters to any other student/ outsider in their rooms. In case of any unauthorized shelter, the student will be liable to disciplinary action. Unauthorized occupation/ shelter to any outsider will be reported to local administration for suitable action.
- (xxi) All students must be present in their respective hostels as per specified times unless specifically permitted to stay out in the night and for a specific reason in writing by the Warden/Dean of Students Welfare.
- (xxii) Students will be charged for Boarding and Lodging beyond the semester at the rates as decided by the management.
- (xxiii) All students staying in the hostels during summer vacations shall have to abide by the Hostel Rules in vogue.
- (xxiv) Students are required to observe the mess timings religiously. They will not get entry & food beyond the prescribed timings in the mess.
- (xxv) Provision items of daily use including bread, butter, biscuits etc. are available on payment at the Tuck shop which is open as per times specified.
- (xxvi) Ragging in any form is unlawful and strictly prohibited. Student found indulged in ragging may be expelled from the Hostel as well as the University. FIR will also be lodged against student indulging in ragging.
- (xxvii) Student's not returning back to their hostels within the prescribed time without the permission from the Warden may attract disciplinary action including deduction of disciplinary marks. The student will be expelled from the Hostel in case of repeated offences.

- (xxviii) All the students are charged Hostel fee for the academic year, as such they must completely vacate their rooms within three days of conclusion of the academic year. Any stay beyond that without written permission of a competent authority shall attract disciplinary action and payment at enhanced rates or on rates as specified by the authority for both boarding as well as lodging.
- (xxix) The University adopts the vegetarian eating ethics for any food served in the University premises or hostel mess and mess membership will be mandatory for all hostel resident.
- (xxx) Students violating any of the above guidelines will face disciplinary action in which case the decision of competent authority is final and binding.
- (xxxi) Further, the Procedure/Instructions for obtaining out pass shall be as below:
- Day out pass on working days will be issued by the Warden.
 - Out pass for overnight/out station leave will be issued by the Chief wardens
 - In case of grave emergency immediate out pass will be issued by the Registrar/Warden.
 - Girl students wanting overnight out pass/out station leave are required to get written permission of their parents/guardians in writing through an e mail to the warden from an E mail account which is registered with the University
 - Girl students are advised to go outside the campus in groups of minimum three for their own safety.
 - In case of medical evacuation, the patient and attendants can move out on the medical officer's advice.
 - All students are required to be back inside the campus by 07:00PM on all days.

3. Rules for Discipline

- The welfare and discipline of students are two integral parts of an Institutional behavior. Student's behavior and discipline will therefore be assessed and will receive the same attention as the academic work. Discipline includes the observance of good conduct and orderly behavior by the students of the University. All students pursuing a course of studies at the University shall observe a code of conduct and maintain discipline and consider it his/her duty to behave decently at all places. They must follow the rules pertaining to discipline, as may be laid down by the Management of the University and also abide by all rules and regulations of the University framed and notified from time to time. Students of the University must study the Standing Orders carefully and also make themselves familiar with these instructions, pertaining to their academic, co-curricular and other activities.
- The rules and regulations governing Discipline, and procedures relating to discipline shall be as provided for in the regulations for each program. Any amendment/additions to these Standing Orders will be notified through notices displayed on notice boards and circulated in the usual manner. The plea of ignorance will not be entertained for any breach of orders in force from time to time. Therefore, students must see the notices on the Notice Boards/Website/Student information system regularly.

- (iii) Every student shall always carry on his/her person the Identity Card issued by the University. Every student, who has been issued the Identity Card, shall have to produce or surrender the Identity Card, as and when required by the Proctorial Staff, Teaching and Library Staff and the Officials of the University. The loss of the Identity Card, whenever it occurs, shall immediately be reported in writing to the Registrar.
- (iv) Any violation of the code of conduct or breach of any rules or regulations of the University by any student shall constitute an act of indiscipline and shall make him liable for disciplinary action against him.
- (v) The following acts, in particular, shall constitute acts of gross indiscipline and any student indulging in any of them shall render him/herself liable for disciplinary action against him.
 - a. Disobeying the teacher/officials or misbehaving in the class.
 - b. Quarrelling or fighting in any University building, hostels or in the campus amongst themselves or indulging in any activity which amounts to ragging and or harassment of other students
 - c. Quarrelling or fighting with a University employee or any employee of the University mess/canteen/cafeteria/security or any other public utility functioning in the campus.
 - d. Behaving in the University campus or outside in a manner which is indecent or which is meant to annoy or harass the students, teacher, officers or employee of the University.
 - e. Visiting socially unacceptable websites, consuming liquor or banned substances like drugs etc.
 - f. Damage to the University property.
 - g. Indulging in acts of theft, stealing and misappropriating.
 - h. Any other activity that defames the University and constitutes indiscipline. It shall also include inciting others to do any of the aforesaid acts;
 - i. Use of mobile in the class/academic area.
 - j. Irregularity in attendance, persistent idleness or negligence or indifference towards the work assigned;
 - k. Any other conduct anywhere which is considered to be unbecoming of a student

4. Rules for Students Conduct & Behavior in Campus and Outside. The rules governing the same shall be as provided for in the regulations for each program and generally are as below:

- (i) Students of the University must study the Standing Orders carefully and also make themselves familiar with these instructions, pertaining to their academic, co-curricular and other activities.
- (ii) Any amendments/additions to these Standing Orders will be notified through notices displayed on notice boards and circulated in the usual manner. The plea of ignorance will not be entertained for any breach of orders in force from time to time. Therefore, students must see the notices on the Notice Boards/ Website/Web Kiosk regularly.
- (iii) The Schedules for all academic works and for the Examinations will be notified to the students separately by the Registrar/Academic Departments.
- (iv) The Vice Chancellor is overall in charge of the academic activities including attendance and leave of students.
- (v) Student welfare officer will deal with the welfare and discipline of all students in the campus including Hostel and also outside the campus and

Vice-Chancellor

will ensure maintenance of good conduct. He/ She will be assisted by other members of faculty/ staff/ wardens as nominated.

(vi) Conduct and Behavior

- a. Students should attend all their classes and strictly observe class timings. They should likewise carry out other out-door and extra- curricular duties assigned to them. Their attendance and leave is governed by the regulations pertaining to them.
- b. Students must give their undivided attention to their academic work and must be respectful to their teachers and supervisors.
- c. All students must carry I-cards with them at all times. Identity card can be asked to be shown by the student by any competent authority including security guards at the entry gate of the University as well as hostel. I-card is an important document. Loss of I-card may invite monetary fine as decided from time to time.
- d. Students must conduct themselves with due decorum in the classes, laboratories, Library etc. and move in an orderly and disciplined manner. They must conduct themselves in a manner worthy of great traditions.
- e. Students, who fail to make sufficient progress in their studies and also do not maintain the required attendance in the classes, are liable to be debarred from appearing in the final examination and will be awarded Fail grade.
- f. If in a particular class/period more than 40% students are absent, it would be regarded as mass absenteeism and an act of indiscipline. Disciplinary action will be taken on the students indulging in mass absenteeism.
- g. No student shall disobey any order issued by the University. Students must behave with due decorum towards their fellow students.
- h. Students should not indulge in abusive behavior/ violence of any kind with fellow students, teaching faculty and employees of the University within or outside the University. Violence by any student or group of students will lead to severe disciplinary action.
- i. No meeting of the students other than those organized under the aegis of the various recognized students activities shall be called without the prior permission in writing from the student welfare officer.
- j. No meeting/function within the University campus to which any outsider is invited shall be organized nor shall any outsider address the students without the prior permission in writing from the Vice Chancellor.
- k. No students shall use unfair means at any of the examinations and tests or attempt or threaten the staff to get undue advantage. Disciplinary action shall be taken against defaulters as per the rules of the University.
- l. Students must pay all fees and other dues on specified dates. If they do not do so, they render themselves liable to penalties as in force from time to time.
- m. Students must take good care of all University property. Any damage to University property shall be viewed as indiscipline. Such student(s), in addition to facing the disciplinary action, shall have to replace the damaged

- property and make good the losses caused due to their action. Students must use the furniture and fittings with due care and must not deface buildings, roads, furniture and fittings etc. in any manner.
- n. Students must handle the laboratory equipments, instrument and machinery that they have to use in course of their work with great care. Any damage or breakage of such equipment etc. due to improper use of negligent handling will have to be made good by the students concerned.
 - o. Ragging in any form is unlawful and strictly prohibited. Student found ragging shall be expelled from the University and FIRs lodged against them as per orders of the Honorable Supreme Court.
 - p. Mobile cellular phone may be carried by the students. However, they shall be kept in silent mode during the classes. Violation will lead to confiscation of the mobile phone.
 - q. All the students are required to observe the decorum in the dress code (as laid down by the University) while moving in the Administrative/Academic block including Labs & Library on working days. Students not adhering to the described and notified dress code may be denied entry to the University,
 - r. Smoking, consumption/possession of liquor, intoxicants, drugs, cigarettes, hookah etc inside or outside the Campus is strictly prohibited. Any violation will invoke severe penalty including rustication from the Hostel/ University
 - s. The University adopts the vegetarian eating ethics for any food served or procured from outside agency or consumed with in the University premises including guest houses. Food with eggs as ingredient may however be consumed. Fish, chicken, Meat of any kind however, shall not be allowed inside the campus. Further, the same shall apply to utilization of silk on the University Campus.

5. Rules and Regulation for Library The rules governing the same shall be as below

- (i) Students must follow the Library rules for borrowing/using/returning books. They must show their Identity Cards when asked for. The books must be returned on or before the due date of return of the book.
- (ii) Library books should be used with great care. Tearing or folding or cutting of Library books or making any mark on them is not permitted and shall lead to disciplinary action. Any defect noticed at the time of borrowing books must be brought to the notice of the Library staff immediately, otherwise the borrower may be required to replace the book by a new copy or pay double the cost of the book.
- (iii) In open access Library of the University, replacement or misplacement of books on the shelves by the readers is not desirable. Readers should leave the book on the table after use.
- (iv) Library cards are non-transferable and they should be kept securely otherwise the borrower shall be held responsible for the books issued against cards.
- (v) Before leaving the Library, a student should make sure of getting the books properly issued at the counter against the card.

(vi) Personal property or books other than those belonging to the Library must be deposited at the entrance gate.

(vii) The loss of Library books or borrowers card must be immediately brought to the notice of the Librarian in writing.

(viii) Polite and courteous behavior inside the Library is expected from all the users and silence must be observed inside the reading rooms.

6. Anti-Ragging Measures The University shall have a zero tolerance policy towards Ragging and shall lay down strict guidelines on the same as per policies of the UGC in vogue and in compliance to directions of Hon'ble Supreme Court.

7. Policy to prevent Sexual Harassment The University shall be committed to treating every employee and student with dignity and respect. It shall seek to create a work environment that is free from sexual harassment of any kind, whether verbal, physical or visual. A policy shall be created by the University to provide guidelines for prompt redressal of complaints related to sexual harassment which should be in full. The policy so defined should be communicated to all employees and students and they be made aware of the complaint and redressal mechanism for same.

Ordinance No 07

Ordinances pertaining to the Appointment of Employees, other than those for whom a provision has been made in the Statutes

Notwithstanding anything contained in Statutes, the Management may invite a person of high academic distinction and professional attainments to accept a post of Professor or Associate Professor or any other equivalent academic post in the University on such terms and conditions as it deems fit and on the person agreeing to do so appoint him to the post:

- (a) Provided that the Management may also create supernumerary post for a specified period for appointment of such persons:
- (b) Provided further that the number of supernumerary post so created should not exceed five percent of the total posts in the University.
- (c) The Management may appoint a teacher or any other academic staff working in any other University or organization for undertaking a joint project in accordance with the manner laid down in the Ordinances.
- (d) The Management may appoint a person selected in accordance with the procedure laid down in Statute for a fixed tenure on such terms and conditions as it deems fit

SANJEEV AGRAWAL GLOBAL EDUCATIONAL UNIVERSITY, BHOPAL**Ordinance No 08****Ordinances pertaining to Establishment of Centre of Studies, Boards of Studies, Interdisciplinary Studies, Special Centers, Specialized Laboratories and other Committees**

1. The University shall have such Schools of Studies, Special Centers and Specialized Laboratories as may be specified in the Ordinances.
2. University may add Schools/centers/department with the approval of Governing Body and MPPURC under the relevant provisions of the Act.
3. Every School of Studies (hereinafter referred to as the School) shall consist of such Departments as may be assigned to it by the approval of the Governing Body.
4. Each Department shall consist of the following members, namely;
 - (i) Teachers of the Department;
 - (ii) Persons appointed to conduct research in the Department;
 - (iii) Honorary Professors, if any, attached to the Department;
 - (iv) Such other persons as may be members of the Department in accordance with the provisions of the Ordinances.
5. Each School/Centre/Department shall have a Dean / Director / HOD / Course Coordinator respectively. Deans and Directors shall be appointed against specific appointments and shall be overall responsible for the functioning of the respective School/Centre. HODs/ Course Coordinators shall be appointed by Vice Chancellor from amongst the Professors for a period of two years, provided that where in any Department, there is only one Professor, the Vice Chancellor may also appoint one of the Associate Professors as a HOD/ Course Coordinator of the Department.
6. Every School/Centre/Department shall have a Board of studies consisting of the all or less of following members, namely:
 - (i) The Dean of the School/Director of centre/HOD/ Course Coordinator of Department as Chairperson respectively;
 - (ii) The Heads of Departments (for School);
 - (iii) The Professors in the Departments in the school;
 - (iv) One Associate and Assistant Professor, by rotation according to seniority, from each Department in the School;
 - (v) Two members elected by the Academic Council for their special knowledge in any subject assigned to the School or in any allied branch of knowledge;
 - (vi) Such other members, but not exceeding two, as may be specified in

the Ordinances;

7. All members of Boards of studies, other than ex-officio members shall hold office for a term of two years. Term of members shall commence from such date as may be notified.

8. Every Board shall have such powers and shall perform such duties as :

- (i) Organize instruction and research in the subject under the general supervision of the Dean and the Academic Council;
- (ii) Consider and make recommendation to the Dean of school and the Academic Council on any academic matter pertaining to its sphere of work, as may appear to it necessary or on any matter referred to it by the Dean, or the Academic Council;
- (iii) Recommend introduction, alteration and modification of courses in the Program;
- (iv) Recommend creation, abolition and upgrading of research posts in the Department in accordance with its needs;
- (v) Organize Lectures, Seminars, Symposia, etc. from time to time;
- (vi) Consider applications for admission to the Ph.D. Program in the Department ;
- (vii) Consider and recommend research schemes;
- (viii) Appoint research supervisors;
- (ix) Consider to constitute its Sub-committee (s) if required. A Sub-Committee may be constituted by the Board of Studies to discharge the duties in any specified area. The Sub-Committee shall stand dissolved after it had completed the work assigned to it. The Sub-Committee shall perform such function, as may be assigned to it by the Board of Studies.

9. The duties and functions of Deans/Directors of the Department shall be as prescribed by the Statutes.

10. Powers and Functions of the Head of the Department shall be as below:

- (i) Be the academic head of the Department and shall convene and preside over the meetings of the faculty in the Department and the Board of Studies;
- (ii) Maintain discipline in the Classroom and Laboratories through teachers of the Department;
- (iii) Assign to the teachers in the Department such duties as may be necessary for the proper functioning of the Department;
- (iv) Be responsible for the coordination and supervision of teaching and research in the Department;
- (v) Recommend /Approve leave application of the members and other staff of the Department to the Dean of the School according to the rules

framed for the purpose;

- (vi) Be responsible for the records, and equipment of the Department and the books of the Departmental Library;
- (vii) Operate the Budget of the Department in consultation with the Dean; and
- (viii) Have such other powers and perform such other functions, as may be assigned to him by the Academic Council, the Vice Chancellor or the Dean of the School concerned.

Ordinance No 09**Ordinances pertaining to the manner of Co-operation and Collaboration with other Universities and Authorities including Learned Bodies or Association**

- (a) The University may subject to the provisions of Act and rules defined by UGC, enter into MOUs with other Universities including foreign Universities and Authorities in such a manner and for such purposes as the University may decide or determine from time to time as per act or with the approval of MPPURC.
- (b) The MOUs must have clauses and conditions to safe guard the legal aspects of the University and include issues like, areas of cooperation and collaboration, mutual obligations, arrangement for transfer of credits, maintenance of standards, period of contract, consequences of termination of agreement, resolution of disputes, liabilities, financial agreements if any.
- (c) Generally, but not limited to scope defined below, following may be agreed upon
 - (i) Promote Collaboration between the Universities/ Institutes in the field of higher education.
 - (ii) Exchange of Faculties and Researchers
 - (iii) Exchange of graduate students for a specified duration and courses
 - (iv) Exchange academic materials of mutual interest including scholarly publications, curricula information and pertinent research reports
 - (v) Invite representatives of each other's academic community to participate in conferences and colloquia.
 - (vi) Cooperation in mutual fields of academic interest for purpose of developing specific education and training opportunities and Programs.
 - (vii) Academic & organizational development assistance as well as education & training activities in a number of fields and subjects including:-
 - a. Design of curricula for undergraduate and postgraduate studies.
 - b. Development of faculty profiles.
 - c. Internship opportunities with companies abroad.
 - d. Establishment of periodic quality assurance practices and procedures.
 - e. short professional training courses
 - (viii) Contact and collaboration between faculty, staff and students, carry out joint research Programs and exchange experiences in education research. Activities include:
 - (ix) Joint cooperative research projects
 - (x) Consultancy work to assist the development of new Postgraduate courses.
 - (xi) Enter into twinning arrangement, if allowed within the rules of the UGC.

Ordinance No 10

Ordinances Pertaining to General Course Scheme and General Credit Scheme

1. Definitions of Key Words:

- (i) **Academic Year:** Two consecutive (one odd + one even) semesters constitute one academic year.
- (ii) **Choice Based Credit System (CBCS):** The CBCS provides choice for students to select from the prescribed courses (core, elective or minor or soft skill courses).
- (iii) **Course:** Usually referred to, as 'papers' is a component of a programme. All courses need not carry the same weight. The courses should define learning objectives and learning outcomes. A course may be designed to comprise lectures/ tutorials/laboratory work/ field work/ outreach activities / project work/ vocational training/viva/ seminars/ term papers/assignments/ presentations/ self-study etc. or a combination of some of these.
- (iv) **Credit Based Semester System (CBSS):** Under the CBSS, the requirement for awarding a degree or diploma or certificate is prescribed in terms of number of credits to be completed by the students.
- (v) **Credit Point:** It is the product of grade point and number of credits for a course.
- (vi) **Credit:** A unit by which the course work is measured. It determines the number of hours of instructions required per week. One credit is equivalent to one hour of teaching (lecture or tutorial) or two hours of practical work/field work per week.
- (vii) **Cumulative Grade Point Average (CGPA):** It is a measure of overall cumulative performance of a student over all semesters. The CGPA is the ratio of total credit points secured by a student in various courses in all semesters and the sum of the total credits of all courses in all the semesters. It is expressed up to two decimal places.
- (viii) **Grade Point:** It is a numerical weight allotted to each letter grade on a 10-point scale.
- (ix) **Letter Grade:** It is an index of the performance of students in a said course. Grades are denoted by letters O, A+, A, B+, B, C, P and F.
- (x) **Programme:** An educational programme leading to award of a Degree, diploma or certificate.
- (xi) **Semester Grade Point Average (SGPA):** It is a measure of performance of work done in a semester. It is ratio of total credit points secured by a student in various courses registered in a semester and the total course credits taken during that semester. It shall be expressed up to two decimal places.
- (xii) **Semester:** Each semester will consist of 15-18 weeks of academic work equivalent to 90 actual teaching days. The odd semester may be scheduled from July to December and even semester from January to June.
- (xiii) **Transcript or Grade Card or Certificate:** Based on the grades earned, a grade certificate shall be issued to all the registered students after every semester. The grade certificate will display the course details (code, title, number of credits, grade secured) along with SGPA of that semester and CGPA earned till that semester.

2. Semester System and Choice Based Credit System

The credit based semester system provides flexibility in designing curriculum and

assigning credits based on the course content and hours of teaching. The choice based credit system provides a 'cafeteria' type approach in which the students can take courses of their choice, learn at their own pace, undergo additional courses and acquire more than the required credits, and adopt an interdisciplinary approach to learning.

3. Types of Courses:

Courses in all programmes may be of three kinds: Core, Elective and Foundation or as per provision of respective council.

1. Core Course:- There may be a Core Course in every semester. This is the course which is to be compulsorily studied by a student as a core requirement to complete the requirement of a programme in a said discipline of study.

2. Elective Course:- Elective course is a course which can be chosen from a pool of papers. It may be:

- Supportive to the discipline of study
- Providing an expanded scope
- Enabling an exposure to some other discipline/domain
- Nurturing student's proficiency/skill.

An elective may be "Generic Elective" focusing on those courses which add generic proficiency to the students. An elective may be "Discipline centric" or may be chosen from an unrelated discipline. It may be called an "Open Elective."

3. Ability Enhancement Courses: - The Ability Enhancement Courses may be of two kinds: Compulsory and Elective. "Compulsory" courses are the courses based upon the content that leads to Knowledge enhancement. They are mandatory for all disciplines. "Elective" courses are value-based and are aimed at man-making education.

Credit scheme credit in all programmes may be as follows or as per provision of respective council

Course	Theory+ Practical	Theory + Tutorial
Core Course	6	6
Practical / Tutorial*	2	2
Elective Course		
1) Discipline Specific Elective	5	5
Practical/ Tutorial*	2	2
2) Generic Elective/ Interdisciplinary	5	5
Practical/ Tutorial*	2	2
Optional Dissertation or project work in place of one Discipline Specific Elective paper (6 credits) in 6th Semester		
Ability Enhancement Courses		
1. Ability Enhancement Compulsory Courses (AECC)	4	4
2. Skill Enhancement Courses (SEC)	4	4

ORDINANCE NO.11**Faculties and Academic Programs**

The University will have following faculties offering Academic programs as mentioned below:

Two or more faculty may be grouped together to make one Faculty and / or new faculty may be constituted according to the need as and wherever required.

List of faculties:

S.No.	Faculties	Department	Nomenclature of Degree/Diploma
1	School of Engineering & Technology	Civil Engineering	Bachelor of technology (Hons.)/ Bachelor of technology in Civil Engineering Masters of Technology in Construction Engineering and Management, Construction Technology and Management, Structural Engineering, Diploma in Civil Engineering and Ph.D. programme.
		Computer Science and Engineering	Bachelor of Technology (Hons.)/ Bachelor of Technology in Computer Science and Engineering Computer Science and Engineering (Networks) Masters of Technology In Cyber Security, Computer Engineering (Software Engineering), Computer Engineering and Networking, Computer Hardware and Networking, Computer Science and Information Technology, Computing in Computing, Artificial intelligence, Mobile Computing Technology, Multimedia and Software Engineering, Multimedia Technology, Neural Networks, Web Technologies System and Network Security Diploma in Computer Science and Engineering and Ph.D. programme.
		Electronics & Communication Engineering	Bachelor of Technology (Hons.)/ Bachelor of Technology in Electronics & Communication Engineering Masters of Technology in Electronics and Telecommunication Electronics Design and Technology Digital Communication Engineering

			<p>Digital Systems and Computer Electronics Microelectronics and VLSI Design Remote Sensing and G.I.S. Remote Sensing and Wireless Sensor Networks Robotics and Mechatronics VLSI and Embedded Systems Sound Engineering Diploma in Electronics & Communication Engineering and Ph.D. programme.</p>
		Information Technology	<p>Bachelor of Technology (Hons.)/ Bachelor of Technology in Information Technology Masters of Technology/Masters in Engineering in Information and Communication Technology, Artificial Intelligence and Robotics, Information and Cyber Warfare, Information Technology and Engineering Diploma in Information Technology and Ph.D. programme.</p>
		Mechanical Engineering	<p>Bachelor of Technology (Hons.)/ Bachelor of Technology in Mechanical Engineering Automation and Robotics Mechatronics Engineering Masters of Technology in Production Technology Manufacturing Engineering Production Engineering Robotics and Mechatronics Diploma in Mechanical Engineering and Ph.D. programme.</p>
	School of Management	Management Studies	<p>Bachelor of Business administration / Master of Business administration / Ph.D Following Major subjects areas specialization will be covered however as per the recommendation of Academic Council integration of two or more subject areas will be included: Human Resource Management, Finance Management, Marketing Management, Production Management, Information Technology Management, Retail Management, Event Management, Media & Mass</p>

			Communication Management, Health Care Management, Insurance & Investment Management, Cyber Law & Security Management, Digital Media Management, Tour and Travel Management, Fashion Business Management, E-Commerce Management, Brand Management Franchisee Management, Entrepreneurship Management, CSR Management, Design and Communication Management, Catering Management, Corporate Finance Management, Banking & Finance, Media & Entertainment Business Management, Aviation & Hospitality Management, Hospital Administration,
3	School of Science	Sciences	<p>Bachelor of Science (Hons)/ Master of Science/ M.Phil/ Ph. D. Following Major subjects areas specialization will be covered however as per the recommendation of Academic Council integration of two or more subject areas will be included: Chemistry and Applied Chemistry, Physics and Applied Physics, Mathematics and Applied Mathematics, Micro Biology, Bio-Technology Bio Chemistry, Forensic Science, Cyber Law, Cyber Security, Food Technology, Web Technology, Computer, Computer Science, Hardware & Networking, Geology, Remote Sensing, Electronic Media, Multimedia</p>
		Biological Sciences	
4	School of Commerce	Commerce	<p>Bachelor of Commerce (Hons)/ Bachelor of Commerce (Computers)/ Master of Commerce/ M.Phil / Ph.D. Following Major subjects areas specialization will be covered however as per the recommendation of Academic Council integration of two or more subject areas will be included: Commerce, Banking & Finance, Taxation, Computers, Economics, Valuation, Survey, International Business & Finance, International Business, Human Resource Development, Marketing Management, Foreign Trade, Hospital Administration, Financial Analysis, Business Economics</p>

5	School of Arts, Humanities and Social Sciences	Arts & Humanities	<p>Bachelor of Arts (Hons)/ Master of Arts / M.Phil /Ph.D/ BSW/ MSW/BRS/ MRS.</p> <p>Following Major subjects areas specialization will be covered however as per the recommendation of Academic Council integration of two or more subject areas will be included:</p> <p>Psychology, Public Admin, Social work, Geography, Hindi, Fine Arts, Sanskrit, English, Political Science, History, Sociology, Economics, Applied Economics, Vedic Science, English Literature, Population Studies, Ideology</p>
		Social Sciences	
6	School of Journalism & Mass Communication	Journalism & Mass Communication	<p>Bachelor of Arts in Journalism and Mass Communication / Master of Arts in Journalism and Mass Communication</p> <p>Following Major subjects areas specialization will be covered however as per the recommendation of Academic Council integration of two or more subject areas will be included:</p> <p>Journalism & Mass Communication. Electronic Media, Printing Technology</p>
7	School of Architecture Planning & Design	Architecture	<p>Bachelor of Architecture (B.Arch.)/ Master of Architecture (M.Arch.)/ Bachelor of Design (B.Des.)/ Master of Design (M.Des.)/ Bachelor of Planning/ Master of Planning/ Ph.D</p> <p>Following Major subjects areas specialization will be covered however as per the recommendation of Academic Council integration of two or more subject areas will be included:</p> <p>Planning, Fashion Design, Product Design, Apparel Design Interior & Space Planning, Town and Country Planning, Environmental Planning, Habitat studies/ Habitat management/ Real, Estate Management, Housing, Building Energy Performance, Infrastructural / International / Construction / Project Management, Landscape Architecture, Structural Design, Sustainable Design, Transportation Planning, Urban and Regional/ Rural Planning, Urban Design, Urban Development, Urban Infrastructure, Urban Planning, Visual Communication</p>
		Planning	
		Design	

			<p>M. Plan in City and Regional Planning & Management, City Planning, City Planning and Management, Community Planning, Conservation Planning, Environmental Planning, Environmental Planning and Management, Housing, Industrial Area Planning and Management, Infrastructure Planning, Infrastructure Planning and Management, Land- Use Planning, Regional and Rural Development Planning, Regional Planning, Rural Planning and Development, Rural Planning and Management, Town and Country Planning, Town Planning, Transport Planning and Management, Transportation Planning, Urban and Regional Planning, Urban and Rural Planning Urban Design, Urban Development, Urban Planning</p>
8	School of Agriculture	Agriculture Sciences	<p>Bachelor of Science in Agriculture (Hons)/ Master of Science in Agriculture/ Ph.D. Following Major subjects areas specialization will be covered however as per the recommendation of Academic Council integration of two or more subject areas will be included: Agriculture, Soil Science, Entomology Crop Science, Irrigation Technology Post Harvest Technology, Irrigation Technology, Sericulture, Agronomy, Horticulture, Plant Breeding & Genetics, Plant Pathology</p>
9	School of Education	Education	<p>Diploma /Bachelor Degree / Master Degree Programs / Bachelor of Physical Education / Master of Physical Education / B.P.E/ M.P.E/ PhD Following Major subjects areas specialization will be covered however as per the recommendation of Academic Council integration of two or more subject areas will be included: Education, Sports Management, Physical Education, Yoga</p>
		Physical Education	
10	School of Pharmaceutical Sciences	Pharmaceutical Sciences	<p>Diploma in Pharmacy/ Bachelor of Pharmacy/ Pharm.D /Master of Pharmacy/ Ph.D. Following Major subjects areas specialization</p>

			will be covered however as per the recommendation of Academic Council integration of two or more subject areas will be included: Pharmaceutics, Pharmacology, Pharmaceutical Chemistry, Pharmacognosy, Biotechnology Quality Assurance, Quality Control Pharma Technology, Pharma Practice Clinical Pharmacy, DRA, Pharma, Management, Herbal Drug Technology
11	School of Law & Legal Studies	Law & Legal Studies	LLB / LLB (Hons) / LLM / M. PHIL. / Ph.D./LLD
12	School of Library Science	Library Science	B. Lib. I. Sc. / M.Lib.I.Sc./ PhD
13	School of Hotel Management	Hotel Management	Bachelor of Hotel Management/B.Sc.in Hospitality and Hotel Administration/PG Degree/ PhD MHM/ BHMCT/ MHMCT/ BTTM/ MTTM Following Major subjects areas specialization will be covered however as per the recommendation of Academic Council integration of two or more subject areas will be included: Hotel Management, Hospitality & Hotel Administration, Food Technology Tourism Management, Tourism & Travel, Tourism & Travel Management
14	School of Performing Arts	Performing Arts	Bachelor of Performing Arts (B.P.A.) / Master of Performing Arts (M.P.A.)/ Bachelor of Fine Arts (BFA)/ Master of Fine Arts (MFA)/ Ph. D Film Making – Live Action, Film Making – Computer Graphics (Animation & Visual Effects), Dance, Music, Audio Engineering & Sound Programming
15	School of Medical Health & Allied Sciences	AYUSH & Alternative Medicine	Bachelor Degree/ PG Degree/ Diploma/ Certificate/ PhD/ B. Sc. (Yoga)/ M.Sc. (Yogic Science) M.Sc. (Medical Physiology) / MPH / B.Sc.(Nursing) / M.Sc.(Nursing) / BPT /MPT / B.Pharm. (Ayu) Following Major subjects areas specialization will be covered however as per the recommendation of Academic Council integration of two or more subject areas will be
		Paramedical Science	
		Nursing	

		Yoga	included: Ayurveda, Homeopathy, Paramedical Nursing, Alternative Medicine, Yoga and Yogic Science
16	School of Computer Application	Computer Application	BCA / MCA/ Diploma/ PG Diploma/ Ph.D. Following Major subjects areas specialization will be covered however as per the recommendation of Academic Council integration of two or more subject areas will be included: Cloud Computing, Animation & Gaming
17	School of Vocational Studies	Vocational Studies	Diploma / Advance Diploma / B.Voc./ M.Voc./Ph.D. Following Major subjects areas specialization will be covered however as per the recommendation of Academic Council integration of two or more subject areas will be included: 1. Automobiles: Engine Testing, Vehicle Testing, Vehicle Quality, Auto Electricals and Electronics, Farm Equipment and Machinery 2. Entertainment : Theatre and Stage Craft, Contemporary Western Dance, Theatre studies, Acting 3. Information Technology: Software Development, Hardware & Networking 4. Telecommunications: Mobile Communication 5. Marketing : Retail 6. Agriculture : Farm Machinery and Power Engineering, Green House Technology, Renewable Energy, Processing and Food Engineering, Soil and Water Conservation 7. Construction: Building Technology 8. Applied Arts : Fashion Technology, Interior Design, Jewellery Design 9. Tourism : Tourism and Service Industry 10. Printing & Publishing : Printing Technology 11. Design: Architecture, Automobile Design, product Design, Fashion Design, Interior Design, User Interactive & User Experience Design, Graphic & Communication Design, Apparels & Fashion Design, Interior & Space Planning, Set & Exhibition Design, Animation & Special Effects, Visual Arts, Web Design, Communication Design, Animation & Visual Effects be inserted 12. Multimedia : Graphic & Web 13. Journalism & Mass Communication : Multimedia, Journalism, Journalism & Mass Communication

18	School of Computer Technology	Advanced Computing	<p>Bachelor of Technology (Hons.) in Artificial Intelligence, Cloud Computing Cyber Security & Forensic, IOT Data Science, Big Data & Cloud M. Tech / Ph.D.</p> <p>Following Major subjects areas specialization will be covered however as per the recommendation of Academic Council integration of two or more subject areas will be included:</p> <p>Artificial Intelligence, Cloud Computing Cyber Security & Forensic, IOT, Data Science, Big Data & Cloud</p>
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***Specialization as per decision of academic council and appropriate relevant statutory body**

New Departments/institutes and relevant courses developed and may be established after the approval of the Governing Body and approval of the Statutory bodies and Regulatory Commission where ever 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 in accordance with the provisions of respective statutory Body if any.

List of Diploma Course Proposed for Sanjeev Agrawal Global Educational University, Bhopal

Duration-Diploma will be of up to 12 months

Sr. No.	Name of Diploma/Certificate	Eligibility
1.	Diploma/ in Auto CAD	Diploma in Engineering/Graduate in any Subject
2.	Diploma in Diesel Engine Repairing (DDER)	10 th pass
3.	Diploma in Electrical Technician (CET)	12 th pass(Any Stream)
4.	Diploma in Electronic Equipment Maintenance	12 th pass(Any Stream)
5.	Diploma in Hi-Tech Welding Technology (DHWT)	10 th pass
6.	Diploma in Industrial Safety	10 th pass
7.	Diploma in Industrial Safety & ISO 14000 Series	10 th pass
8.	Diploma in Inverter & UPS Repairing	10 th pass
9.	Diploma in Mobile & Telephone Instrument	10 th pass
10.	Diploma in Mobile and Telephone Instruments and Repairing (DMTIR)	10 th pass
11.	Diploma in Motor & Transformer Winding	10 th pass
12.	Diploma in Radio and TV Technician (CRTT)	12 th pass(Any Stream)
13.	Diploma in Refrigeration and Air-conditioning	12 th pass(Any Stream)
14.	Diploma in Stenography (Hindi/English)	10 th pass
15.	Diploma in Stereo & CD Player Repairing	12 th pass(Any Stream)
16.	Diploma in 'C' Programming	10 th pass
17.	Diploma in Computer Application	10 th pass
18.	Diploma in 'C++' Programming	10 th pass
19.	Diploma in Client Server Technology (CCST)	10 th pass

20.	Diploma in Computer Networking (CCN)	10 th pass
21.	Diploma in Computer Hardware & Networking	12 th pass(Any Stream)
22.	Diploma in Computer Programming	10 th pass
23.	Diploma in Computerized Fashion Designing (CCFD)	10 th pass
24.	Diploma in Computerized Financial Accounting	10 th pass
25.	Diploma in Desk Top Publishing (CDTP)	10 th pass
26.	Diploma to DTP with Computerized Design Development in Textile Printing	10 th pass
27.	Diploma in Java Programming (CJP)	12 th pass(Any Stream)
28.	Diploma in Laptop Repairing (CLR)	12 th pass(Any Stream)
29.	Diploma in Library Automation	12 th pass(Any Stream)
30.	Diploma in Ms Office (CMO)	10 th pass
31.	Diploma in Multipurpose Computer Technician	10 th pass
32.	Diploma in Multipurpose Electronic Technician	10 th pass
33.	Diploma in Object Oriented Programming Language	10 th pass
34.	Diploma in Office Automation & Internet	10 th pass
35.	Diploma in Software Testing	12 th pass(Any Stream)
36.	Diploma in Web Design, Animation & Advertisement	12 th pass(Any Stream)
37.	Diploma in Word Processing (Hindi/ English)	10 th pass
38.	Diploma in Web Designing	10 th pass
39.	Diploma in Web Design	10 th pass
40.	Diploma in Hospitality Management	10 th pass
41.	Diploma in Human Resource Management	12 th pass(Any Stream)
42.	Diploma in Personal Secretary ship	10 th pass
43.	Diploma in Retail Management	12 th pass(Any Stream)
44.	Diploma in Security Guards Management	12 th pass(Any Stream)
45.	Diploma in Statistical quality Control	12 th pass(Any Stream)
46.	Post Graduate Diploma in Analytical Chemistry	B.Sc. with Chemistry
47.	Diploma in Biotechnology	12 th pass with Biology/Mathematics
48.	Diploma in Computation Mathematics	12 th pass with Mathematics
49.	Diploma in Accounting & Auditing	12 th pass (Any Stream)
50.	Diploma in Banking	12 th pass with Commerce / Mathematics
51.	Diploma in Banking & Finance	12 th pass with Commerce / Mathematics
52.	Diploma in Export Procedure & Documentation	12 th pass with Commerce
53.	Diploma in Financial Accounting (DFA)	12 th pass(Any Stream)
54.	Diploma in Import-Export Management	12 th pass(Any Stream)
55.	Diploma in Taxation	12 th pass(Any Stream)
56.	Diploma in Accounting & Auditing	12 th pass with commerce / Mathematics
57.	PG Diploma in Human Rights	Graduate(Any Stream)
58.	Diploma is Communicative & Competitive Skills	12 th pass(Any Stream)
59.	Diploma in Communicative English	12 th pass(Any Stream)
60.	Diploma in Spoken English	12 th pass(Any Stream)
61.	Diploma in Television Video Production	12 th pass(Any Stream)
62.	Diploma in Radio Jockey	12 th pass(Any Stream)
63.	Diploma in Video Jockey	12 th pass(Any Stream)

64.	Diploma in Audio Visual Production	12 th pass(Any Stream)
65.	Diploma in Broadcast Journalism	12 th pass(Any Stream)
66.	Diploma in Photography / Journalism	12 th pass(Any Stream)
67.	Diploma/ Certificate in Web & Graphic Design	12 th pass(Any Stream)
68.	Diploma/ Certificate in Interior Design	12 th pass(Any Stream)
69.	Diploma in Fashion Design	12 th pass(Any Stream)
70.	Diploma in Mobile Application	12 th pass(Any Stream)
71.	Diploma in Communication Design	12 th pass(Any Stream)
72.	Diploma in Game Design	12 th pass(Any Stream)
73.	Diploma in Footwear Design	12 th pass(Any Stream)
74.	Diploma in Jewellery & Accessories Design	12 th pass(Any Stream)
75.	Diploma in Life Style Product Design	12 th pass(Any Stream)
76.	Diploma in Furniture Design	12 th pass(Any Stream)
77.	Diploma in Horticulture	10 th pass
78.	Diploma in Nursery Development and Nursery Management & Environmental Protection	10 th pass
79.	Diploma in early childhood education	10 th pass
80.	Diploma in Nursery teaching	10 th pass
81.	PG Diploma in Fitness Management	B. P. Ed. or equivalent
82.	PG Diploma in Sports Management	B. P. Ed. or equivalent
83.	PG Diploma in Sports Journalism	B. P. Ed. or equivalent
84.	Diploma in Yoga Education	10 th pass
85.	Diploma in Event Management	12 th Pass (Any Stream)
86.	Diploma in Housekeeping	12 th Pass (Any Stream)
87.	Diploma in Hotel management & Catering Technology	12 th Pass (Any Stream)
88.	Diploma in Hotel management & Catering Technology	12 th Pass (Any Stream)
89.	Diploma in Swar Science	12 th Pass (Any Stream)
90.	Diploma in Dowsing	12 th Pass (Any Stream)
91.	Diploma in Urban development & Enhancement	12 th Pass (Any Stream)
92.	Diploma in Agriculture Extension Services	12 th pass
93.	Diploma in Education (10+2),	12 th pass
94.	Diploma in Drone operation (10+2)	12 th pass
95.	Diploma in Social Marketing	12 th pass
96.	Diploma in Blogger	12 th pass
97.	Diploma in Marketing	12 th pass
98.	Diploma in 3D Printing	10 th pass
99.	Diploma in Food Process	10 th pass
100.	Diploma in Front Office	10 th pass
101.	Diploma in House Keeping	10 th pass
102.	Diploma in Food & Beverages	10 th pass
103.	Diploma in Bakery & Confectionery	10 th pass
104.	Diploma in Yogic Education	12 th pass
105.	Diploma Course in Sound Engineering (Audio Production, Sound Recording and Editing)	12 th pass
106.	Diploma Course in Agricultural and Horticulture Management	12 th pass
107.	Diploma Course in Communication and Event Management	10 th pass
108.	Diploma Course in Event Management	12 th pass
109.	Diploma in Tour Management (UGDTM)	12 th pass
110.	Diploma in Web Designing and Office Automation	12 th pass
111.	Diploma in Hardware Maintenance	10 th pass
112.	Diploma in media disability communication	10 th pass
113.	Diploma in Air Hostess	10 th pass
114.	Diploma in Tourist Guide	10 th pass
115.	Diploma in Spiritual Tourism	10 th pass
116.	Post Graduate Diploma in Counseling	Graduation
117.	Post Graduate Diploma Course in Human Rights	Graduation
118.	Post-Graduate Diploma in Rural Management	Graduation
119.	Post-Graduate Diploma Course in Retail Management	Graduation
120.	Diploma in Nursery (Primary) Teaching and Training (NTT)	10 th pass

Ordinance No. 12**Ordinance Pertaining to Bachelor of Science in Agriculture Hons (B.Sc.Ag.)
Hons****1. Name of Program**

Bachelor of Science in Agriculture Four Years Graduate Program (Shall be quoted simply 'Program' hereafter in this ordinance) The program shall be offered under this Ordinance, subject to the recommendation of the respective Board of Studies and Academic Council and as per norms of Regulatory Authorities. Board of Studies is authorized to recommend further Additions/Alterations in this Ordinance for approval of MPPURC and Government of M.P.

2. Name of Faculty and Board of Studies

Name of Faculty shall be faculty of Agriculture.

3. Duration

Schedule Period of Program completion: 4 Years

Maximum Period of Program completion: 7 Years

4. Eligibility for Admission

Minimum qualification for admission to the first year of **Bachelor of Science in Agriculture** shall be the pass in qualifying Higher Secondary School Certificate Examination (10+2) scheme with PCM, PCB, Agriculture (also securing at least 50% marks in these relevant subjects individually) conducted by M.P. Board of Secondary Education or an equivalent examination from a recognized Board.

5. Admission Process

Admission to the program shall be made by an admission committee approved by the Vice Chancellor. The admission process shall take place on the criteria approved by the Committee. (As per Ordinance no.01)

6. Number of Seats for the Program

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

7. Fee Structure

- Tuition Fees, examination, caution and any other permitted fees is payable semester-wise.
- Registrar shall notify the quantum of fees payable and the schedule of registration before the start of each semester.
- Fees, once paid, and if student has started attending the classes, will 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.

8. Academic System - Examination (As per Ordinance No 05)

Curriculum & Related Regulations: As recommended by Academic Council, as per norms/guidelines of regulatory authorities (ICAR).

9. Eligibility for the Award of the Degree

Student will be declared eligible for the award of the Four year Degree Course if he fulfills the academic regulations, pursued a course of study for not less than four academic years and not more than seven academic years. A student shall be declared eligible for the award of the Four year Degree Course, if He/she fulfills the entire requirement set by Regulatory Authorities (ICAR). The minimum Teaching / Classes conduction in each semester will be 90 days.

10. Attendance

Attendance in theory and practical classes shall be compulsory as per statues. Presently, it is 75% in theory and practical separately.

11. General Instructions

- a. Board of Management of the University shall be the competent authority to decide on the matters which are not covered in this ordinance.
- b. The subject to be studied in different semester include lab work, practical, implant training, project etc. shall be as per the course regulating authority (ICAR), University schemes, approved by Board of Studies of the University on the basis of Authority norms and the Board of Management of the University.
- c. Not with standing 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 Deans and/or all the Directors/Deans of all Departments/Institutions Schools. The decision of the Vice-Chancellor shall be final.
- d. The Reservation of SC/ST/Other category candidates shall be applicable as per the norms of the State Government of Madhya Pradesh and/or the Government of India.

Ordinance No. 13**Ordinance Pertaining to Bachelor of Design (B.Des.) Degree Program****1. Name of Program**

Four Years **Bachelor of Design (B.Des.)** Graduate Program (Shall be quoted simply 'Program' hereafter in this ordinance) The program shall be offered under this Ordinance, subject to the recommendation of the respective Board of Studies' is authorized to recommend further Additions/Alterations in this Ordinance for approval of MPPURC and Government of M.P.

2. Name of Faculty and Board of Studies

Name of Faculty shall be faculty of design.

3. Duration

Schedule Period of Program completion: 4 Years

Maximum Period of Program completion: 7 Years

4. Eligibility for Admission

a. Minimum qualification for admission to the first year of **Bachelor of Design (B.Des.)** shall be the pass in qualifying Higher Secondary School Certificate Examination (10+2) scheme with PCM (also securing at least 50% marks in these relevant subjects individually) conducted by M.P. Board of Secondary Education or an equivalent examination from a recognized Board.

b. Candidates who have qualified the Diploma course in related course of program from M.P. Board of Technical Education, Bhopal or equivalent shall also be eligible for admission to first semester of this Program, Although, Minimum qualification for direct admission to second year of this program termed as Lateral Entry shall be as per the prevalent norms of the Government of Madhya Pradesh or Central Government or any other competent authority.

5. Admission Process

Admission to the program shall be made by an admission committee approved by the Vice Chancellor. The admission process shall take place on the criteria approved by the Committee. (As per Ordinance no.01)

6. Number of Seats for the Program

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

7. Fee Structure

a) Tuition Fees, examination, caution and any other permitted fees is payable semester-wise.

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, will 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.

8. Academic System - Examination (As per Ordinance No 05)

Curriculum & Related Regulations: As recommended by Academic Council, as per norms/guidelines of regulatory authorities.

9. Eligibility for the Award of the Degree

Student will be declared eligible for the award of the Four year Degree Course if he fulfills the academic regulations, pursued a course of study for not less than four academic years and not more than seven academic years. A student shall be declared eligible for the award of the Four year Degree Course, if He/she fulfills the entire requirement set by Regulatory Authorities. The minimum Teaching / Classes conduction in each semester will be 90 days.

10. Attendance

Attendance in theory and practical classes shall be compulsory as per statues. Presently, it is 75% in theory and practical separately. During dissertation phases, the candidate must carry out a sufficient amount of dissertation work to the satisfaction of the committee approved by the Director, which shall evaluate the dissertation work as per the standard norms.

11. General Instructions

- a. Board of Management of the University shall be the competent authority to decide on the matters which are not covered in this ordinance.
- b. The subjects to be studied in different semesters include through lab work, practical, implant training, project etc. it shall be as per the course regulating authority, University schemes, approved by Board of Studies of the University on the basis of Authority norms and the board of Management of the University.
- c. Not with standing 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 Deans and/or all the Directors/Deans of all Departments/Institutions Schools. The decision of the Vice-Chancellor shall be final.
- d. The Reservation of SC/ST/Other category candidates shall be applicable as per the norms of the State Government of Madhya Pradesh and/on the Government of India.

Ordinance No. 14**Ordinance Pertaining to Bachelor of Technology (B. Tech.) /Bachelor in Engineering (B.E.)****1. Name of Program**

Bachelor of Technology (B. Tech.) /Bachelor in Engineering (B.E.) Four Years Graduate Program (Shall be quoted simply 'Program' hereafter in this ordinance) The program shall be offered under this Ordinance, subject to the recommendation of the respective Board of Studies is authorized to recommend further Additions/Alterations in this Ordinance for approval of MPPURC and Government of M.P.

2. Name of Faculty and Board of Studies

Name of Faculty shall be faculty of engineering & Technology

3. Duration

Schedule Period of Program completion: 4 Years

Maximum Period of Program completion: 7 Years

4. Eligibility for Admission

- Minimum qualification for admission to the first year of **Bachelor of Technology (B. Tech.) /Bachelor in Engineering (B.E.)** shall be the pass in qualifying Higher Secondary School Certificate Examination (10+2) scheme with PCM (also securing at least 50% pass marks in these relevant subjects individually) conducted by M.P. Board of Secondary Education or an equivalent examination from a recognized Board.
- Candidates who have qualified the Diploma course in related course of program from M.P. Board of Technical Education, Bhopal or equivalent shall also be eligible for admission to first semester of this Program, Although, Minimum qualification for direct admission to second year of this program termed as Lateral Entry shall be as per the prevalent norms of the Government of Madhya Pradesh or Central Government or any other competent authority.

5. Admission Process

Admission to the program shall be made by an admission committee approved by the Vice Chancellor. The admission process shall take place on the criteria approved by the Committee. (As per Ordinance no.01)

6. Number of Seats for the Program

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

7. Fee Structure

- Tuition Fees, examination, caution and any other permitted fees is payable semester-wise.
- Registrar shall notify the quantum of fees payable and the schedule of registration before the start of each semester.
- Fee, 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

Vice-Chancellor

Principal

Registrar

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.

8. Academic System - Examination (As per Ordinance No 05)

Curriculum & Related Regulations: As recommended by Academic Council, as per norms/guidelines of regulatory authorities.

9. Eligibility for the Award of the Degree

Student will be declared eligible for the award of the Four year Degree Course if he fulfills the academic regulations, pursued a course of study for not less than four academic years and not more than seven academic years. A student shall be declared eligible for the award of the Four year Degree Course, if He/she fulfills the entire requirement set by Regulatory Authorities. The minimum Teaching / Classes conduction in each semester will be 90 days.

10. Attendance

Attendance in theory and practical classes shall be compulsory as per statues. Presently, it is 75% in theory and practical separately. During dissertation phases, the candidate must carry out a sufficient amount of dissertation work to the satisfaction of the committee approved by the Director, which shall evaluate the dissertation work as per the standard norms.

11. General Instructions

- a. Board of Management of the University shall be the competent authority to decide on the matters which are not covered in this ordinance.
- b. The subjects to be studied in different semesters include lab work, practical, implant training; project etc. shall be as per the course regulating authority, University schemes, approved by Board of Studies of the University on the basis of Authority norms and the board of Management of the University.
- c. Not with standing 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 Deans and/or all the Directors/Deans of all Departments/Institutions Schools. The decision of the Vice-Chancellor shall be final.
- d. The Reservation of SC/ST/Other category candidates shall be applicable as per the norms of the State Government of Madhya Pradesh and/or the Government of India.

Ordinance No. 15**Ordinance Pertaining to Bachelor of Business Administration (BBA) Degree Program****1. Name of Program**

Three Years Bachelor of Business Administration (BBA) Degree Program Graduate Program (Shall be quoted simply 'Program' hereafter in this ordinance) shall be offered under this Ordinance, subject to the recommendation of the respective Board of Studies and as per norms of Regulatory Authorities. Board of Studies is authorized to recommend further Additions/Alterations in this Ordinance for approval of MPPURC and Government of M.P.

2. Name of Faculty and Board of Studies

Name of Faculty shall be faculty of business administration

3. Duration

Schedule Period of Program completion: 3 Years

Maximum Period of Program completion: 6 Years

4. Eligibility for Admission

Minimum qualification for admission to the first year of Three Year Degree Program shall be the pass in qualifying Higher Secondary School Certificate Examination (10+2) scheme with relevant subjects (also securing at list 50% pass marks in these relevant subjects individually) conducted by M.P. Board of Secondary Education or an equivalent examination from a recognized Board.

5. Admission Process

Admission to the program shall be made by an admission committee approved by the Vice Chancellor. The admission process shall take place on the criteria approved by the Committee. (As per Ordinance no.01)

6. Number of Seats for the Program

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

7. 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, will 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.
- d) The fees shall be applicable as per approval of Board of Management from time to time.

8. Academic System

Examination (As per Ordinance No 05)

Curriculum & Related Regulations: As recommended by Academic Council, as per norms/guidelines of regulatory authorities.

9. Eligibility for the Award of the Degree

Student will be declared eligible for the award of the Three year **Bachelor of Business Administration (BBA)** Degree Course if he fulfills the academic regulations, pursued a course of study for not less than three academic years and not more than six academic semesters. A student shall be declared eligible for the award of the Three year Degree Course, if He/she fulfills the entire requirement set by Regulatory Authorities. The minimum Teaching / Classes conduction in each semester will be 90 days.

10. Attendance

Attendance in theory and practical classes shall be compulsory as per statues. Presently, it is 75% in theory and practical separately. During dissertation phases, the candidate must carry out a sufficient amount of dissertation work to the satisfaction of the committee approved by the Director, which shall evaluate the dissertation work as per the standard norms.

11. General Instructions

- a) Board of Management of the University shall be the competent authority to decide on the matters which are not covered in this ordinance.
- b) The subject to be studied in different semester include lab work, practical, implant training, project etc. shall be as per the University schemes, approved by Board of Studies of the University on the basis of Authority norms and the board of Management of the University.
- c) Not with standing 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 Deans and/or all the Directors/Deans of all Departments/Institutions Schools. The decision of the Vice-Chancellor shall be final.
- d) The Reservation of SC/ST/Other category candidates shall be applicable as per the norms of the State Government of Madhya Pradesh and/or the Government of India.

Ordinance No. 16**Ordinance Pertaining to Bachelor of Science (B.Sc.) Degree Program****1. Name of Program**

Three Years **Bachelor of Science (B.Sc.) Degree Program** Graduate Program (Shall be quoted simply 'Program' hereafter in this ordinance) shall be offered under this Ordinance, subject to the recommendation of the respective Board of Studies and as per norms of Regulatory Authorities. Board of Studies is authorized to recommend further Additions/Alterations in this Ordinance for approval of MPPURC and Government of M.P.

2. Name of Faculty and Board of Studies

Name of Faculty shall be faculty of sciences.

3. Duration

Schedule Period of Program completion: 3 Years

Maximum Period of Program completion: 6 Years

4. Eligibility for Admission

Minimum qualification for admission to the first year of Three Year **Bachelor of Science (B.Sc.) Degree Program** shall be the pass in qualifying Higher Secondary School Certificate Examination (10+2) scheme with relevant subjects (also securing at list 50% pass marks in these relevant subjects individually) conducted by M.P. Board of Secondary Education or an equivalent examination from a recognized Board.

5. Admission Process

Admission to the program shall be made by an admission committee approved by the Vice Chancellor. The admission process shall take place on the criteria approved by the Committee. (As per Ordinance no.01)

6. Number of Seats for the Program

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

7. 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, will 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.
- d) The fees shall be applicable as per approval of Board of Management from time to time.

8. Academic System

Examination (As per Ordinance No 05)

Curriculum & Related Regulations: As recommended by Academic Council, as per norms/guidelines of regulatory authorities.

9. Eligibility for the Award of the Degree

Student will be declared eligible for the award of the Three year Bachelor of Science (B.Sc.) Degree Course if he fulfills the academic regulations, pursued a course of study for not less than three academic years and not more than six academic years. A student shall be declared eligible for the award of the Three year Degree Course, if He/she fulfills the entire requirement set by Regulatory Authorities. The minimum Teaching / Classes conduction in each semester will be 90 days.

10. Attendance

Attendance in theory and practical classes shall be compulsory as per statues. Presently, it is 75% in theory and practical separately. During dissertation phases, the candidate must carry out a sufficient amount of dissertation work to the satisfaction of the committee approved by the Director, which shall evaluate the dissertation work as per the standard norms.

11. General Instructions

- a) Board of Management of the University shall be the competent authority to decide on the matters which are not covered in this ordinance.
- b) The subject to be studied in different semester include lab work, practical, implant training, project etc. shall be as per the University schemes, approved by Board of Studies of the University on the basis of Authority norms and the board of Management of the University.
- c) Not with standing 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 Deans and/or all the Directors/Deans of all Departments/Institutions Schools. The decision of the Vice-Chancellor shall be final.
- d) The Reservation of SC/ST/Other category candidates shall be applicable as per the norms of the State Government of Madhya Pradesh and/or the Government of India.

Ordinance No. 17**Ordinance Pertaining to Bachelor of Commerce (B.Com.) Degree Program****1. Name of Program**

Three Years Bachelor of Commerce (B.Com.) Degree Program (Shall be quoted simply 'Program' hereafter in this ordinance shall be offered under this Ordinance, subject to the recommendation of the respective Board of Studies and as per norms of Regulatory Authorities. Board of Studies is authorized to recommend further Additions/Alterations in this Ordinance for approval of MPPURC and Government of M.P.

Name of Faculty and Board of Studies

Name of Faculty shall be Faculty of Commerce

2. Duration

Schedule Period of Program completion: 3 Years

Maximum Period of Program completion: 6 Years

3. Eligibility for Admission

Minimum qualification for admission to the first year of Three Year Bachelor of Commerce (B.Com.) Degree Program shall be the pass in qualifying Higher Secondary School Certificate Examination (10+2) scheme with relevant subjects (also securing pass marks in these relevant subjects individually) conducted by M.P. Board of Secondary Education or an equivalent examination from a recognized Board.

4. Admission Process

Admission to the program shall be made by an admission committee approved by the Vice Chancellor. The admission process shall take place on the criteria approved by the Committee. (As per Ordinance no.01)

5. Number of Seats for the Program

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

6. 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, will 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.
- d) The fees shall be applicable as per approval of Board of Management from time to time.

7. Academic System

Examination (As per Ordinance No 05)

Curriculum & Related Regulations: As recommended by Academic Council, as per norms/guidelines of regulatory authorities.

8. Eligibility for the Award of the Degree

Student will be declared eligible for the award of the Three year **Bachelor of Commerce (B.Com.)** Degree program if he fulfills the academic regulations pursued a course of study for not less than three academic years and not more than six academic years. A student shall be declared eligible for the award of the Three year Degree Course, if He/she fulfills the entire requirement set by Regulatory Authorities. The minimum Teaching / Classes conduction in each semester will be 90 days.

9. Attendance

Attendance in theory and practical classes shall be compulsory as per statues. Presently, it is 75% in theory and practical separately. During dissertation phases, the candidate must carry out a sufficient amount of dissertation work to the satisfaction of the committee approved by the Director, which shall evaluate the dissertation work as per the standard norms.

10. General Instructions

- a) Board of Management of the University shall be the competent authority to decide on the matters which are not covered in this ordinance.
- b) The subject to be studied in different semester include lab work, practical, implant training, project etc. shall be as per the University schemes, approved by Board of Studies of the University on the basis of Authority norms and the Board of Management of the University.
- c) Not with standing 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 Deans and/or all the Directors/Deans of all Departments/Institutions Schools. The decision of the Vice-Chancellor shall be final.
- d) The Reservation of SC/ST/Other category candidates shall be applicable as per the norms of the State Government of Madhya Pradesh and/or the Government of India.

Ordinance No. 18
Ordinance Pertaining to Bachelor of Arts (B.A.) Degree Program

1. Name of Program

Three Years **Bachelor of Arts (B.A.)** Graduate Program (Shall be quoted simply 'Program' hereafter in this ordinance) shall be offered under this Ordinance, subject to the recommendation of the respective Board of Studies and as per norms of Regulatory Authorities. Board of Studies is authorized to recommend further Additions/Alterations in this Ordinance for approval of MPPURC and Government of M.P.

Name of Faculty and Board of Studies

Name of Faculty shall be Faculty of Arts

2. Duration

Schedule Period of Program completion: 3 Years

Maximum Period of Program completion: 6 Years

3. Eligibility for Admission

Minimum qualification for admission to the first year of Three Year **Bachelor of Arts (B.A.)** Degree Program shall be the pass in qualifying Higher Secondary School Certificate Examination (10+2) scheme with relevant subjects (also securing pass marks in these relevant subjects individually) conducted by M.P. Board of Secondary Education or an equivalent examination from a recognized Board.

4. Admission Process

Admission to the program shall be made by an admission committee approved by the Vice Chancellor. The admission process shall take place on the criteria approved by the Committee. (As per Ordinance no.01)

5. Number of Seats for the Program

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

6. 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, will 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.
- d) The fees shall be applicable as p
from time to time.

7. Academic System

Examination (As per Ordinance No 05)

Curriculum & Related Regulations: As recommended by Academic Council, as per norms/guidelines of regulatory authorities.

8. Eligibility for the Award of the Degree

Student will be declared eligible for the award of the Three year **Bachelor of Arts (B.A.)** Degree Course if he fulfills the academic regulations, pursued a course of study for not less than three academic years and not more than six academic years. A student shall be declared eligible for the award of the Three year Degree Course, if He/she fulfills the entire requirement set by Regulatory Authorities. The minimum Teaching / Classes conduction in each semester will be 90 days.

9. Attendance

Attendance in theory and practical classes shall be compulsory as per statues. Presently, it is 75% in theory and practical separately. During dissertation phases, the candidate must carry out a sufficient amount of dissertation work to the satisfaction of the committee approved by the Director, which shall evaluate the dissertation work as per the standard norms.

10. General Instructions

- a) Board of Management of the University shall be the competent authority to decide on the matters which are not covered in this ordinance.
- b) The subject to be studied in different semester include lab work, practical, implant training, project etc. shall be as per the University schemes, approved by Board of Studies of the University on the basis of Authority norms and the Board of Management of the University.
- c) Not with standing 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 Deans and/or all the Directors/Deans of all Departments/Institutions Schools. The decision of the Vice-Chancellor shall be final.
- d) The Reservation of SC/ST/Other category candidates shall be applicable as per the norms of the State Government of Madhya Pradesh and/or the Government of India.

Ordinance No. 19**Ordinance Pertaining to Bachelor of performing Art (BPA) Degree Program****1. Name of Program**

Three Years **Bachelor of performing Art (BPA)** Graduate Program (Shall be quoted simply 'Program' hereafter in this ordinance) shall be offered under this Ordinance, subject to the recommendation of the respective Board of Studies and as per norms of Regulatory Authorities. Board of Studies is authorized to recommend further Additions/Alterations in this Ordinance for approval of MPPURC and Government of M.P.

Name of Faculty and Board of Studies

Name of Faculty shall be Faculty of Performing art

2. Duration

Schedule Period of Program completion: 3 Years

Maximum Period of Program completion: 6 Years

3. Eligibility for Admission

Minimum qualification for admission to the first year of Three Year **Bachelor of performing Art (BPA)** Degree Program shall be the pass in qualifying Higher Secondary School Certificate Examination (10+2) scheme with relevant subjects (also securing pass marks in these relevant subjects individually) conducted by M.P. Board of Secondary Education or an equivalent examination from a recognized Board.

4. Admission Process

Admission to the program shall be made by an admission committee approved by the Vice Chancellor. The admission process shall take place on the criteria approved by the Committee. (As per Ordinance no.01)

5. Number of Seats for the Program

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

6. 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, will 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.
- d) The fees shall be applicable as per approval of Board of Management from time to time.

7. Academic System

Examination (As per Ordinance No 05)

Curriculum & Related Regulations: As recommended by Academic Council, as per norms/guidelines of regulatory authorities.

8. Eligibility for the Award of the Degree

Student will be declared eligible for the award of the Three year Degree Course if he fulfills the academic regulations, pursued a course of study for not less than three academic years and not more than six academic years. A student shall be declared eligible for the award of the Three year Degree Course, if He/she fulfills the entire requirement set by Regulatory Authorities. The minimum Teaching / Classes conduction in each semester will be 90 days.

9. Attendance

Attendance in theory and practical classes shall be compulsory as per statues. Presently, it is 75% in theory and practical separately. During dissertation phases, the candidate must carry out a sufficient amount of dissertation work to the satisfaction of the committee approved by the Director, which shall evaluate the dissertation work as per the standard norms.

10. General Instructions

- a) Board of Management of the University shall be the competent authority to decide on the matters which are not covered in this ordinance.
- b) The subject to be studied in different semester include lab work, practical, implant training, project etc. shall be as per the University schemes, approved by Board of Studies of the University on the basis of Authority norms and the Board of Management of the University.
- c) Not with standing 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 Deans and/or all the Directors/Deans of all Departments/Institutions Schools. The decision of the Vice-Chancellor shall be final.
- d) The Reservation of SC/ST/Other category candidates shall be applicable as per the norms of the State Government of Madhya Pradesh and/or the Government of India.

Ordinance No. 20**Ordinance Pertaining to Bachelor of Fine Art (BFA) Degree Program****1. Name of Program**

Three Years **Bachelor of fine Art (BFA)** Graduate Program (Shall be quoted simply 'Program' hereafter in this ordinance) shall be offered under this Ordinance, subject to the recommendation of the respective Board of Studies and as per norms of Regulatory Authorities. Board of Studies is authorized to recommend further Additions/Alterations in this Ordinance for approval of MPPURC and Government of M.P.

Name of Faculty and Board of Studies

Name of Faculty shall be Faculty of Performing art

2. Duration

Schedule Period of Program completion: 3 Years

Maximum Period of Program completion: 6 Years

3. Eligibility for Admission

Minimum qualification for admission to the first year of Three Year **Bachelor of fine Art (BFA)** Degree Program shall be the pass in qualifying Higher Secondary School Certificate Examination (10+2) scheme with relevant subjects (also securing pass marks in these relevant subjects individually) conducted by M.P. Board of Secondary Education or an equivalent examination from a recognized Board.

4. Admission Process

Admission to the program shall be made by an admission committee approved by the Vice Chancellor. The admission process shall take place on the criteria approved by the Committee. (As per Ordinance no.01)

5. Number of Seats for the Program

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

6. Fee Structure

e) 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.

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

g) Fees, once paid, and if student has started attending the classes, will 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.

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

7. Academic System

Examination (As per Ordinance No 05)

Curriculum & Related Regulations: As recommended by Academic Council, as per norms/guidelines of regulatory authorities.

8. Eligibility for the Award of the Degree

Student will be declared eligible for the award of the Three year Degree Course if he fulfills the academic regulations, pursued a course of study for not less than three academic years and not more than six academic years. A student shall be declared eligible for the award of the Three year Degree Course, if He/she fulfills the entire requirement set by Regulatory Authorities. The minimum Teaching / Classes conduction in each semester will be 90 days.

9. Attendance

Attendance in theory and practical classes shall be compulsory as per statues. Presently, it is 75% in theory and practical separately. During dissertation phases, the candidate must carry out a sufficient amount of dissertation work to the satisfaction of the committee approved by the Director, which shall evaluate the dissertation work as per the standard norms.

10. General Instructions

- a) Board of Management of the University shall be the competent authority to decide on the matters which are not covered in this ordinance.
- b) The subject to be studied in different semester include lab work, practical, implant training, project etc. shall be as per the University schemes, approved by Board of Studies of the University on the basis of Authority norms and the Board of Management of the University.
- c) Not with standing 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 Deans and/or all the Directors/Deans of all Departments/Institutions Schools. The decision of the Vice-Chancellor shall be final.
- d) The Reservation of SC/ST/Other category candidates shall be applicable as per the norms of the State Government of Madhya Pradesh and/or the Government of India.

Ordinance No. 21**Ordinance Pertaining to Bachelor of Pharmacy (B. Pharm)****1. Name of Program**

Bachelor of Pharmacy Four Years Graduate Program (Shall be quoted simply 'Program' hereafter in this ordinance) The program shall be offered under this Ordinance, subject to the recommendation of the respective Board of Studies is authorized to recommend further Additions/Alterations in this Ordinance for approval of MPPURC and Government of M.P.

2. Name of Faculty and Board of Studies

Name of Faculty shall be faculty of Pharmaceutical Science

3. Duration

Schedule Period of Program completion: 4 Years

Maximum Period of Program completion: 7 Years

4. Eligibility for Admission

a. Minimum qualification for admission to the first year of **Bachelor of Pharmacy** shall be the pass in qualifying Higher Secondary School Certificate Examination (10+2) scheme with PCM/PCB (also securing at least 50% pass marks in these relevant subjects individually) conducted by M.P. Board of Secondary Education or an equivalent examination from a recognized Board.

b. Candidates who have qualified the Diploma course in related course of program from M.P. Board of Technical Education, Bhopal or equivalent shall also be eligible for admission to first semester of this Program, Although, Minimum qualification for direct admission to second year of this program termed as Lateral Entry shall be as per the prevalent norms of the Government of Madhya Pradesh or Central Government or any other competent authority.

5. Admission Process

Admission to the program shall be made by an admission committee approved by the Vice Chancellor. The admission process shall take place on the criteria approved by the Committee. (As per Ordinance no.01)

6. Number of Seats for the Program

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

7. Fee Structure

d) Tuition Fees, examination, caution and any other permitted fees is payable semester-wise.

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

f) Fee, 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.

8. Academic System - Examination (As per Ordinance No 05)

Curriculum & Related Regulations: As recommended by Academic Council, as per norms/guidelines of regulatory authorities.

12. Eligibility for the Award of the Degree

Student will be declared eligible for the award of the Four year Degree Course if he fulfills the academic regulations, pursued a course of study for not less than four academic years and not more than seven academic years. A student shall be declared eligible for the award of the Four year Degree Course, if He/she fulfills the entire requirement set by Regulatory Authorities. The minimum Teaching / Classes conduction in each semester will be 90 days.

13. Attendance

Attendance in theory and practical classes shall be compulsory as per statues. Presently, it is 75% in theory and practical separately. During dissertation phases, the candidate must carry out a sufficient amount of dissertation work to the satisfaction of the committee approved by the Director, which shall evaluate the dissertation work as per the standard norms.

14. General Instructions

- a. Board of Management of the University shall be the competent authority to decide on the matters which are not covered in this ordinance.
- b. The subjects to be studied in different semesters include lab work, practical, implant training; project etc. shall be as per the course regulating authority, University schemes, approved by Board of Studies of the University on the basis of Authority norms and the board of Management of the University.
- c. Not with standing 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 Deans and/or all the Directors/Deans of all Departments/Institutions Schools. The decision of the Vice-Chancellor shall be final.
- d. The Reservation of SC/ST/Other category candidates shall be applicable as per the norms of the State Government of Madhya Pradesh and/or the Government of India.

Ordinance No. 22**Ordinance Pertaining to Master of Pharmacy (M. Pharm) Post Graduate Degree Program****1. Name of Program**

Master of Pharmacy (M. Pharm) Post Graduate Program (Shall be quoted simply 'Program' hereafter in this ordinance). The program shall be offered under this Ordinance, subject to the recommendation of the respective Board of Studies and as per norms of Regulatory Authorities. Board of Studies is authorized to recommend further Additions/Alterations in this Ordinance for approval of MPPURC and Government of M.P.

Name of Faculty and Board of Studies

Name of Faculty shall be Faculty of Pharmaceutical Science

2. Duration

Schedule Period of Program completion: 2 Years

Maximum Period of Program completion: 5 Years

3. Eligibility for Admission

- a) Minimum qualification for admission to the first year of **Master of Pharmacy (M. Pharm) Post Graduate Program** shall be the qualifying Graduation Degree with relevant subjects (also securing pass marks in these relevant subjects individually) conducted by any University recognized by UGC and State Government Authorities.

4. Admission Process

Admission to the program shall be made by an admission committee approved by the Vice Chancellor. The admission process shall take place on the criteria approved by the Committee. (As per Ordinance no.01)

5. Number of Seats for the Program

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

6. 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. Registrar shall notify the quantum of fees payable and the schedule of registration before the start of each semester.
- b) Fees, once paid, and if student has started attending the classes, will 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.
- c) The fees shall be applicable as per approval of Board of Management from time to time.

7. Academic System

Examination (As per Ordinance No 05)

Curriculum & Related Regulations: As recommended by Academic Council, as per norms/guidelines of regulatory authorities.

8. Eligibility for the Award of the Degree

Student will be declared eligible for the award of the **Master of Pharmacy (M. Pharm)** Post Graduate Degree Course if he fulfills the academic regulations pursued a course of study for not less than two academic years and not more than five academic years. A student shall be declared eligible for the award of the Two year Post Graduate Degree Course, if He/she fulfills the entire requirement set by Regulatory Authorities. The minimum Teaching / Classes conduction in each semester will be 90 days.

9. Attendance

Attendance in theory and practical classes shall be compulsory as per statues. Presently, it is 75% in theory and practical separately. During dissertation phases, the candidate must carry out a sufficient amount of dissertation work to the satisfaction of the committee approved by the Director, which shall evaluate the dissertation work as per the standard norms.

10. General Instructions

- a) Board of Management of the University shall be the competent authority to decide on the matters which are not covered in this ordinance.
- b) The subject to be studied in different semester include lab work, practical, implant training, project etc. shall be as per the University schemes, approved by Board of Studies of the University on the basis of Authority norms and the Board of Management of the University.
- c) Not with standing 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 Deans and/or all the Directors/Deans of all Departments/Institutions Schools. The decision of the Vice-Chancellor shall be final.
- d) The Reservation of SC/ST/Other category candidates shall be applicable as per the norms of the State Government of Madhya Pradesh and/or the Government of India.

Ordinance No. 23**Ordinance Pertaining to Master of Science (M.Sc.) Post Graduate Degree Program****1. Name of Program**

Master of Science (M.Sc.) Post Graduate Program (Shall be quoted simply 'Program' hereafter in this ordinance). The program shall be offered under this Ordinance, subject to the recommendation of the respective Board of Studies and as per norms of Regulatory Authorities. Board of Studies is authorized to recommend further Additions/Alterations in this Ordinance for approval of MPPURC and Government of M.P.

Name of Faculty and Board of Studies

Name of Faculty shall be Faculty of Sciences

2. Duration

Schedule Period of Program completion: 2 Years

Maximum Period of Program completion: 5 Years

3. Eligibility for Admission

Minimum qualification for admission to the first year of **Master of Science (M.Sc.) Post Graduate Program** shall be the qualifying Graduation Degree with relevant subjects (also securing pass marks in these relevant subjects individually) conducted by any University recognized by UGC and State Government Authorities.

4. Admission Process

Admission to the program shall be made by an admission committee approved by the Vice Chancellor. The admission process shall take place on the criteria approved by the Committee. (As per Ordinance no.01)

5. Number of Seats for the Program

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

6. 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, will 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.

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

7. Academic System

Examination (As per Ordinance No 05)

Curriculum & Related Regulations: As recommended by Academic Council, as per norms/guidelines of regulatory authorities.

8. Eligibility for the Award of the Degree

Student will be declared eligible for the award of the **Master of Science (M.Sc.)** Post Graduate Degree Course if he fulfills the academic regulations, pursued a course of study for not less than two academic years and not more than five academic years. A student shall be declared eligible for the award of the Two year Post Graduate Degree Course, if He/she fulfills the entire requirement set by Regulatory Authorities. The minimum Teaching / Classes conduction in each semester will be 90 days.

9. Attendance

Attendance in theory and practical classes shall be compulsory as per statues. Presently, it is 75% in theory and practical separately. During dissertation phases, the candidate must carry out a sufficient amount of dissertation work to the satisfaction of the committee approved by the Director, which shall evaluate the dissertation work as per the standard norms.

10. General Instructions

- a) Board of Management of the University shall be the competent authority to decide on the matters which are not covered in this ordinance.
- b) The subject to be studied in different semester include lab work, practical, implant training, project etc. shall be as per the University schemes, approved by Board of Studies of the University on the basis of Authority norms and the Board of Management of the University.
- c) Not with standing 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 Deans and/or all the Directors/Deans of all Departments/Institutions Schools. The decision of the Vice-Chancellor shall be final.
- d) The Reservation of SC/ST/Other category candidates shall be applicable as per the norms of the State Government of Madhya Pradesh and/or the Government of India.

Ordinance No. 24**Ordinance Pertaining to Master of Technology (M.Tech.)/ Master of Engineering (M.E.) Post Graduate Degree Program****1. Name of Program**

Master of Technology (M.Tech.)/ Master of Engineering (M.E.) Post Graduate Program (Shall be quoted simply 'Program' hereafter in this ordinance). The program shall be offered under this Ordinance, subject to the recommendation of the respective Board of Studies and as per norms of Regulatory Authorities. Board of Studies is authorized to recommend further Additions/Alterations in this Ordinance for approval of MPPURC and Government of M.P.

Name of Faculty and Board of Studies

Name of Faculty shall be Faculty of Engineering and Technology

2. Duration

Schedule Period of Program completion: 2 Years

Maximum Period of Program completion: 5 Years

3. Eligibility for Admission

Minimum qualification for admission to the first year of **Master of Technology (M.Tech.)/ Master of Engineering (M.E.)** Post Graduate Program shall be the qualifying Graduation Degree with relevant subjects (also securing pass marks in these relevant subjects individually) conducted by any University recognized by UGC and State Government Authorities.

4. Admission Process

Admission to the program shall be made by an admission committee approved by the Vice Chancellor. The admission process shall take place on the criteria approved by the Committee. (As per Ordinance no.01)

5. Number of Seats for the Program

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

6. Fee Structure

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

e) Fees, once paid, and if student has started attending the classes, will 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.

f) The fees shall be applicable as per approval of Board of Management,
Vice-Chancellor

from time to time.

7. Academic System

Examination (As per Ordinance No 05)

Curriculum & Related Regulations: As recommended by Academic Council, as per norms/guidelines of regulatory authorities.

8. Eligibility for the Award of the Degree

Student will be declared eligible for the award of the **Master of Technology (M.Tech.)/ Master of Engineering (M.E.)** Post Graduate Degree Course if he fulfills the academic regulations pursued a course of study for not less than two academic years and not more than five academic years. A student shall be declared eligible for the award of the Two year Post Graduate Degree Course, if He/she fulfills the entire requirement set by Regulatory Authorities. The minimum Teaching / Classes conduction in each semester will be 90 days.

9. Attendance

Attendance in theory and practical classes shall be compulsory as per statues. Presently, it is 75% in theory and practical separately. During dissertation phases, the candidate must carry out a sufficient amount of dissertation work to the satisfaction of the committee approved by the Director, which shall evaluate the dissertation work as per the standard norms.

10. General Instructions

- e) Board of Management of the University shall be the competent authority to decide on the matters which are not covered in this ordinance.
- f) The subject to be studied in different semester include lab work, practical, implant training, project etc. shall be as per the University schemes, approved by Board of Studies of the University on the basis of Authority norms and the Board of Management of the University.
- g) Not with standing 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 Deans and/or all the Directors/Deans of all Departments/Institutions Schools. The decision of the Vice-Chancellor shall be final.
- h) The Reservation of SC/ST/Other category candidates shall be applicable as per the norms of the State Government of Madhya Pradesh and/or the Government of India.

Ordinance No. 25**Ordinance Pertaining to Master of Design (M.Des.) Post Graduate Degree Program****1. Name of Program**

Post Graduate **Master of Design (M.Des.)** Program (Shall be quoted simply 'Program' hereafter in this ordinance). The program shall be offered under this Ordinance, subject to the recommendation of the respective Board of Studies and as per norms of Regulatory Authorities. Board of Studies is authorized to recommend further Additions/Alterations in this Ordinance for approval of MPPURC and Government of M.P.

Name of Faculty and Board of Studies

Name of Faculty shall be Faculty of Design

2. Duration

Schedule Period of Program completion: 2 Years

Maximum Period of Program completion: 5 Years

3. Eligibility for Admission

Minimum qualification for admission to the first year of **Master of Design (M.Des.)** Post Graduate Program shall be the qualifying Graduation Degree with relevant subjects (also securing pass marks in these relevant subjects individually) conducted by any University recognized by UGC and State Government Authorities.

4. Admission Process

Admission to the program shall be made by an admission committee approved by the Vice Chancellor. The admission process shall take place on the criteria approved by the Committee. (As per Ordinance no.01)

5. Number of Seats for the Program

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

6. 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.
- Registrar shall notify the quantum of fees payable and the schedule of registration before the start of each semester.
- Fees, once paid, and if student has started attending the classes, will 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.

7. Academic System

Examination (As per Ordinance No 05)

Curriculum & Related Regulations: As recommended by Academic Council, as per norms/guidelines of regulatory authorities.

8. Eligibility for the Award of the Degree

Student will be declared eligible for the award of the **Master of Design (M.Des.)** Post Graduate Degree Course if he fulfills the academic regulations pursued a course of study for not less than two academic years and not more than five academic years. A student shall be declared eligible for the award of the Two year Post Graduate Degree Course, if He/she fulfills the entire requirement set by Regulatory Authorities. The minimum Teaching / Classes conduction in each semester will be 90 days.

9. Attendance

Attendance in theory and practical classes shall be compulsory as per statues. Presently, it is 75% in theory and practical separately. During dissertation phases, the candidate must carry out a sufficient amount of dissertation work to the satisfaction of the committee approved by the Director, which shall evaluate the dissertation work as per the standard norms.

10. General Instructions

- a) Board of Management of the University shall be the competent authority to decide on the matters which are not covered in this ordinance.
- b) The subject to be studied in different semester include lab work, practical, implant training, project etc. shall be as per the University schemes, approved by Board of Studies of the University on the basis of Authority norms and the Board of Management of the University.
- c) Not with standing 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 Deans and/or all the Directors/Deans of all Departments/Institutions Schools. The decision of the Vice-Chancellor shall be final.
- d) The Reservation of SC/ST/Other category candidates shall be applicable as per the norms of the State Government of Madhya Pradesh and/or the Government of India.

Ordinance No. 26**Ordinance Pertaining to Master of Business Administration (MBA) Post Graduate Degree Program****1. Name of Program**

Post Graduate **Master of Business Administration (MBA)** Program (Shall be quoted simply 'Program' hereafter in this ordinance). The program shall be offered under this Ordinance, subject to the recommendation of the respective Board of Studies and as per norms of Regulatory Authorities. Board of Studies is authorized to recommend further Additions/Alterations in this Ordinance for approval of MPPURC and Government of M.P.

Name of Faculty and Board of Studies

Name of Faculty shall be Faculty of Business Administration

2. Duration

Schedule Period of Program completion: 2 Years

Maximum Period of Program completion: 5 Years

3. Eligibility for Admission

Minimum qualification for admission to the first year of **Master of Business Administration (MBA)** Post Graduate Program shall be the qualifying Graduation Degree with relevant subjects (also securing pass marks in these relevant subjects individually) conducted by any University recognized by UGC and State Government Authorities.

4. Admission Process

Admission to the program shall be made by an admission committee approved by the Vice Chancellor. The admission process shall take place on the criteria approved by the Committee. (As per Ordinance no.01)

5. Number of Seats for the Program

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

6. 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, will 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.

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

7. Academic System

Examination (As per Ordinance No 05)

Curriculum & Related Regulations: As recommended by Academic Council, as per norms/guidelines of regulatory authorities.

8. Eligibility for the Award of the Degree

Student will be declared eligible for the award of the **Master of Business Administration (MBA)** Post Graduate Degree Course if he fulfills the academic regulations, pursued a course of study for not less than two academic years and not more than five academic years. A student shall be declared eligible for the award of the Two year Post Graduate Degree Course, if He/she fulfills the entire requirement set by Regulatory Authorities. The minimum Teaching / Classes conduction in each semester will be 90 days.

9. Attendance

Attendance in theory and practical classes shall be compulsory as per statues. Presently, it is 75% in theory and practical separately. During dissertation phases, the candidate must carry out a sufficient amount of dissertation work to the satisfaction of the committee approved by the Director, which shall evaluate the dissertation work as per the standard norms.

10. General Instructions

- a) Board of Management of the University shall be the competent authority to decide on the matters which are not covered in this ordinance.
- b) The subject to be studied in different semester include lab work, practical, implant training, project etc. shall be as per the University schemes, approved by Board of Studies of the University on the basis of Authority norms and the Board of Management of the University.
- c) Not with standing 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 Deans and/or all the Directors/Deans of all Departments/Institutions Schools. The decision of the Vice-Chancellor shall be final.
- d) The Reservation of SC/ST/Other category candidates shall be applicable as per the norms of the State Government of Madhya Pradesh and/or the Government of India.

Ordinance No. 27**Ordinance Pertaining to Master of Performing Art (MPA) Post Graduate Degree Program****1. Name of Program**

Master of Performing Art (MPA) Post Graduate Program (Shall be quoted simply 'Program' hereafter in this ordinance). The program shall be offered under this Ordinance, subject to the recommendation of the respective Board of Studies and as per norms of Regulatory Authorities Board of Studies is authorized to recommend further Additions/Alterations in this Ordinance for approval of MPPURC and Government of M.P.

2. Name of Faculty and Board of Studies

Name of Faculty shall be Faculty of Performing Art

3. Duration

Schedule Period of Program completion: 2 Years

Maximum Period of Program completion: 5 Years

4. Eligibility for Admission

Minimum qualification for admission to the first year of **Master of Performing Art/ (MPA) Post Graduate Program** shall be the qualifying Graduation Degree with relevant subjects (also securing pass marks in these relevant subjects individually) conducted by any University recognized by UGC and State Government Authorities.

5. Admission Process

Admission to the program shall be made by an admission committee approved by the Vice Chancellor. The admission process shall take place on the criteria approved by the Committee. (As per Ordinance no.01)

6. Number of Seats for the Program

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

7. 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, will 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.
- d) The fees shall be applicable as per approval of Board of Management from time to time.

8. Academic System

Examination (As per Ordinance No 05)

Curriculum & Related Regulations: As recommended by Academic Council, as per norms/guidelines of regulatory authorities.

9. Eligibility for the Award of the Degree

Student will be declared eligible for the award of the **Master of Performing Art/ Master of Fine Art (MPA/MFA)** Post Graduate Degree Course if he fulfills the academic regulations, pursued a course of study for not less than two academic years and not more than five academic years. A student shall be declared eligible for the award of the Two year Post Graduate Degree Course, if He/she fulfills the entire requirement set by Regulatory Authorities. The minimum Teaching / Classes conduction in each semester will be 90 days.

10. Attendance

Attendance in theory and practical classes shall be compulsory as per statues. Presently, it is 75% in theory and practical separately. During dissertation phases, the candidate must carry out a sufficient amount of dissertation work to the satisfaction of the committee approved by the Director, which shall evaluate the dissertation work as per the standard norms.

11. General Instructions

- a) Board of Management of the University shall be the competent authority to decide on the matters which are not covered in this ordinance.
- b) The subject to be studied in different semester include lab work, practical, implant training, project etc. shall be as per the University schemes, approved by Board of Studies of the University on the basis of Authority norms and the Board of Management of the University.
- c) Not with standing 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 Deans and/or all the Directors/Deans of all Departments/Institutions Schools. The decision of the Vice-Chancellor shall be final.
- d) The Reservation of SC/ST/Other category candidates shall be applicable as per the norms of the State Government of Madhya Pradesh and/or the Government of India.

Ordinance No. 28**Ordinance Pertaining to Master of Fine Art (MFA) Post Graduate Degree Program****1. Name of Program**

Master of Fine Art (MFA) Post Graduate Program (Shall be quoted simply 'Program' hereafter in this ordinance). The program shall be offered under this Ordinance, subject to the recommendation of the respective Board of Studies and as per norms of Regulatory Authorities Board of Studies is authorized to recommend further Additions/Alterations in this Ordinance for approval of MPPURC and Government of M.P.

2. Name of Faculty and Board of Studies

Name of Faculty shall be Faculty of Performing Art

3. Duration

Schedule Period of Program completion: 2 Years

Maximum Period of Program completion: 5 Years

4. Eligibility for Admission

Minimum qualification for admission to the first year of **Master of Fine Art (MFA) Post Graduate Program** shall be the qualifying Graduation Degree with relevant subjects (also securing pass marks in these relevant subjects individually) conducted by any University recognized by UGC and State Government Authorities

5. Admission Process

Admission to the program shall be made by an admission committee approved by the Vice Chancellor. The admission process shall take place on the criteria approved by the Committee. (As per Ordinance no.01)

6. Number of Seats for the Program

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

7. Fee Structure

e) 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.

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

g) Fees, once paid, and if student has started attending the classes, will 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.

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

8. Academic System

Examination (As per Ordinance No 05)

Curriculum & Related Regulations: As recommended by Academic Council, as per norms/guidelines of regulatory authorities.

9. Eligibility for the Award of the Degree

Student will be declared eligible for the award of the **Master of Fine Art (MFA)** Post Graduate Degree Course if he fulfills the academic regulations, pursued a course of study for not less than two academic years and not more than five academic years. A student shall be declared eligible for the award of the Two year Post Graduate Degree Course, if He/she fulfills the entire requirement set by Regulatory Authorities. The minimum Teaching / Classes conduction in each semester will be 90 days.

10. Attendance

Attendance in theory and practical classes shall be compulsory as per statues. Presently, it is 75% in theory and practical separately. During dissertation phases, the candidate must carry out a sufficient amount of dissertation work to the satisfaction of the committee approved by the Director, which shall evaluate the dissertation work as per the standard norms.

11. General Instructions

- e) Board of Management of the University shall be the competent authority to decide on the matters which are not covered in this ordinance.
- f) The subject to be studied in different semester include lab work, practical, implant training, project etc. shall be as per the University schemes, approved by Board of Studies of the University on the basis of Authority norms and the Board of Management of the University.
- g) Not with standing 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 Deans and/or all the Directors/Deans of all Departments/Institutions Schools. The decision of the Vice-Chancellor shall be final.
- h) The Reservation of SC/ST/Other category candidates shall be applicable as per the norms of the State Government of Madhya Pradesh and/or the Government of India.

Ordinance No. 29**Ordinance Pertaining to Master of Art (M.A.) Post Graduate Degree Program****1. Name of Program**

Master of Art (M.A.) Post Graduate Program (Shall be quoted simply 'Program' hereafter in this ordinance). The program shall be offered under this Ordinance, subject to the recommendation of the respective Board of Studies and as per norms of Regulatory Authorities. Board of Studies is authorized to recommend further Additions/Alterations in this Ordinance for approval of MPPURC and Government of M.P.

Name of Faculty and Board of Studies

Name of Faculty shall be Faculty of Art

2. Duration

Schedule Period of Program completion: 2 Years

Maximum Period of Program completion: 5 Years

3. Eligibility for Admission

Minimum qualification for admission to the first year of **Master of Art (M.A.) Post Graduate Program** shall be the qualifying Graduation Degree with relevant subjects (also securing pass marks in these relevant subjects individually) conducted by any University recognized by UGC and State Government Authorities.

4. Admission Process

Admission to the program shall be made by an admission committee approved by the Vice Chancellor. The admission process shall take place on the criteria approved by the Committee. (As per Ordinance no.01)

5. Number of Seats for the Program

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

6. 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, will 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.
- d) The fees shall be applicable as per approval of Board of Management from time to time.

7. Academic System

Examination (As per Ordinance No 05)

Curriculum & Related Regulations: As recommended by Academic

Council, as per norms/guidelines of regulatory authorities.

8. Eligibility for the Award of the Degree

Student will be declared eligible for the award of the **Master of Art (M.A.)** Post Graduate Degree Course if he fulfills the academic regulations, pursued a course of study for not less than two academic years and not more than five academic years. A student shall be declared eligible for the award of the Two year Post Graduate Degree Course, if He/she fulfills the entire requirement set by Regulatory Authorities. The minimum Teaching / Classes conduction in each semester will be 90 days.

9. Attendance

Attendance in theory and practical classes shall be compulsory as per statues. Presently, it is 75% in theory and practical separately. During dissertation phases, the candidate must carry out a sufficient amount of dissertation work to the satisfaction of the committee approved by the Director, which shall evaluate the dissertation work as per the standard norms.

10. General Instructions

- a) Board of Management of the University shall be the competent authority to decide on the matters which are not covered in this ordinance.
- b) The subject to be studied in different semester include lab work, practical, implant training, project etc. shall be as per the University schemes, approved by Board of Studies of the University on the basis of Authority norms and the Board of Management of the University.
- c) Not with standing 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 Deans and/or all the Directors/Deans of all Departments/Institutions Schools. The decision of the Vice-Chancellor shall be final.
- d) The Reservation of SC/ST/Other category candidates shall be applicable as per the norms of the State Government of Madhya Pradesh and/or the Government of India.

Ordinance No. 30**Ordinance Pertaining to Master of Commerce (M.Com.) Post Graduate Degree Program****1. Name of Program**

Master of Commerce (M.Com.) Post Graduate Program (Shall be quoted simply 'Program' hereafter in this ordinance). The program shall be offered under this Ordinance, subject to the recommendation of the respective Board of Studies and as per norms of Regulatory Authorities. Board of Studies is authorized to recommend further Additions/Alterations in this Ordinance for approval of MPPURC and Government of M.P.

2. Name of Faculty and Board of Studies

Name of Faculty shall be faculty of Commerce.

3. Duration

Schedule Period of Program completion: 2 Years

Maximum Period of Program completion: 5 Years

4. Eligibility for Admission

Minimum qualification for admission to the first year of **Master of Commerce (M.Com.) Post Graduate Program** shall be the qualifying Graduation Degree with relevant subjects (also securing pass marks in these relevant subjects individually) conducted by any University recognized by UGC and State Government Authorities.

5. Admission Process

Admission to the program shall be made by an admission committee approved by the Vice Chancellor. The admission process shall take place on the criteria approved by the Committee. (As per Ordinance no.01)

6. Number of Seats for the Program

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

7. 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, will 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.

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

8. Academic System

Examination (As per Ordinance No 05)

Curriculum & Related Regulations: As recommended by Academic Council, as per norms/guidelines of regulatory authorities.

9. Eligibility for the Award of the Degree

Student will be declared eligible for the award of the **Master of Commerce (M.Com.)** Post Graduate Degree Course if he fulfills the academic regulations, pursued a course of study for not less than two academic years and not more than five academic years. A student shall be declared eligible for the award of the Two year Post Graduate Degree Course, if He/she fulfills the entire requirement set by Regulatory Authorities. The minimum Teaching / Classes conduction in each semester will be 90 days.

10. Attendance

Attendance in theory and practical classes shall be compulsory as per statutes. Presently, it is 75% in theory and practical separately. During dissertation phases, the candidate must carry out a sufficient amount of dissertation work to the satisfaction of the committee approved by the Director, which shall evaluate the dissertation work as per the standard norms.

11. General Instructions

- a) Board of Management of the University shall be the competent authority to decide on the matters which are not covered in this ordinance.
- b) The subject to be studied in different semester include lab work, practical, implant training, project etc. shall be as per the University schemes, approved by Board of Studies of the University on the basis of Authority norms and the Board of Management of the University.
- c) Not with standing 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 Deans and/or all the Directors/Deans of all Departments/Institutions Schools. The decision of the Vice-Chancellor shall be final.
- d) The Reservation of SC/ST/Other category candidates shall be applicable as per the norms of the State Government of Madhya Pradesh and/or the Government of India.

Ordinance No. 31
Three Years Diploma Programme in Engineering & Technology

1. Name of Program

Diploma Program (Shall be quoted simply 'Program' hereafter in this ordinance) the programs like Diploma in Engineering (All Specialization); shall be offered under this Ordinance, subject to the recommendation of the respective Board of Studies and as per norms of Regulatory Authorities. Board of Studies is authorized to recommend further Additions/Alterations in this Ordinance for approval of MPPURC and Government of M.P.

2. Name of Faculty and Board of Studies

Name of Faculty and Board of Studies will be as per the selection of Course which will come under Diploma Program.

3. Duration

- a. Schedule Period of Program completion: 3 Years after High School, 2 Years after Higher Secondary School
- b. Maximum Period of Program completion: 6 Years for 3 years programme, 5 Years for 2 years programme.

4. Eligibility

- a. Minimum qualification for admission to the Diploma Program shall be the pass in qualifying High School for 3 years Diploma Programme and Higher Secondary School Certificate Examination (10+2) PCM scheme for 2 years Diploma programme with relevant subjects (also securing pass marks in these relevant subjects individually) conducted by M.P. Board of Secondary Education or an equivalent examination from a recognized Board/University.
- b. Candidate with higher secondary school certificate examination (10+2) shall be eligible for admission directly to the second year of 3 year diploma programme.

5. Admission Process

Admission to the program shall be made by an admission committee approved by the Vice Chancellor. The admission process shall take place on the criteria approved by the Committee. (As per Ordinance no.01)

6. Number of Seats for the Program

It will be decided time to time by the University Academic Council or as per guidelines of Regulatory Authorities and other statutory bodies as and where applicable.

7. Medium of Instruction:

The medium of instruction and examination shall be English. For language subjects, the medium shall be the language concerned. For teaching of languages, the concerned language can be adopted as a medium of instruction.

8. 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 Madhya Pradesh Private Universities Regulatory Commission.
- 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, will 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.

9. Academic System - Examination (As per Ordinance No 05)

Curriculum & Related Regulations: As recommended by Academic Council, as per norms/guidelines of regulatory authorities.

10. Assessment System

The University can decide on the grade or percentage of marks required to pass in a course and also the CGPA required to qualify for a degree as per regulatory authorities guidelines, taking into consideration, the recommendations of the concerned statutory professional council.

11. Eligibility for the Award of the Degree

Student will be declared eligible for the award of the Degree; if he fulfills the academic regulations, pursued a course of study for not less than three academic years for 3 years programme and not less than two academic years for 2 years programme not more than six academic years for three years programme and not more than five academic years for two years programme. A student shall be declared eligible for the award of the three years Diploma Course, if He/she fulfills the entire requirement set by Regulatory Authorities. The minimum Teaching / Classes conduction in each semester will be 90 days.

12. Attendance

Attendance in theory and practical classes shall be compulsory as per statues. Presently, it is 75% in theory and practical separately. During dissertation phases, the candidate must carry out a sufficient amount of dissertation work to the satisfaction of the committee approved by the Vice Chancellor, which shall evaluate the dissertation work as per the standard norms.

13. General Instructions

- a. Board of Management of the University shall be the competent authority to decide on the matters which are not covered in this ordinance.
- b. The subject to be studied in different semester include lab work,

practical, implant training, project etc. shall be as per the University schemes, approved by Board of Studies of the University on the basis of Authority norms and the Management Council of the University.

- c. Not with standing 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 Deans and/or all the Directors/Deans of all Departments/Institutions Schools. The decision of the Vice-Chancellor shall be final.
- d. The Reservation of SC/ST/Other category candidates shall be applicable as per the norms of the State Government of Madhya Pradesh and/or the Government of India.

Ordinance No. 32
Two Years Diploma Programme in Pharmacy

1. Name of Program

Diploma Program (Shall be quoted simply 'Program' hereafter in this ordinance) the programs like Diploma in Engineering (All Specialization); shall be offered under this Ordinance, subject to the recommendation of the respective Board of Studies and as per norms of Regulatory Authorities. Board of Studies is authorized to recommend further Additions/Alterations in this Ordinance for approval of MPPURC and Government of M.P.

2. Name of Faculty and Board of Studies

Name of Faculty and Board of Studies will be as per the selection of Course which will come under Diploma Program.

3. Duration

- a. Schedule Period of Program completion: 2 Years
- b. Maximum Period of Program completion: 5 Years

4. Eligibility

- a. Minimum qualification for admission to the Diploma Program shall be the pass in qualifying Higher Secondary School Certificate Examination (10+2) PCM/PCB scheme for Diploma programme (also securing pass marks in these relevant subjects individually) conducted by M.P. Board of Secondary Education or an equivalent examination from a recognized Board/University.

1. Admission Process

Admission to the program shall be made by an admission committee approved by the Vice Chancellor. The admission process shall take place on the criteria approved by the Committee. (As per Ordinance no.01)

2. Number of Seats for the Program

It will be decided time to time by the University Academic Council or as per guidelines of Regulatory Authorities and other statutory bodies as and where applicable.

3. Medium of Instruction:

The medium of instruction and examination shall be English. For language subjects, the medium shall be the language concerned. For teaching of languages, the concerned language can be adopted as a medium of instruction.

4. 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 Madhya Pradesh Private Universities Regulatory Commission.
- d. Registrar shall notify the quantum of fees payable and the schedule of

- registration before the start of each semester.
- e. Fees, once paid, and if student has started attending the classes, will 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.
- 5. Academic System - Examination (As per Ordinance No 05)**
Curriculum & Related Regulations: As recommended by Academic Council, as per norms/guidelines of regulatory authorities.
- 6. Assessment System**
The University can decide on the grade or percentage of marks required to pass in a course and also the CGPA required to qualify for a degree as per regulatory authorities guidelines, taking into consideration, the recommendations of the concerned statutory professional council.
- 7. Eligibility for the Award of the Degree**
Student will be declared eligible for the award of the Degree; if he fulfills the academic regulations, pursued a course of study for not less than three academic years for 3 years programme and not less than two academic years for 2 years programme not more than six academic years for three years programme and not more than five academic years for two years programme. A student shall be declared eligible for the award of the three years Diploma Course, if He/she fulfills the entire requirement set by Regulatory Authorities. The minimum Teaching / Classes conduction in each semester will be 90 days.
- 8. Attendance**
Attendance in theory and practical classes shall be compulsory as per statues. Presently, it is 75% in theory and practical separately. During dissertation phases, the candidate must carry out a sufficient amount of dissertation work to the satisfaction of the committee approved by the Vice Chancellor, which shall evaluate the dissertation work as per the standard norms.
- 9. General Instructions**
- a. Board of Management of the University shall be the competent authority to decide on the matters which are not covered in this ordinance.
- b. The subject to be studied in different semester include lab work, practical, implant training, project etc. shall be as per the University schemes, approved by Board of Studies of the University on the basis of Authority norms and the Management Council of the University.
- e. Not with standing 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 Deans and/or all the Directors/Deans of all Departments/Institutions Schools. The decision of the Vice-Chancellor shall be final.
- f. The Reservation of SC/ST/Other category candidates shall be applicable as per the norms of the State Government of Madhya Pradesh and/or the Government of India.

Ordinance No. 33
Doctor of Philosophy (Ph.D.)
(Ordinance as per UGC Regulation 2016)

The Ordinance shall be called "Ordinance" Governing Doctoral Degree. The ordinance will be governed on such rules & regulations as per approval from Board of Management of the University framed in accordance of regulations /norms laid by UGC from time to time.

1. Eligibility for Enrolment for Doctor of Philosophy (Ph.D.)

- a) A candidate for enrollment for the degree of Doctor of Philosophy must, at the time of application, hold Master's degree with at least 55% marks or an equivalent grade of University / Deemed University or any other University incorporated by any law for the time being in force and recognized by the University (Five percent marks will be relaxed for SC/ST and Handicapped candidates). As per prevalent directions from state Govt.
- b) A candidate shall ordinarily be permitted to work for Ph.D. Degree in the subject in which he/she has obtained his Master's degree. Provided that research work leading to Ph.D. degree may be allowed in allied subjects of interdisciplinary nature of the same faculty or of allied faculties. Provided further that whether a subject is allied or not to the subject in which the candidate has done Master's degree, shall be decided by the Academic Council.

2. Availability of seats.

Depending upon availability of supervisor/Co-supervisor the number of seats shall be decided, provided that

- a) A Supervisor shall not have at any point of time, more than 08 Ph.D. Scholars as supervisor and 06 Ph.D. Scholars as co supervisor in case of a Professor and 06 Ph.D. Scholars as supervisor and 05 Ph.D. Scholars as Co-supervisor in case of others, in any university in India and abroad. For that supervisor have to submit undertaking regarding total number of candidates he is supervising.
- b) The seats available with the supervisor should be manageable for him/her and also manageable for the concerned research centre.

3. Admission Procedure

- a) The admission shall be made by the University, through an entrance test by the Admission Board of the University following the norms prescribed by the UGC New Delhi.
- b) Candidate who have qualified the UGC/CSIR/DST/National/State level Examination/SLET/NET/M.Phil. shall be admitted directly without the entrance test.

- c) Candidates who have been awarded teachers fellowship by statutory bodies for doing Ph.D. degree shall also be admitted directly without the entrance test.
4. In response to an advertisement by University desirous candidate must apply for Entrance test leading to registration for Ph.D. degree of his subject on a prescribed form obtainable on payment of prescribed fee, stating.
- His/her Qualification and experience;
 - Proposed subject/discipline along with the relevant faculty in which he/she proposes to work.
 - Marksheet of Qualifying Examination (Marksheet of Higher secondary, Marksheet of Bachelor degree and Qualifying PG Examination Marksheet)
 - Address, Contact number, mobile number, email- id and other contact details.
5. **Entrance Test-** An entrance test for admission to Ph.D. programme shall be conducted for each subject separately.
- The entrance test should comprise of one multiple choice objective type question paper of 100 questions having total 100 marks and to be answered in maximum 2 hours. The questions should cover concerned post graduate syllabus. There will no negative marking and the candidates must score minimum 50 marks (45% for SC/ST non creamy layer/physically handicapped) to qualify the entrance test.
 - The eligible candidates shall have to appear in an interview. The interview committee (Departmental Research Committee) DRC shall consist of
 - Dean of concerned faculty – Chairman
 - Chairman Board of Studies of concerned subject member
 - Head of department/school of study member
 - One senior professor nominated by Vice ChancellorThree members shall form quorum of meeting
6. The functions of the DRC shall be to scrutinize the application of the candidates, to discuss the probable topic of research and to allocate supervisor/co supervisor to eligible candidates.
7. Eligible candidates after recommendation of DRC and subsequent approval of Vice Chancellor shall be eligible to attend course work for 6 months to study
- Following subjects for 3 months.
 - Research Methods and Methodology
 - Computer application
 - Statistical method of data analysis
 - Literature review on the selected topic under allocated supervisor for 3 months
8. If found necessary, course work may be carried out by Doctoral candidate in sister departments/institutes either within or outside the university for which due credit will be given to them.

9. After completion of 6 months of course work successfully a test shall be conducted by the University for subjects incorporated in 7 (a) for 3 hours and for 100 marks. The question paper may have long answers questions for 60 marks and short answers questions for 40 marks.
10. Review of literature shall be evaluated for 100 marks.
11. A candidate should be declared to have passed the examinations if he/she secures 50 marks separately in each paper (45 marks for SC/ST/handicapped candidate).
12. If candidate fails in only one paper, he/she may appear in next subsequent examination in that paper for one more time to pass. If he fails again he/she will be declared unfit for Ph.D. programme.
13. Setting of questions paper for the course work examination and evaluation of the review of literature should be done by qualified examiner as approved by Vice Chancellor.
14. Candidate desirous to appear in entrance test and course work shall deposit requisite fee as decided by the University from time to time. Separate fee shall be charged for attending course work classes.
15. Minimum 75% attendance is compulsory to write course work examination. The attendance of course work and attendance recorded by supervisor during review of literature may be taken together for this purpose.
16. After completion of review of literature by candidate supervisor shall forward the same in bind form in 3 copies to dean faculty of concerned subject along with certificate of attendance in form of percentage attendance.
17. Successful candidate after passing the course work examination shall prepare and submit the synopsis on the selected topic in 5 copies forwarded by supervisor along with an application for registration in Ph.D. programme with required fees. The candidate should appear and present his proposed research work in front of Research Degree Committee (RDC).
18. The RDC shall comprise of
 - a. Vice Chancellor or his nominee
 - b. Dean of the concerned faculty
 - c. Chairman Board of Study of concerned subject
 - d. One subject expert from outside the university nominated by Vice Chancellor.
 - e. External examiner and 2 other members shall form the quorum of the meeting.
19. The RDC should examine suitability of the topic and recommend for registration of candidate to Ph.D. programme if found eligible. If RDC does not recommend/ approve the topic of research proposed by the candidate, he may change the topic of research and prepare a new synopsis and present it in the next RDC meeting. Provided that if candidate fails to present or satisfy RDC for the second time his case may be rejected.

20. The university should notify the list of successful candidate of entrance test, course work examination DRC interview and RDC interview within 15 days of examination.
21. Successful candidate recommended by RDC for registration may be registered for Ph.D. programme on depositing requisite fee within notified time. However the date of registration shall be the date on which the candidate have deposited the registration Fees.
22. As far as possible, the allotment board shall allot the preferred place of research work and the preferred supervisor and co-supervisor, if any and shall also approve the proposed title of the thesis (however, the candidate may change title of his/her thesis, after prior approval by Research Degree Committed (RDC). The candidate may, however, be allowed to take another chance for allotment in next admission process if he does not want to change the preferences in the first instant.
23. On the request of the supervisor, Vice Chancellor may permit him to be present as an observer during the oral presentation of his candidate.
 - a. No. T.A and D.A shall be payable to candidate and supervisor for attending the Research Degree Committee meeting.
 - b. The meeting of Research Degree Committee (RDC) shall be held in the University office twice a year. The committee shall consider the application of the persons, who want to get recognized as supervisor/co-supervisor submitted to committee constituted under section 18 of this Ordinance who shall examine & recommend the eligibility of the person for the appointment as supervisor/ co-supervisors. The committee shall also prepare a list for approved supervisors/co-supervisors, along with their specializations as per provision of this Ordinance. This list shall be available with the Registrar.
 - c. After approval by the RDC of the title of the thesis, synopsis, supervisor, co-supervisor/s (if any), and place of research work, the candidate shall be registered for Ph.D./degree from the date on which the candidate had deposited the registration fee and other fees mentioned in para 7 of this Ordinance, at time of admission, and this date will be the "date of registration" of the candidate. The letter of registration shall be issued by the Registrar, and sent to all those concerned. The candidate shall be enrolled as a student from the date of registration and will be required to pay regular tuition, library and laboratory fees (six monthly) where laboratory work is involved during his research tenure in the institute from which the application form was forwarded.
 - d. If the RDC makes any change only in the title of the thesis, the approved changed title shall be communicated to the candidate in the meeting of the RDC itself. The letter of registration shall be issued mentioning the approved title.

- e. If the RDC suggests any change in the synopsis, then the change required shall be communicated to the candidate by the Registrar. The candidate will be required to resubmit the synopsis (in Ten copies) as revised by him/her, incorporating the changes suggested by the RDC within 3 months time. The dean of the School shall examine the revised synopsis and if he is satisfied that the changes suggested by the RDC have been incorporated in the revised synopsis, he will approve the same. The letter of registration shall then be issued by the Registrar.
- f. If the RDC decides that major revision is required in the synopsis and/ or the oral presentation was also found to be unsatisfactory, the candidate may be asked to revise the synopsis and/or improve upon the oral presentation and reappear at the next meeting of the RDC.

24. Fees

Registration fee for Ph.D programme is to be paid to the University at the prevalent rates as announced by the University from time to time. The total programme fee must be paid before submission of Ph.D. thesis.

25. Research Centre

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

Or

At a Research centre i.e. an organization of National or International repute (NIIT/IIT/Other academic institutions of national importance/Research Organizations of Government/reputed corporate establishment with established R&D Laboratories etc), recognized as a research centre by the Academic Council: Provided that a M.O.U. shall have to sign between the University & the Institute/ Organization.

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

- d) A candidate permitted to work in such Research Establishment, stated in above Paragraph, shall also be required to take at least one supervisor/co-supervisor from the Establishment. Such supervisor/co-supervisor should be scientist/Director of the R&D centre not below the rank of Associate Professor of the University.

26. Supervisor/Co-supervisor

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

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

OR

An Associate Professor or Reader in the University Teaching Department who has obtained a doctorate degree in the subject and has published at least five research paper on the concerned subject in standard journals of repute

OR

An Assistant Professor or Lecturer in the University Teaching Department who has obtained a doctorate degree in the subject and has published at least five research paper on the concerned subject in standard journals of repute and has at least five years experience.

OR

A Director/Scientist/professor/or an equivalent cadre in an organization of National/International repute not below the rank of an Associate professor of the University, working as regular employee and who has published at least five papers in peer reviewed standard journals of repute.

- ii. Provided that the persons who have been recognized as supervisor/co-supervisor shall be eligible to supervise and register under him/her even after their superannuation.
- iii. Provided also that the teacher in any college, which is now a constituent unit of this University and who has been recognized as supervisor/co-supervisor if they comply the requirement laid down for recognition as supervisor/co-supervisor.
- iv. Provided further that a person who is himself registered for Ph.D. degree of the University shall not be eligible to act as supervisor or member of any committee mentioned in this Ordinance.

A person, who wants to get himself/herself recognized as a supervisor/co-supervisor, shall apply in the prescribed Performa, duly forwarded by Head/Principal/Director of his institution. The case will be put up before the RDC which will decide about the recognition.

27. Change of Supervisor

Only under special circumstances, the candidate may be allowed to change the supervisor by the Vice Chancellor on the recommendation of the committee.

constituted by the Vice Chancellor for this purpose. No change in the topic of research will be permitted due to change of supervisor.

28. Six monthly report

The University shall obtain every six month a record of attendance, receipts of fee paid and progress report of the work of Research Scholar from his supervisor as per Appendix 4 which shall be scrutinized by the Dean of the Faculty.

Those candidates who fail to deposit fees the Vice Chancellor on the recommendation of the Dean of the Faculty may order the removal of the name of the scholar from the list of those registered for the PhD. Degree.

29. Summary of thesis and appointment of examiner

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

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

30. Pre Submission Defense Committee

- a) Prior to submission of the thesis, the candidate shall prepare a draft thesis and shall submit it in Soft and Hard copy in the prescribed format of the University.
- b) However prior to the submission of draft PhD. thesis and PSDC meeting, the candidate shall publish at least two research papers in the peer reviewed standard journal of repute, as approved by the University from time to time, in which the candidate is the sole author or of there are coauthors, then his/her

name should be as first author. The reprint of such a paper along with reprints of other research papers published by him if any shall be appended inside the thesis at the end. If reprint has not been obtained till the time of submission of thesis, the acceptance letter along with the approved manuscript (i.e. preprint) shall be appended inside the thesis at the end.

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

31. Submission of thesis

- a) After getting an approval from PSDC as mentioned in para 15, the candidate can finalize his/her thesis.
- b) The finalized thesis shall be typed set on a computer using standard software like MS word or Latex. It shall then be typewritten only on one side of paper. It may then be photocopied (only on one side of the paper) for producing multiple copies.
- c) Submitted thesis will be accepted with the satisfactory Plagiarism report as decided by the Competent authority of the University
- d) The Candidate shall submit the thesis to the University as follows:
- Three hard bound copies of the thesis, and
 - Soft copy in the form of CD (in three copies)
- e) In the thesis after the cover page, the forwarding letter/declaration/certificate mentioned in (a) (b) and (c) below must be given
- Thesis should be forwarded by Head of the Department
 - The thesis must be accompanied by a declaration from the candidate as per (Appendix 2) that the thesis embodies his/her own work and he/she has worked under the supervisor at the approved place of work for the required period as per provisions of the Ordinance.
 - The certificate from the Supervisor together with Co-supervisor, if any, as per Appendix 3.

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

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

32. Evaluation of thesis and viva-voce examination

- a) On receipt of the thesis, required fee and no dues certificates, the thesis shall be sent to the two examiners already consented
- b) The thesis to be accepted for the award of the Ph.D. degree must comply with the following conditions:
- It must be a piece of research work characterized either by the discovery of the new facts or by a fresh approach towards the

- interpretation of fact. In either case. It should evince the candidate's capacity for critical examination and sound judgment.
- ii. It must be satisfactory in point of language and presentation of the subject matter.
- c) The examiners shall categorically recommend in the prescribed Proforma (Appendix 07) acceptance, revision or rejection of the thesis. He shall also give detailed comments on the points spelt out in clause 20 of the Ordinance and also detailed comments on each chapter in the examiner's report, which should be typed on separate pages, in four copies. The examiner must also give a list of at least ten question; he wishes to be asked at the viva-voce examination.
- d)
- i. The examiner's may seek clarification of the subject matter of the thesis from the supervisor through the Registrar. This provision will be incorporated in the letter to be sent to the examiners while sending the thesis.
 - ii. The Vice Chancellor may recall the thesis from an examiner, who fails to send the reports within three months of the date of dispatch of thesis or such other date as may be extended by the Vice Chancellor and appoint another examiner from the panels of examiners.
 - iii. If one examiner approves the thesis and the other rejects it or recommends for revision, the thesis shall be sent to the third examiner, drawn from the panel of examiners as constituted at para 15 (b) by the Vice Chancellor, without the reports of earlier examiners, The third examiner shall be asked to give his/her opinion and his opinion shall be final.
 - iv. In case both the original examiners accept the thesis for the award of the Ph.D. degree or in the event of it being referred to the third examiner, and the third examiner accepts the thesis for the award of the Ph.D. degree, the candidate shall be called upon to appear at the viva-voce examination before a board of examiners comprising of the Supervisor, Co supervisor (if any) and one of two examiners(as per para 14(b)), selected by the Vice Chancellor, who have accepted the thesis for the award of the Ph.D degree. In case the candidate is related to the supervisor, then the Vice Chancellor shall appoint Head of Studies/Institution/Chairman Board of studies of the subject concerned to act as viva-voce examiner, in place of the Supervisor.
 - v. The Supervisor/ Head University Teaching Department/Chairman Board of Studies of the subject concerned, as the case may be, shall be communicated the name of the external examiner appointed by Vice Chancellor to conduct the viva-voce examination. The same shall then contact the external examiner and fix up a date for viva-voce. The date

fixed for the viva- voce shall be informed to the candidate and the Registrar. Provided that in special circumstances Vice Chancellor may appoint alternate viva-voce examiner from the panel of examiners, if both the external examiners are not in a position to conduct the viva voce examination.

- vi. The viva-voce examination shall be conducted at the University Teaching Department or at any place fixed by the University for the purpose. The date and time and place of open viva-voce examination shall be notified by the registrar on the University Notice board at least a week in advance. At the time of viva-voce examination, the board of examiners shall be provided the reports of the examiners, which shall be returned along with the report of viva-voce examination to the Registrar in confidential cover.
 - vii. The candidate shall present the work embodied in the thesis before the board of examiners, members of faculty, research scholars and other interested person present in open viva. After the presentation of the research work the Board shall ask question together with those questions, which have been given along with examiners reports. Others in the audience can also ask question and the candidate shall replay only those question which are permitted by the external examiner.
 - viii. In case the recommendations of the viva-voce examiners differ from that of the thesis examiner or there is difference of opinion between the viva-voce examiners, the candidate shall reappear at a second viva-voce examination within six months. Such candidates would be required to pay an additional fee as prescribed by the University for Second viva-voce Examination. The external examiner for second viva-voce examination shall be appointed by the Vice Chancellor as above. If the candidate fails to satisfy the viva- voce examiners a second time, his/her thesis shall be finally rejected.
- a) If the examiners recommend that the candidate be asked to revise/improve his thesis, the Vice Chancellor shall permit the candidate to resubmit his thesis not earlier than six months and not later than eighteen months, the period being counted from the date of the issue of orders to the candidate. The candidate shall be provided examiners reports without disclosing the names of the examiners to enable him/her to improve the thesis on the basis of the reports. All the copies of the thesis shall also be returned to candidate.
 - b) In case the candidate is allowed to resubmit the thesis he/she will have to pay the prescribed fee afresh at the time of resubmission but it shall not be necessary for him to reproduce any certificate of further attendance at the institution at which he/ she carried out the work.

- c) The resubmitted three copies of the thesis must make clear mention about revised version. The thesis shall be got examined as far as possible by the examiners who finally recommended for the revision.

In case a candidate is asked to revise the thesis under clause 17 iv.c and one of the examiners recommends again for revision of the revised thesis and the other accept the thesis shall be rejected. If he accepts the thesis for the award then the candidate shall be awarded the Ph.D. degree on successful viva voce examination as per provision of clause 17 iv.d of the Ordinance.

In case a candidate is asked to further revised the thesis by the third examiner, as per provisions laid down under para 17 iv.c, above thesis shall stand rejected. Second time revision is not permitted in any case and if so, the thesis shall automatically stand rejected.

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

33. Appearing in other examination

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

34. Publication of thesis

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

35. Award of Ph.D.

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

36. Reports of examiners

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

37. Withdrawal of degree

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

**Appendix-1
PROFORMA FOR SYNOPSIS**

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

Signature of the Supervisor

Signature of the Candidate

Date:

Signature of Co supervisor (if any)

Date:

Appendix-2
DECLARATION BY THE CANDIDATE

I declare that the thesis entitled

.....
.....
.....

Is my own work conducted under the supervision of

Dr.....

.....
.....

(Supervisor/Co-Supervisor)

at.....

.....
.....

(Center)

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

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

Signature of the candidate

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

Appendix3
CERTIFICATE OF THE SUPERVISOR

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

To the best of my knowledge and belief the thesis:

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

Signature of the Co-Supervisor

Date:.....

Signature of the Supervisor

Date:.....

Appendix-4
PROFORMA FOR PH.D PROGRESS REPORT

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

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

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

Fees paid vide receipt No

Date.....

Report-

Date:.....

Place:.....

where

for Ph.D

.....
(Signature of Head of institution

the candidate was registered

degree)

Signature of the Supervisor

Date:.....

Place:.....

Address:.....

.....

.....

Appendix – 5
FORWARDING LETTER OF HEAD OF INSTITUTION

The Ph.D thesis entitled

.....
.....
.....

Submitted by Shri/Smt./Ku

.....

Is forwarded to the University in three copies. The candidate has paid the necessary fees and there are no dues outstanding against him/her.

Name.....Seal.....

Date:.....

Place:.....

.....

(Signature of Head of institution

where

The candidate was registered for

Ph.D

degree)

Signature of the Supervisor

Date:-.....

Place:.....

Address.....

.....

Appendix – 6
EXAMINERS REPORTS ON Ph.D. THESIS

Title of
thesis.....
.....
.....

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

Subject:.....
.....

Faculty.....

1. Thesis is recommended for the Award of Ph.D degree Yes/No
2. The thesis be revised on the
Lines..... Detailed
below.....
3. The thesis be rejected(Please write Yes/No,
as the case may be)

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

DETAILED REPORT

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

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

Date :

Place :

(Signature of the Examiner)

Full Name & Address
.....
.....
.....

Appendix – 7**PROVISIONAL CERTIFICATE REGARDING AWARD OF Ph.D. DEGREE**

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

The title of Ph.D thesis is

.....
.....
.....

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

Registrar

Date:

Ordinance No. 34
Master of Philosophy (M.Phil)
(Ordinance as per UGC Regulation 2016)

The Ordinance shall be called "Ordinance" Governing M.Phil Degree. The ordinance will be governed on such rules & regulations as per approval from Board of Management of the University framed in accordance of regulations /norms laid by UGC from time to time

1. Eligibility criteria for admission to the M.Phil. programme:

- a. Candidates for admission to the M.Phil. programme shall have a Master's degree or a professional degree declared equivalent to the Master's degree by the corresponding statutory regulatory body, with at least 55% marks in aggregate or its equivalent grade 'B' in the UGC 7-point scale (or an equivalent grade in a point scale wherever grading system is followed) 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.
- b. 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. The eligibility marks of 55% (or an equivalent grade in a point scale wherever grading system is followed) and the relaxation of 5% to the categories mentioned above are permissible based only on the qualifying marks without including the grace mark procedures.

2. Duration of the Programme:

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.

3. Admission to M.Phil

Admission procedure for M.Phil programme is similar to P.hD Programme mention in point no. 3 of ordinance 19.

4. Availability of seats

- a. The seats will be decided by the University authority for subject separately.
- b. A professor as Supervisor may have three (3) M.Phil students apart from 8 students of P.hD Course.
- c. An Associate Professor as Research Supervisor can guide up to a maximum of two (2) M.Phil. apart from six (6) Ph.D. scholars.

- d. Assistant Professor as Research Supervisor can guide up to a maximum of one (1) M.Phil apart from four (4) Ph.D. scholars.

5. Course Work: Credit Requirements

The credit assigned to the M.Phil. course work shall be a minimum of 08 credits and a maximum of 16 credits.

- a. The course work shall be treated as prerequisite for M.Phil. 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 M.Phil. degree.
 - b. All courses prescribed for M.Phil. 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.
 - c. All candidates admitted to the M.Phil. programmes shall be required to complete the course work prescribed by the Department during the initial one or two semesters.
 - d. 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.
 - e. A M.Phil. scholar has to obtain a minimum of 55% of marks or its equivalent grade in the UGC 7-point scale (or an equivalent grade/CGPA in a point scale wherever grading system is followed) in the course work in order to be eligible to continue in the programme and submit the dissertation/thesis.
 - f. In response to an advertisement by University desirous candidate must apply for Entrance test leading to registration for M.Phil degree of his subject on a prescribed form obtainable on payment of prescribed fee, stating.
 - e) His/her Qualification and experience;
 - f) Proposed subject/discipline along with the relevant faculty in which he/she proposes to work.
 - g) Marksheet of Qualifying Examination (Marksheet of Higher secondary, Marksheet of Bachelor degree and Qualifying PG Examination Marksheet)
 - h) Address, Contact number, mobile number, email- id and other contact details.
- 6. Entrance Test-** An entrance test for admission to M.Phil. programme shall be conducted for each subject separately.
- a. The entrance test should comprise of multiple choice objective type question paper of 100 questions having total 100 marks and to be answered in maximum 2 hours. The questions should cover concerned post graduate

- syllabus. There will no negative marking and the candidates must score minimum 50 marks (45% for SC/ST non creamy layer/physically handicapped) to qualify the entrance test.
- b. The eligible candidates shall have to appear in an interview. The interview committee (Departmental Research Committee) DRC shall consist of
- Dean of concerned faculty – Chairman
 - Chairman Board of Studies of concerned subject member
 - Head of department/school of study member
 - One senior professor nominated by Vice Chancellor
- Three members shall form quorum of meeting
7. The functions of the DRC shall be to scrutinize the application of the candidates, to discuss the probable topic of research and to allocate supervisor/co supervisor to eligible candidates.
8. Eligible candidates after recommendation of DRC and subsequent approval of Vice Chancellor shall be eligible to attend course work for 6 months to study
- Following subjects for 3 months.
 - Research Methods and Methodology
 - Computer application
 - Statistical method of data analysis
 - Literature review on the selected topic under allocated supervisor for 3 months
9. If found necessary, course work may be carried out by Doctoral candidate in sister departments/institutes either within or outside the university for which due credit will be given to them.
10. After completion of 6 months of course work successfully a test shall be conducted by the University for subjects incorporated in 7 (a) for 3 hours and for 100 marks. The question paper may have long answers questions for 60 marks and short answers questions for 40 marks.
11. Review of literature shall be evaluated for 100 marks.
12. A candidate should be declared to have passed the examinations if he/she secures 50 marks separately in each paper (45 marks for SC/ST/handicapped candidate).
13. If candidate fails in only one paper, he/she may appear in next subsequent examination in that paper for one more time to pass. If he fails again he/she will be declared unfit for M.Phil. programme.
14. Setting of questions paper for the course work examination and evaluation of the review of literature should be done by qualified examiner as approved by Vice Chancellor.
15. Candidate desirous to appear in entrance test and course work shall deposit requisite fee as decided by the University from time to time. Separate fee shall be charged for attending course work classes.
16. Minimum 75% attendance is compulsory to write course work examination. The attendance of course work and attendance recorded by supervisor during review of literature may be taken together for this purpose.
17. After completion of review of literature by candidate supervisor shall forward the same in bind form in 3 copies to dean faculty of concerned subject along with certificate of attendance in form of percentage attendance.
18. Successful candidates after passing the course work examination shall be admitted in M.Phil programme as per order of merit declared by the University for the concerned subject.
19. Fees
Registration fee for M.Phil programme is to be paid to the University at the prevalent rates as announced by the University from time to time. The total programme fee must be paid before submission of M.Phil. dissertation.
20. General ordinances for the examination no. 5 rules regulation and disciplinary action against students no. 6 shall be applicable.

Ordinance No. 35**Ordinance Pertaining to Bachelor of Architecture (B.Arch.)****1. Name of Program**

Bachelor of Architecture five Years Graduate Program (Shall be quoted simply 'Program' hereafter in this ordinance) The program shall be offered under this Ordinance, subject to the recommendation of the respective Board of Studies authorized to recommend further Additions/Alterations in this Ordinance for approval of MPPURC, Government of M.P. and Council of Architecture (COA).

2. Name of Faculty and Board of Studies

Name of Faculty shall be faculty of Architecture, Planning and Design.

3. Duration

Schedule Period of Program completion: 5Years

Maximum Period of Program completion: 8 Years

4. Eligibility for Admission

- a. Minimum qualification for admission to the first year of **Bachelor of Architecture** shall be the pass in qualifying Higher Secondary School Certificate Examination (10+2) scheme with PCM (also securing at least 50% pass marks in 10+2 examination) conducted by M.P. Board of Secondary Education or an equivalent examination from a recognized Board in accordance with the provisions of council of architecture (COA).

5. Admission Process

Admission to the program shall be made by an admission committee approved by the Vice Chancellor in accordance with the provisions of council of architecture (COA). The admission process shall take place on the criteria approved by the Committee. (As per Ordinance no.01)

6. Number of Seats for the Program

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

7. 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. Fee, once paid, and if student has started attending the classes, will 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.

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

8. Academic System - Examination (As per Ordinance No 05)

Curriculum & Related Regulations: As recommended by Academic Council, as per norms/guidelines of regulatory authorities.

9. Eligibility for the Award of the Degree

Student will be declared eligible for the award of the Five year Degree Course if he/she fulfills the academic regulations, pursued a course of study for not less than five academic years and not more than eight academic years. A student shall be declared eligible for the award of the Five year Degree Course, if He/she fulfills the entire requirement set by Regulatory Authorities. The minimum Teaching / Classes conduction in each semester will be 90 days.

10. Attendance

Attendance in theory and practical classes shall be compulsory as per statues. Presently, it is 75% in theory and practical separately. During dissertation phases, the candidate must carry out a sufficient amount of dissertation work to the satisfaction of the committee approved by the Director, which shall evaluate the dissertation work as per the standard norms.

11. General Instructions

- a) Board of Management of the University shall be the competent authority to decide on the matters which are not covered in this ordinance.
- b) The subjects to be studied in different semesters including lab work, practical, implant training; project etc. shall be as per the course regulating authority, University schemes, approved by Board of Studies of the University on the basis of Authority norms and the board of Management of the University.
- c) Not with standing 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 Directors/Deans of all Departments/Institutions Schools. The decision of the Vice-Chancellor shall be final.
- d) The Reservation of SC/ST/Other category candidates shall be applicable as per the norms of the State Government of Madhya Pradesh and/or the Government of India.

Ordinance No. 36**Ordinance Pertaining to Bachelor of Education (B.Ed.)****1. Name of Program**

Bachelor of Education four/one Years Graduate Program (Shall be quoted simply 'Program' hereafter in this ordinance) The program shall be offered under this Ordinance, subject to the recommendation of the respective Board of Studies is authorized to recommend further Additions/Alterations in this Ordinance for approval of MPPURC, Government of M.P., National council of Teachers Education (NCTE).

2. Name of Faculty and Board of Studies

Name of Faculty shall be faculty of Education.

3. Duration

Schedule Period of Program completion: 2 Years (As per NCTE norms)

Maximum Period of Program completion: 5 Years

4. Eligibility for Admission

- a. Minimum qualification for admission to the first year of **Bachelor of Education** shall be the pass in qualifying Higher Secondary School Certificate Examination (10+2) scheme with all relevant courses (also securing at least 50% pass marks in these relevant subjects individually (As per NCTE norms)) conducted by M.P. Board of Secondary Education or an equivalent examination from a recognized Board.

5. Admission Process

Admission to the program shall be made by an admission committee approved by the Vice Chancellor. The admission process shall take place on the criteria approved by the Committee. (As per Ordinance no.01)

6. Number of Seats for the Program

It will be decided time to time by the university as per guidelines of Regulatory Authorities and other statutory bodies as and where applicable (As per NCTE norms).

7. 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, will 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.

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

8. Academic System - Examination (As per Ordinance No 05)

Curriculum & Related Regulations: As recommended by Academic Council, as per norms/guidelines of regulatory authorities.

9. Eligibility for the Award of the Degree

Student will be declared eligible for the award of the Four year Degree Course if he fulfills the academic regulations, pursued a course of study for not less than four/ one academic years and not more than seven/ Four academic years. A student shall be declared eligible for the award of the Four year Degree Course, if He/she fulfills the entire requirement set by Regulatory Authorities. The minimum Teaching / Classes conduction in each semester will be 90 days.

10. Attendance

Attendance in theory and practical classes shall be compulsory as per statues. Presently, it is 75% in theory and practical separately. During dissertation phases, the candidate must carry out a sufficient amount of dissertation work to the satisfaction of the committee approved by the Director, which shall evaluate the dissertation work as per the standard norms.

11. General Instructions

- a. Board of Management of the University shall be the competent authority to decide on the matters which are not covered in this ordinance.
- b. The subjects to be studied in different semesters include lab work, practical, implant training; project etc. shall be as per the course regulating authority, University schemes, approved by Board of Studies of the University on the basis of Authority norms and the board of Management of the University.
- c. Not with standing 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 Deans and/or all the Directors/Deans of all Departments/Institutions Schools. The decision of the Vice-Chancellor shall be final.
- d. The Reservation of SC/ST/Other category candidates shall be applicable as per the norms of the State Government of Madhya Pradesh and/or the Government of India.

Sanjeev Agrawal Global Educational University, Bhopal
Ordinance No. 37

Ordinance Pertaining to Bachelor of Legislative Laws (LLB) Degree Program

1. Name of Program

Three Years **Bachelor of Legislative Law (LLB)** Graduate Program (Shall be quoted simply 'Program' hereafter in this ordinance) shall be offered under this Ordinance, subject to the recommendation of the respective Board of Studies and as per norms of Regulatory Authorities. Board of Studies is authorized to recommend further Additions/Alterations in this Ordinance for approval of MPPURC, Government of M.P. and Bar Council of India.

Name of Faculty and Board of Studies

Name of Faculty shall be Faculty of Law and Legal Studies.

2. Duration

Schedule Period of Program completion: 3 Years

Maximum Period of Program completion: 6 Years

3. Eligibility for Admission

Minimum qualification for admission to the first year of Three Year **Bachelor of Legislative Laws (LLB)** Degree Program shall be the pass in qualifying Higher Secondary School Certificate Examination (10+2) scheme with relevant subjects (also securing pass marks in these relevant subjects individually) conducted by M.P. Board of Secondary Education or an equivalent examination from a recognized Board and as per provisions of Bar Council of India.

4. Admission Process

Admission to the program shall be made by an admission committee approved by the Vice Chancellor. The admission process shall take place on the criteria approved by the Committee and as per provisions of Bar Council of India. (As per Ordinance no.01)

5. Number of Seats for the Program

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

6. 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, will 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.
- d) The fees shall be applicable as per approval of Board of Management from time to time.

7. Academic System

Examination (As per Ordinance No 05)

Curriculum & Related Regulations: As recommended by Academic Council, as per norms/guidelines of regulatory authorities.

8. Eligibility for the Award of the Degree

Student will be declared eligible for the award of the Three year Degree Course if he fulfills the academic regulations, pursued a course of study for not less than three academic years and not more than six academic years. A student shall be declared eligible for the award of the Three year Degree Course, if He/she fulfills the entire requirement set by Regulatory Authorities. The minimum Teaching / Classes conduction in each semester will be 90 days.

9. Attendance

Attendance in theory and practical classes shall be compulsory as per statues. Presently, it is 75% in theory and practical separately. During dissertation phases, the candidate must carry out a sufficient amount of dissertation work to the satisfaction of the committee approved by the Director, which shall evaluate the dissertation work as per the standard norms.

10. General Instructions

- a) Board of Management of the University shall be the competent authority to decide on the matters which are not covered in this ordinance.
- b) The subject to be studied in different semester include lab work, practical, implant training, project etc. shall be as per the University schemes, approved by Board of Studies of the University on the basis of Authority norms and the Board of Management of the University.
- c) Not with standing 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 Deans and/or all the Directors/Deans of all Departments/Institutions Schools. The decision of the Vice-Chancellor shall be final.
- d) The Reservation of SC/ST/Other category candidates shall be applicable as per the norms of the State Government of Madhya Pradesh and/or the Government of India.

Ordinance No. 38**Ordinance Pertaining to Bachelor of Computer Application (BCA) Degree Program****1. Name of Program**

Three Years Bachelor of Computer Application (BCA) Graduate Program (Shall be quoted simply 'Program' hereafter in this ordinance) shall be offered under this Ordinance, subject to the recommendation of the respective Board of Studies and as per norms of Regulatory Authorities. Board of Studies is authorized to recommend further Additions/Alterations in this Ordinance for approval of MPPURC, Government of M.P.

2. Name of Faculty and Board of Studies

Name of Faculty shall be Faculty of Computer Application

3. Duration

Schedule Period of Program completion: 3 Years

Maximum Period of Program completion: 6 Years

4. Eligibility for Admission

Minimum qualification for admission to the first year of Three Year Bachelor of Computer Application (BCA) Degree Program shall be the pass in qualifying Higher Secondary School Certificate Examination (10+2) scheme PCM (also securing pass marks in these relevant subjects individually) conducted by M.P. Board of Secondary Education or an equivalent examination from a recognized Board.

5. Admission Process

Admission to the program shall be made by an admission committee approved by the Vice Chancellor. The admission process shall take place on the criteria approved by the Committee. (As per Ordinance no.01)

6. Number of Seats for the Program

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

7. 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, will 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.
- d) The fees shall be applicable as per approval of Board of Management from time to time.

8. Academic System

Examination (As per Ordinance No 05)

Curriculum & Related Regulations: As recommended by Academic Council, as per norms/guidelines of regulatory authorities.

9. Eligibility for the Award of the Degree

Student will be declared eligible for the award of the Three year Degree Course if he fulfills the academic regulations, pursued a course of study for not less than three academic years and not more than six academic years. A student shall be declared eligible for the award of the Three year Degree Course, if He/she fulfills the entire requirement set by Regulatory Authorities. The minimum Teaching / Classes conduction in each semester will be 90 days.

10. Attendance

Attendance in theory and practical classes shall be compulsory as per statues. Presently, it is 75% in theory and practical separately. During dissertation phases, the candidate must carry out a sufficient amount of dissertation work to the satisfaction of the committee approved by the Director, which shall evaluate the dissertation work as per the standard norms.

11. General Instructions

- a) Board of Management of the University shall be the competent authority to decide on the matters which are not covered in this ordinance.
- b) The subject to be studied in different semester include lab work, practical, implant training, project etc. shall be as per the University schemes, approved by Board of Studies of the University on the basis of Authority norms and the Board of Management of the University.
- c) Not with standing 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 Deans and/or all the Directors/Deans of all Departments/Institutions Schools. The decision of the Vice-Chancellor shall be final.
- d) The Reservation of SC/ST/Other category candidates shall be applicable as per the norms of the State Government of Madhya Pradesh and/or the Government of India.

Ordinance No. 39
Ordinance Pertaining to Bachelor of Library and Information Science
(B. Lib. I. Sc.) Degree Program

1. Name of Program

One Years **Bachelor of Library and Information Science (B. Lib. I. Sc.)** Graduate Program (Shall be quoted simply 'Program' hereafter in this ordinance) shall be offered under this Ordinance, subject to the recommendation of the respective Board of Studies and as per norms of Regulatory Authorities. Board of Studies is authorized to recommend further Additions/Alterations in this Ordinance for approval of MPPURC, Government of M.P.

2. Name of Faculty and Board of Studies

Name of Faculty shall be Faculty of Library Sciences

3. Duration

Schedule Period of Program completion: 1 Years

Maximum Period of Program completion: 4 Years

4. Eligibility for Admission

Minimum qualification for admission to the first year of One Year Graduate Program shall be graduate degree with relevant subjects (also securing 50% pass marks in these relevant subjects individually) conducted by any University recognized by UGC and State Government Authorities/University.

5. Admission Process

Admission to the program shall be made by an admission committee approved by the Vice Chancellor. The admission process shall take place on the criteria approved by the Committee. (As per Ordinance no.01)

6. Number of Seats for the Program

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

7. 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, will 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.
- d) The fees shall be applicable as per approval of Board of Management from time to time.

8. Academic System

Examination (As per Ordinance No 05)

Curriculum & Related Regulations: As recommended by Academic Council, as per norms/guidelines of regulatory authorities.

9. Eligibility for the Award of the Degree

Student will be declared eligible for the award of the one year Degree Course if he fulfills the academic regulations, pursued a course of study for not less than one academic year and not more than four academic years. A student shall be declared eligible for the award of the Three year Degree Course, if He/she fulfills the entire requirement set by Regulatory Authorities. The minimum Teaching / Classes conduction in each semester will be 90 days.

10. Attendance

Attendance in theory and practical classes shall be compulsory as per statues. Presently, it is 75% in theory and practical separately. During dissertation phases, the candidate must carry out a sufficient amount of dissertation work to the satisfaction of the committee approved by the Director, which shall evaluate the dissertation work as per the standard norms.

11. General Instructions

- a) Board of Management of the University shall be the competent authority to decide on the matters which are not covered in this ordinance.
- b) The subject to be studied in different semester include lab work, practical, implant training, project etc. shall be as per the University schemes, approved by Board of Studies of the University on the basis of Authority norms and the Board of Management of the University.
- c) Not with standing 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 Deans and/or all the Directors/Deans of all Departments/Institutions Schools. The decision of the Vice-Chancellor shall be final.
- d) The Reservation of SC/ST/Other category candidates shall be applicable as per the norms of the State Government of Madhya Pradesh and/or the Government of India.

Ordinance No. 40
Ordinance Pertaining to Bachelor of Vocational Education (B. Voc.) Degree Program

1. Name of Program

Three Years **Bachelor of Vocational Education (B. Voc.)** Graduate Program (Shall be quoted simply 'Program' hereafter in this ordinance) shall be offered under this Ordinance, subject to the recommendation of the respective Board of Studies and as per norms of Regulatory Authorities. Board of Studies is authorized to recommend further Additions/Alterations in this Ordinance for approval of MPPURC, Government of M.P. and AICTE.

2. Name of Faculty and Board of Studies

Name of Faculty shall be Faculty of Vocational Studies

3. Duration

Schedule Period of Program completion: 3 Years

Maximum Period of Program completion: 6 Years

4. Eligibility for Admission

Minimum qualification for admission to the first year of Three Year **Bachelor of Vocational Education (B. Voc.)** Degree Program shall be the pass in qualifying Higher Secondary School Certificate Examination (10+2) scheme PCM (also securing 50% pass marks in these relevant subjects individually) conducted by M.P. Board of Secondary Education or an equivalent examination from a recognized Board.

5. Admission Process

Admission to the program shall be made by an admission committee approved by the Vice Chancellor. The admission process shall take place on the criteria approved by the Committee. (As per Ordinance no.01)

6. Number of Seats for the Program

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

7. 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, will 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.
- d) The fees shall be applicable as per approval of Board of Management from time to time.

8. Academic System

Examination (As per Ordinance No 05)

Curriculum & Related Regulations: As recommended by Academic Council, as per norms/guidelines of regulatory authorities.

9. Eligibility for the Award of the Degree

Student will be declared eligible for the award of the Three year Degree Course if he fulfills the academic regulations, pursued a course of study for not less than three academic years and not more than six academic years. A student shall be declared eligible for the award of the Three year Degree Course, if He/she fulfills the entire requirement set by Regulatory Authorities. The minimum Teaching / Classes conduction in each semester will be 90 days.

10. Attendance

Attendance in theory and practical classes shall be compulsory as per statutes. Presently, it is 75% in theory and practical separately. During dissertation phases, the candidate must carry out a sufficient amount of dissertation work to the satisfaction of the committee approved by the Director, which shall evaluate the dissertation work as per the standard norms.

11. General Instructions

- a) Board of Management of the University shall be the competent authority to decide on the matters which are not covered in this ordinance.
- b) The subject to be studied in different semester include lab work, practical, implant training, project etc. shall be as per the University schemes, approved by Board of Studies of the University on the basis of Authority norms and the Board of Management of the University.
- c) Not with standing 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 Deans and/or all the Directors/Deans of all Departments/Institutions Schools. The decision of the Vice-Chancellor shall be final.
- d) The Reservation of SC/ST/Other category candidates shall be applicable as per the norms of the State Government of Madhya Pradesh and/or the Government of India.

Ordinance No. 41**Ordinance Pertaining to Bachelor of Physical Education (B. P. Ed.) Degree Program****1. Name of Program**

Three Years Bachelor of Physical Education (B. P. Ed.) Graduate Program (Shall be quoted simply 'Program' hereafter in this ordinance) shall be offered under this Ordinance, subject to the recommendation of the respective Board of Studies and as per norms of Regulatory Authorities. Board of Studies is authorized to recommend further Additions/Alterations in this Ordinance for approval of MPPURC, Government of M.P. and NCTE.

Name of Faculty and Board of Studies

Name of Faculty shall be Faculty of Education

2. Duration

Schedule Period of Program completion: 2 Years (As per NCTE norms)

Maximum Period of Program completion: 5 Years

3. Eligibility for Admission

Minimum qualification for admission to the first year of Three Year Bachelor of Physical Education (B. P. Ed.) Degree Program shall be the pass in qualifying Higher Secondary School Certificate Examination (10+2) scheme in relevant subject (also securing pass marks in these relevant subjects individually(As per NCTE norms)) conducted by M.P. Board of Secondary Education or an equivalent examination from a recognized Board.

4. Admission Process

Admission to the program shall be made by an admission committee approved by the Vice Chancellor. The admission process shall take place on the criteria approved by the Committee. (As per Ordinance no.01)

5. Number of Seats for the Program

It will be decided time to time by the university as per guidelines of Regulatory Authorities and other statutory bodies as and where applicable (As per NCTE norms).

6. 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.
- Registrar shall notify the quantum of fees payable and the schedule of registration before the start of each semester.
- Fees, once paid, and if student has started attending the classes, will 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.

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

7. Academic System

Examination (As per Ordinance No 05)

Curriculum & Related Regulations: As recommended by Academic Council, as per norms/guidelines of regulatory authorities.

8. Eligibility for the Award of the Degree

Student will be declared eligible for the award of the Three year Degree Course if he fulfills the academic regulations, pursued a course of study for not less than three academic years and not more than six academic years. A student shall be declared eligible for the award of the Three year Degree Course, if He/she fulfills the entire requirement set by Regulatory Authorities. The minimum Teaching / Classes conduction in each semester will be 90 days.

9. Attendance

Attendance in theory and practical classes shall be compulsory as per statues. Presently, it is 75% in theory and practical separately. During dissertation phases, the candidate must carry out a sufficient amount of dissertation work to the satisfaction of the committee approved by the Director, which shall evaluate the dissertation work as per the standard norms.

10. General Instructions

a) Board of Management of the University shall be the competent authority to decide on the matters which are not covered in this ordinance.

b) The subject to be studied in different semester include lab work, practical, implant training, project etc. shall be as per the University schemes, approved by Board of Studies of the University on the basis of Authority norms and the Board of Management of the University.

c) Not with standing 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 Deans and/or all the Directors/Deans of all Departments/Institutions Schools. The decision of the Vice-Chancellor shall be final.

d) The Reservation of SC/ST/Other category candidates shall be applicable as per the norms of the State Government of Madhya Pradesh and/or the Government of India.

Ordinance No. 42
Ordinance Pertaining to Master of Architecture (M. Arch.) Post Graduate Degree Program

1. Name of Program

Master of Architecture (M. Arch.) Post Graduate Program (Shall be quoted simply 'Program' hereafter in this ordinance). The program shall be offered under this Ordinance, subject to the recommendation of the respective Board of Studies and as per norms of Regulatory Authorities. Board of Studies is authorized to recommend further Additions/Alterations in this Ordinance for approval of MPPURC and Government of M.P and Council of Architecture (COA).

2. Name of Faculty and Board of Studies

Name of Faculty shall be Faculty of Architecture, Planning and Design

3. Duration

Schedule Period of Program completion: 2 Years

Maximum Period of Program completion: 5 Years

4. Eligibility for Admission

Criteria for admission to the first year of **Master of Architecture (M. Arch.)** shall be the qualifying Graduation Degree with B. Arch. (also securing pass marks in these relevant subjects individually) conducted by any University recognized by UGC and State Government Authorities and as per COA.

5. Admission Process

Admission to the program shall be made by an admission committee approved by the Vice Chancellor. The admission process shall take place on the criteria approved by the Committee. (As per Ordinance no.01) as per provisions of COA.

6. Number of Seats for the Program

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

7. 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. Fee once paid, and if student has started attending the classes, will 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.
- d. The fees shall be applicable as per approval of Board of Management

from time to time.

8. Academic System

Examination (As per Ordinance No 05)

Curriculum & Related Regulations: As recommended by Academic Council, as per norms/guidelines of regulatory authorities.

9. Eligibility for the Award of the Degree

Student will be declared eligible for the award of the **Master of Architecture (M. Arch.)** Post Graduate Degree Course if he/she fulfills the academic regulations pursued a course of study for not less than two academic years and not more than five academic years. A student shall be declared eligible for the award of the Two year Post Graduate Degree Course, if He/she fulfills the entire requirement set by Regulatory Authorities. The minimum Teaching / Classes conduction in each semester will be 90 days.

10. Attendance

Attendance in theory and practical classes shall be compulsory as per statues. Presently, it is 75% in theory and practical separately. During dissertation phases, the candidate must carry out sufficient amount of dissertation work to the satisfaction of the committee approved by the Director, which shall evaluate the dissertation work as per the standard norms.

11. General Instructions

- a) Board of Management of the University shall be the competent authority to decide on the matters which are not covered in this ordinance.
- b) The subject to be studied in different semester include lab work, practical, implant training, project etc. shall be as per the University schemes, approved by Board of Studies of the University on the basis of Authority norms and the Board of Management of the University.
- c) Not with standing 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 Deans and/or all the Directors/Deans of all Departments/Institutions Schools. The decision of the Vice-Chancellor shall be final.
- d) The Reservation of SC/ST/Other category candidates shall be applicable as per the norms of the State Government of Madhya Pradesh and/or the Government of India.

Ordinance No. 43**Ordinance Pertaining to Master of Education (M. Ed.) Post Graduate Degree Program****1. Name of Program**

Master of Education (M. Ed.) Post Graduate Program (Shall be quoted simply 'Program' hereafter in this ordinance). The program shall be offered under this Ordinance, subject to the recommendation of the respective Board of Studies and as per norms of Regulatory Authorities. Board of Studies is authorized to recommend further Additions/Alterations in this Ordinance for approval of MPPURC and Government of M.P and NCTE.

2. Name of Faculty and Board of Studies

Name of Faculty shall be Faculty of Education

3. Duration

Schedule Period of Program completion: 2 Years

Maximum Period of Program completion: 4 Years

4. Eligibility for Admission

Criteria for admission to the first year of **Master of Education (M. Ed.)** shall be the qualifying Graduation Degree with relevant subjects (also securing pass marks in B.Ed. (As per NCTE norms)) conducted by any University recognized by UGC and State Government Authorities.

5. Admission Process

Admission to the program shall be made by an admission committee approved by the Vice Chancellor. The admission process shall take place on the criteria approved by the Committee. (As per Ordinance no.01)

6. Number of Seats for the Program

It will be decided time to time by the university as per guidelines of Regulatory Authorities and other statutory bodies as and where applicable (As per NCTE norms).

7. 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, will 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.
- d. The fees shall be applicable as per approval of Board of Management from time to time.

8. Academic System

Examination (As per Ordinance No 05)

Curriculum & Related Regulations: As recommended by Academic Council, as per norms/guidelines of regulatory authorities.

9. Eligibility for the Award of the Degree

Student will be declared eligible for the award of the **Master of Education (M. Ed.)** Post Graduate Degree Course if he fulfills the academic regulations pursued a course of study for not less than two academic years and not more than four academic years. A student shall be declared eligible for the award of the Two year Post Graduate Degree Course, if He/she fulfills the entire requirement set by Regulatory Authorities. The minimum Teaching / Classes conduction in each semester will be 90 days.

10. Attendance

Attendance in theory and practical classes shall be compulsory as per statues. Presently, it is 75% in theory and practical separately. During dissertation phases, the candidate must carry out a sufficient amount of dissertation work to the satisfaction of the committee approved by the Director, which shall evaluate the dissertation work as per the standard norms.

11. General Instructions

- a) Board of Management of the University shall be the competent authority to decide on the matters which are not covered in this ordinance.
- b) The subject to be studied in different semester include lab work, practical, implant training, project etc. shall be as per the University schemes, approved by Board of Studies of the University on the basis of Authority norms and the Board of Management of the University.
- c) Not with standing 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 Deans and/or all the Directors/Deans of all Departments/Institutions Schools. The decision of the Vice-Chancellor shall be final.
- d) The Reservation of SC/ST/Other category candidates shall be applicable as per the norms of the State Government of Madhya Pradesh and/or the Government of India.

Ordinance No. 44**Ordinance Pertaining to Master of Physical Education (M. P. Ed.) Post Graduate Degree Program****1. Name of Program**

Master of Physical Education (M. P. Ed.) Post Graduate Program (Shall be quoted simply 'Program' hereafter in this ordinance). The program shall be offered under this Ordinance, subject to the recommendation of the respective Board of Studies and as per norms of Regulatory Authorities. Board of Studies is authorized to recommend further Additions/Alterations in this Ordinance for approval of MPPURC and Government of M.P and NCTE.

2. Name of Faculty and Board of Studies

Name of Faculty shall be Faculty of Education

3. Duration

Schedule Period of Program completion: 2 Years

Maximum Period of Program completion: 3 Years

4. Eligibility for Admission

Criteria for admission to the first year of **Master of Physical Education (M. P. Ed.)** shall be the qualifying Graduation Degree with relevant subjects (also securing pass marks in B.P.Ed. (As per NCTE norms)) conducted by any University recognized by UGC and State Government Authorities.

5. Admission Process

Admission to the program shall be made by an admission committee approved by the Vice Chancellor. The admission process shall take place on the criteria approved by the Committee. (As per Ordinance no.01)

6. Number of Seats for the Program

It will be decided time to time by the university as per guidelines of Regulatory Authorities and other statutory bodies as and where applicable(As per NCTE norms).

7. 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, will 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.
- d. The fees shall be applicable as per approval of Board of Management from time to time.

8. Academic System

Examination (As per Ordinance No 05)

Curriculum & Related Regulations: As recommended by Academic Council, as per norms/guidelines of regulatory authorities.

9. Eligibility for the Award of the Degree

Student will be declared eligible for the award of **Master of Physical Education (M. P. Ed.)** Post Graduate Degree Course if he fulfills the academic regulations pursued a course of study for not less than two academic years and not more than four academic years. A student shall be declared eligible for the award of the Two year Post Graduate Degree Course, if He/she fulfills the entire requirement set by Regulatory Authorities. The minimum Teaching / Classes conduction in each semester will be 90 days.

10. Attendance

Attendance in theory and practical classes shall be compulsory as per statutes. Presently, it is 75% in theory and practical separately. During dissertation phases, the candidate must carry out a sufficient amount of dissertation work to the satisfaction of the committee approved by the Director, which shall evaluate the dissertation work as per the standard norms.

11. General Instructions

- a) Board of Management of the University shall be the competent authority to decide on the matters which are not covered in this ordinance.
- b) The subject to be studied in different semester include lab work, practical, implant training, project etc. shall be as per the University schemes, approved by Board of Studies of the University on the basis of Authority norms and the Board of Management of the University.
- c) Not with standing 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 Deans and/or all the Directors/Deans of all Departments/Institutions Schools. The decision of the Vice-Chancellor shall be final.
- d) The Reservation of SC/ST/Other category candidates shall be applicable as per the norms of the State Government of Madhya Pradesh and/or the Government of India.

Ordinance No. 45**Ordinance Pertaining to Master of Law (LLM) Post Graduate Degree Program****1. Name of Program**

Master of Law (LLM) Post Graduate Program (Shall be quoted simply 'Program' hereafter in this ordinance). The program shall be offered under this Ordinance, subject to the recommendation of the respective Board of Studies and as per norms of Regulatory Authorities. Board of Studies is authorized to recommend further Additions/Alterations in this Ordinance for approval of MPPURC and Government of M.P. .

2. Name of Faculty and Board of Studies

Name of Faculty shall be Faculty of Education

3. Duration

Schedule Period of Program completion: 1 Years & 2 Years

Maximum Period of Program completion: 3 Years & 4 Years

4. Eligibility for Admission

Criteria for admission to the first year of **Master of Law (LLM)** shall be the qualifying Graduation Degree with relevant subjects (also securing 55% pass marks in Bachelor of legislative laws (LLB)) conducted by any University recognized by UGC and State Government Authorities.

5. Admission Process

Admission to the program shall be made by an admission committee approved by the Vice Chancellor. The admission process shall take place on the criteria approved by the Committee. (As per Ordinance no.01)

6. Number of Seats for the Program

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

7. 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, will 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.

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

8. Academic System

Examination (As per Ordinance No 05)

Curriculum & Related Regulations: As recommended by Academic Council, as per norms/guidelines of regulatory authorities.

9. Eligibility for the Award of the Degree

Student will be declared eligible for the award of **Master of Law (LLM)** Post Graduate Degree Course if he fulfills the academic regulations pursued a course of study for not less than two academic years and not more than four academic years. A student shall be declared eligible for the award of the Two year Post Graduate Degree Course, if He/she fulfills the entire requirement set by Regulatory Authorities. The minimum Teaching / Classes conduction in each semester will be 90 days.

10. Attendance

Attendance in theory and practical classes shall be compulsory as per statues. Presently, it is 75% in theory and practical separately. During dissertation phases, the candidate must carry out a sufficient amount of dissertation work to the satisfaction of the committee approved by the Director, which shall evaluate the dissertation work as per the standard norms.

11. General Instructions

- a) Board of Management of the University shall be the competent authority to decide on the matters which are not covered in this ordinance.
- b) The subject to be studied in different semester include lab work, practical, implant training, project etc. shall be as per the University schemes, approved by Board of Studies of the University on the basis of Authority norms and the Board of Management of the University.
- c) Not with standing 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 Deans and/or all the Directors/Deans of all Departments/Institutions Schools. The decision of the Vice-Chancellor shall be final.
- d) The Reservation of SC/ST/Other category candidates shall be applicable as per the norms of the State Government of Madhya Pradesh and/or the Government of India.

Ordinance No. 46**Ordinance Pertaining to Master of Library and Information Science
(M. Lib. I. Sc.) Post Graduate Degree Program****1. Name of Program**

One Year **Master of Library and Information Science (M. Lib. I. Sc.)** Post Graduate Program (Shall be quoted simply 'Program' hereafter in this ordinance) shall be offered under this Ordinance, subject to the recommendation of the respective Board of Studies and as per norms of Regulatory Authorities. Board of Studies is authorized to recommend further Additions/Alterations in this Ordinance for approval of MPPURC, Government of M.P.

2. Name of Faculty and Board of Studies

Name of Faculty shall be Faculty of Library Sciences

3. Duration

Schedule Period of Program completion: 1 Years

Maximum Period of Program completion: 4 Years

4. Eligibility for Admission

Minimum qualification for admission to the first year of One Year Post Graduate Program shall be pass in the qualifying Graduation Degree with relevant subjects (also securing pass marks in B.Lib./B.Lib.I.Sc.) conducted by any University recognized by UGC and State Government Authorities

5. Admission Process

Admission to the program shall be made by an admission committee approved by the Vice Chancellor. The admission process shall take place on the criteria approved by the Committee. (As per Ordinance no.01)

6. Number of Seats for the Program

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

7. 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, will 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.
- d) The fees shall be applicable as per approval of Board of Management from time to time.

8. Academic System

Examination (As per Ordinance No 05)

Curriculum & Related Regulations: As recommended by Academic Council, as per norms/guidelines of regulatory authorities.

9. Eligibility for the Award of the Degree

Student will be declared eligible for the award of the one year Degree Course if he fulfills the academic regulations, pursued a course of study for not less than one academic year and not more than four academic years. A student shall be declared eligible for the award of the Three year Degree Course, if He/she fulfills the entire requirement set by Regulatory Authorities. The minimum Teaching / Classes conduction in each semester will be 90 days.

10. Attendance

Attendance in theory and practical classes shall be compulsory as per statues. Presently, it is 75% in theory and practical separately. During dissertation phases, the candidate must carry out a sufficient amount of dissertation work to the satisfaction of the committee approved by the Director, which shall evaluate the dissertation work as per the standard norms.

11. General Instructions

- a) Board of Management of the University shall be the competent authority to decide on the matters which are not covered in this ordinance.
- b) The subject to be studied in different semester include lab work, practical, implant training, project etc. shall be as per the University schemes, approved by Board of Studies of the University on the basis of Authority norms and the Board of Management of the University.
- c) Not with standing 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 Deans and/or all the Directors/Deans of all Departments/Institutions Schools. The decision of the Vice-Chancellor shall be final.
- d) The Reservation of SC/ST/Other category candidates shall be applicable as per the norms of the State Government of Madhya Pradesh and/or the Government of India.

Ordinance No. 47**Ordinance Pertaining to Master of Computer Application (MCA) Post Graduate Degree Program****1. Name of Program**

Master of Computer Application (MCA) Post Graduate Program (Shall be quoted simply 'Program' hereafter in this ordinance). The program shall be offered under this Ordinance, subject to the recommendation of the respective Board of Studies and as per norms of Regulatory Authorities. Board of Studies is authorized to recommend further Additions/Alterations in this Ordinance for approval of MPPURC, Government of M.P & AICTE.

2. Name of Faculty and Board of Studies

Name of Faculty shall be Faculty of Computer Application

3. Duration

Schedule Period of Program completion: 3 Years

Maximum Period of Program completion: 6 Years

4. Eligibility for Admission

a) Minimum qualification for admission to the first year of **Master of Computer Application (MCA) Post Graduate Program** shall be the qualifying Graduation Degree with relevant subjects (also securing pass marks in these relevant subjects individually) conducted by any University recognized by UGC and State Government Authorities and as per AICTE norms.

b) Candidates who have qualified the Graduate course in related course of program from university or equivalent shall also be eligible for admission to first semester of this Program, Although, Minimum qualification for direct admission to second year of this program termed as Lateral Entry shall be as per the prevalent norms of the Government of Madhya Pradesh or Central Government or any other competent authority and as per AICTE norms.

5. Admission Process

Admission to the program shall be made by an admission committee approved by the Vice Chancellor. The admission process shall take place on the criteria approved by the Committee and as per AICTE norms. (As per Ordinance no.01)

6. Number of Seats for the Program

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

7. 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. Fee once paid, and if student has started attending the classes, will 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.

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

8. Academic System

Examination (As per Ordinance No 05)

Curriculum & Related Regulations: As recommended by Academic Council, as per norms/guidelines of regulatory authorities.

9. Eligibility for the Award of the Degree

Student will be declared eligible for the award of **Master of Computer Application (MCA)** Post Graduate Degree Course if he/she fulfills the academic regulations pursued a course of study for not less than three academic years and not more than six academic years. A student shall be declared eligible for the award of the Two year Post Graduate Degree Course, if He/she fulfills the entire requirement set by Regulatory Authorities. The minimum Teaching / Classes conduction in each semester will be 90 days.

10. Attendance

Attendance in theory and practical classes shall be compulsory as per statues. Presently, it is 75% in theory and practical separately. During dissertation phases, the candidate must carry out a sufficient amount of dissertation work to the satisfaction of the committee approved by the Director, which shall evaluate the dissertation work as per the standard norms.

11. General Instructions

- a) Board of Management of the University shall be the competent authority to decide on the matters which are not covered in this ordinance.
- b) The subject to be studied in different semester include lab work, practical, implant training, project etc. shall be as per the University schemes, approved by Board of Studies of the University on the basis of Authority norms and the Board of Management of the University.
- c) Not with standing 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 Deans and/or all the Directors/Deans of all Departments/Institutions Schools. The decision of the Vice-Chancellor shall be final.
- d) The Reservation of SC/ST/Other category candidates shall be applicable as per the norms of the State Government of Madhya Pradesh and/or the Government of India.

Ordinance No. 48**Ordinance Pertaining to Master of Vocational Education (M. Voc.) Post Graduate Degree Program****1. Name of Program**

Master of Vocational Education (M. Voc.) Post Graduate Program (Shall be quoted simply 'Program' hereafter in this ordinance). The program shall be offered under this Ordinance, subject to the recommendation of the respective Board of Studies and as per norms of Regulatory Authorities. Board of Studies is authorized to recommend further Additions/Alterations in this Ordinance for approval of MPPURC, Government of M.P and AICTE

2. Name of Faculty and Board of Studies

Name of Faculty shall be Faculty of vocational Education

3. Duration

Schedule Period of Program completion: 2 Years

Maximum Period of Program completion: 5 Years

4. Eligibility for Admission

Minimum qualification for admission to the first year of **Master of Vocational Education (M. Voc.) Post Graduate Program** shall be the qualifying Graduation Degree with B. Voc. or relevant subjects (also securing pass marks in B.Voc.) conducted by any University recognized by UGC and State Government Authorities.

5. Admission Process

Admission to the program shall be made by an admission committee approved by the Vice Chancellor. The admission process shall take place on the criteria approved by the Committee. (As per Ordinance no.01)

6. Number of Seats for the Program

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

7. 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, will 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.

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

8. Academic System

Examination (As per Ordinance No 05)

Curriculum & Related Regulations: As recommended by Academic Council, as per norms/guidelines of regulatory authorities.

9. Eligibility for the Award of the Degree

Student will be declared eligible for the award of the **Master of Vocational Education (M. Voc.)** Post Graduate Degree Course if he fulfills the academic regulations pursued a course of study for not less than two academic years and not more than five academic years. A student shall be declared eligible for the award of the Two year Post Graduate Degree Course, if He/she fulfills the entire requirement set by Regulatory Authorities. The minimum Teaching / Classes conduction in each semester will be 90 days.

10. Attendance

Attendance in theory and practical classes shall be compulsory as per statues. Presently, it is 75% in theory and practical separately. During dissertation phases, the candidate must carry out a sufficient amount of dissertation work to the satisfaction of the committee approved by the Director, which shall evaluate the dissertation work as per the standard norms.

11. General Instructions

- a) Board of Management of the University shall be the competent authority to decide on the matters which are not covered in this ordinance.
- b) The subject to be studied in different semester include lab work, practical, implant training, project etc. shall be as per the University schemes, approved by Board of Studies of the University on the basis of Authority norms and the Board of Management of the University.
- c) Not with standing 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 Deans and/or all the Directors/Deans of all Departments/Institutions Schools. The decision of the Vice-Chancellor shall be final.
- d) The Reservation of SC/ST/Other category candidates shall be applicable as per the norms of the State Government of Madhya Pradesh and/or the Government of India.

भाग 4 (ग)
प्रारूप नियम
प्रथम परिनियम
उच्च शिक्षा विभाग
मंत्रालय, वल्लभ भवन, भोपाल

भोपाल दिनांक 29 फरवरी 2020

क्रमांक आर-286-सीसी-2019-अडतीस- मध्यप्रदेश निजी विश्वविद्यालय (स्थापना एवं संचालन) अधिनियम, 2007 की धारा 26 (1) के अनुक्रम में, सेम ग्लोबल निजी विश्वविद्यालय, रायसेन के प्रथम परिनियम क्र. 01 से 49 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 क्र० 1 से 49

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

SAM GLOBAL UNIVERTSITY
STATUTE-01
SHORT TITLE, SCOPE AND JURISDICTION

- (1) The "Statutes" means the Statutes of, **Sam Global University Raisen, 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) These are in conjunction with the provisions of the Madhya Pradesh Niji Vishwavidhyalaya (Sthapana Avam Sanchalan) Adhiniyam 2007. If there be, any difference in the provisions of the Act or the Rules and the Statutes, the provisions of the Act or the Rules shall prevail.
- (4) Nothing in these statutes shall be deemed to debar the University from amending the statute subsequently according to the Provision of Section 27 of the act, and the amended statutes, if any shall be applicable with immediate or retrospective or prospective effect from such a date as prescribed in the notification.

The Jurisdiction for Legal Matters:

All matters pertaining to any act / law shall be subject to jurisdiction of Bhopal, Madhya Pradesh.

STATUTE 02**DEFINITIONS**

In this statutes unless the context otherwise required

1. "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;
2. "Act" means the "Madhya Pradesh Niji Vishwavidhyalaya (Sthapana Avam Sanchalan) Adhiniyam 2007 (No.17 of 2007)
3. "Board of Management" means the Board of Management of SAM Global University Raisen;
4. "Board of Studies" means the Board of Studies of the SAM Global University, Raisen Departments/Faculties;
5. "Chancellor" Means the Chancellor of the SAM Global University, Raisen.
6. "Chief Finance and Accounts Officer" means the Chief Finance and Accounts Officer of the SAM Global University, Raisen
7. "Convocation" means the convocation of the SAM Global University, Raisen.
8. "Course(s) means prescribed area(s) of course(s) of study programme(s) and/or any other component(s) leading to the conferment or award of Degree, Diploma, Certificate or any other Distinction or title of the SAM Global University, Raisen;
9. "Decided by the University / University may decide / Decision of the University" means as decided by the Vice-Chancellor with approval of the Chancellor;
10. "Employee" means any person appointed by the SAM Global University, Raisen and includes teachers and other staff of the University.
11. "Faculty" means Faculty of the SAM Global University, Raisen listed in relevant Statute.
12. "Governing Body" means Governing Body of SAM Global University, Raisen
13. "Head of University Department" means the faculty head of any department or head of any department or constituent institutions situated in the main campus of SAM Global University, Raisen.
14. "Other backward class" means the Other backward class specified in relation to this state under Article 340 of the Constitution of India;
15. "Principal" means the Head of a constituent College and includes, when there is no Principal, a person for the time being duly appointed to act as Principal;
16. "Pro-Chancellor" Means the Pro-Chancellor of the SAM Global University, Raisen.
17. "Regular Education" means delivering instructions, teaching, learning, education, and related activities directly by the teacher or through the use of latest pedagogy like video

- conferencing, webinar, e-learning etc; it also includes practical, group discussion, seminars, workshops, industrial and field visits, project work, dissertation and thesis and assignments synchronously to students in the classes supported by teaching, learning and related activities on line from the campus to the regular students of the SAM Global University, Raisen.
18. "Regulatory Commission" means regulatory commission constructed by State Government under Section 36 of the Act.
 19. "Rules and Regulations" means Madhya Pradesh Niji Vishwavidhyalaya (Sthapna Avam Sanchalan) Rules 2007";
 20. "Scheduled Castes" means the Scheduled Castes specified in relation to this state under Article 341 of the Constitution of India;
 21. "Scheduled Tribes" means the Scheduled Tribes specified in relation to this State under Article 342 of the Constitution of India;
 22. "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 SAM Global University, Raisen;
 23. "Seal" means the common seal of the SAM GLOBAL UNIVERSITY(SGU) Raisen;
 24. "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;
 25. "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 School or Institution in the campus, maintained by the University.
 26. "Vice-Chancellor" means the Vice-Chancellor of SAM Global University, Raisen.
 27. "Academic Council" means Academic Council of University.
 28. "Centre" means Research centre, Training Centre, Extension Centre or Centre of Excellence of the university located within the main campus.
 29. "Departments" means the various university teaching departments of the faculty, institute, and centre of the university located within the main campus.
 30. "Executive "Committee" means Executive Committee of the Sponsoring Body.
 31. "Institute" means the various institutes of the university meant for the purpose of imparting education in any one stream or group of streams located within the campus.
 32. "Registrar " means the Registrar of SAM Global University, Raisen.
 33. "School" means the various schools of the studies comprised within a faculty or may be a separate entity of the university located within the main campus.

- 34 "University" means SAM GLOBAL UNIVERTSITY, Raisen.
- 35 "Visitor" means the Governor of state.
- 36 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.
- 37 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;
- 38 SGU means SAM Global University, Raisen.
- 39 'Statutes, 'Ordinances' and 'Regulations' means the Statutes, Ordinances and Regulations of the University as the case may be, in force, for the time being;
- 40 The term He, Him and His also includes the feminist gender.
- 41 Words and expression used but not defined in these Statutes shall have the same meaning as assigned to them in the Act.

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.

STATUTE- 04
OBJECTIVES OF THE UNIVERSITY

- 41 The following shall be the objectives of the SAM Global University, Raisen.
- a To provide instructions, teaching and training in higher education and to make provisions for Research, Advancement and Dissemination of knowledge;
 - b To create higher levels of intellectual abilities;
 - c To establish state of the art facilities for Education and Training;
 - d To carry out teaching and research through continuing education programmes;
 - e To create centers of excellence for research and development and for sharing knowledge and its application;
 - f To maintain the standards of Degrees, Diplomas, Certificates and other academic distinctions in accordance with the norms laid down by the University Grants Commission and the related regulatory bodies or regulatory council;
 - g To collaborate with Universities, Research Centers, Government, Non government Organization, and Industries.
 - h To pursue any other objectives as may be approved by State Government based on the recommendations made by the Regulatory Commission from time to time.

STATUTE -05

APPOINTMENT, TERMS, CONDITIONS AND POWERS OF THE CHANCELLOR

- 51 In accordance with the Section 16 of the Act, the Chancellor shall be appointed by the sponsoring body i.e. **Guru Hargovind Society, Bhopal** with approval of the Visitor for a period of five years. 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 concurrence, Chancellor shall be appointed by the Sponsoring Body.
- 52 The Chancellor shall be the Head of the SAM Global University, Raisen.
- 53 The Chancellor shall exercise powers as specified in Section 16 clause 4 of the Act and powers provided in statute or Ordinance of University.
- 54 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.
- 55 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 of his term may, continue to hold his office until he is reappointed or his successor enter upon his office.
- 56 In case of any emergency like illness, absence or death of the Chancellor, the Pro-Chancellor shall perform his duties till the Chancellor resumes his office or the new Chancellor is appointed. However, this period shall not exceed more than six months.
- 57 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 with by the University authorities.
- 58 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.

- 59** The Chancellor shall be entitled to receive accommodation, vehicle facility, honorarium, expenses and allowances as may be decided by the Sponsoring Body.
- 510** The Chancellor shall have the following powers, also:
- a. To appoint and remove the Pro- Chancellor
 - b. To appoint and remove the Vice-Chancellor;
 - c. To call for any information or record of university;
 - d. Such other powers as may be conferred by the Statutes & ordinance of university;
- 511** If 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 the resignation and propose a new name to the Visitor as per clause (1) of this Statute.
- 512** 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 passed by two third majority can recommend the Visitor for the removal of Chancellor.

STATUTE - 06
**APPOINTMENT, TERMS, CONDITIONS AND POWERS OF THE PRO-
CHANCELLOR**

- 6.1** The Pro-Chancellor shall be appointed by the Chancellor in consultation with the Board of Trustees of the Society for a period of three years.
- 6.2** The Pro-Chancellor shall hold office at the pleasure of the Chancellor.
- 6.3** The Pro-Chancellor shall assist the Chancellor in discharging his duties as and when required by the Chancellor.
- 6.4** Pro-Chancellor shall preside over the meeting of the Board of Management and the Convocation of the University in the absence of the Chancellor.
- 6.5** Pro-Chancellor shall exercise such powers and perform such duties as may be assigned or delegated to him by the Chancellor.
- 6.6** The Pro-Chancellor shall be entitled to receive honorarium, expenses, allowances, accommodation, and vehicle facility by the Sponsoring Body.
- 6.7** The Pro-Chancellor shall take over the responsibilities of the Chancellor in case the Chancellor wishes to relinquish his office and the Chairman of the Sponsoring Body forward the letter to the Visitor for acceptance till a new Chancellor is appointed by the Visitor.
- 6.8** The Pro-Chancellor may be removed by the Chancellor in consultation with the Board of Trustees of the Society in case it is found that he not been able to effectively perform his responsibilities as per the duties assigned to him by the Chancellor.
- Provided that no such order shall be issued to the Pro-Chancellor unless he is Communicated the ground under which such action is proposed to be taken through show cause notice and he given reasonable opportunities to put his point of views and the same has been examined and considered.
- 6.9** The Pro-Chancellor may resign from his post by giving due reasons through a letter in his own hand writing to the Chancellor and the same may be accepted by the Board of Trustees of the Sponsoring Body.

STATUTE- 07**APPOINTMENT, TERMS, CONDITIONS AND POWERS OF THE VICE-
CHANCELLOR**

- 7.1 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.
- 7.2 The Selection Committee, referred to in Clause (1), Act 17, 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.
- 7.3 The Chancellor shall appoint one of the members of the Selection Committee as Chairman. Otherwise the Chancellor himself may be the Chairman.
- 7.4 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 may call for fresh recommendation from the Selection Committee.
- 7.5 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.
- 7.6 The Vice-Chancellor appointed under clause (1) above 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 term, he 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 shall not hold the office after attaining the age of 70 years. Provided further that in case of an emergency like illness, long absence, resignation or death of a Vice-Chancellor, the Chancellor shall assign the duties of the Vice-Chancellor to the Pro-Vice-Chancellor/Dean of the university, However this period of interim arrangement shall not exceed more than 6 months.
- 7.7 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 service shall not be less than what has been approved by U.G.C.
- 7.8 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/ Dean for that purpose shall act as the Vice-Chancellor as authorized by Chancellor until the date on which new Vice-Chancellor is appointed as per provision of the Act to fill such vacancy, enters upon his office; Provided that the arrangement contemplated in this clause shall not continue for a period of more than six months.

7.9 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 the University.

7.10 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:-

- 1 He shall be Ex-Officio Chairman of Board of Management, the Academic Council 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.
- 2 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 Statutes and Ordinances
- 3 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.
- 4 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.
- 5 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.

- 6 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.
- 7 The Vice-Chancellor shall have the power to convene the meetings of the different Bodies constituted by University.
- 8 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.
- 9 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.
- 10 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.
 - a. In the absence of the Visitor, Chancellor, Pro-Chancellor, The Vice-Chancellor shall preside over at the convocation of the University, for conferring Degree, Diplomas or other Academic distinctions.
 - b. The Vice-Chancellor may by writing addressed to the chancellor resign his office.
 - c. 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.
 - d. 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:-
 - 1 Has defaulted in performing any duty imposed on him, by/under the Statute or Ordinance of University.
 - 2 Has acted in a manner prejudicial to the interests of University; or 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.

- 3 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.

STATUTE- 08

APPOINTMENT, TERMS, CONDITIONS AND POWERS OF THE PRO- VICE- CHANCELLOR

- 8.1** The Pro-Vice-Chancellor of the university shall be appointed by the Chancellor on such terms & conditions as decided by the university from time to time.
- 8.2** The tenure of Pro-Vice-Chancellor shall be of four years but he will be eligible for reappointment for the Second term and will be identified from one of the faculties of the University by the Chancellor.
- 8.3** After completing the tenure of Pro-Vice-Chancellor the incumbent will continue as one of the Professors in the relevant discipline.
- 8.4** The Pro-Vice-Chancellor draw his pay and other allowances as decided by the Governing Body of the University but not below the rank of Dean of the Faculties.
- 8.5** The Pro-Vice-Chancellor shall exercise such powers and perform such duties of the Vice-Chancellor as the Vice-Chancellor may delegate to him or as the Chancellor directs to him; and shall be responsible to report to the Vice-Chancellor and Chancellor.
- 8.6** The Retirement age of the Pro-Vice-Chancellor shall be 70 years as per UGC norms.
- 8.7** The Pro-Vice-Chancellor may by writing under his hand addressed to the Chancellor, through the Vice- Chancellor resign his office at least three month prior notice or by depositing the three month salary, in lieu of notice period.

STATUTE-9**APPOINTMENT, TERMS, CONDITIONS AND DUTIES OF THE REGISTRAR**

- 91** 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.
- 92** 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.
- 93** 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.
- 94** The Registrar shall exercise such other powers and 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 is taken the Registrar shall be given an opportunity of being heard.

95 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) Nominee of the Sponsoring Body

96 SELECTION OF REGISTRAR

The University will follow the following procedure for the selection of the Registrar.

- 1 The University shall 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.
- 5 If a suitable candidate is not found in the first advertisement, subsequent advertisement shall be issued.
- 6 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 as per UGC norms

97 DUTIES OF REGISTRAR

Duties of Registrar shall include:

- 9.7.1 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.
- 9.7.2 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 he shall not have a right to vote.
- 9.7.3 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.
- 9.7.4 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

shall also make available all such papers, documents and information as the Visitor/Madhya Pradesh Private University Regulatory Commission / Chancellor / Vice-Chancellor may desire from time to time.

- 9.7.5 He shall discharge all such functions as assigned to him by the Chancellor / Vice-Chancellor of the University.
- 9.7.6 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.
- 9.7.7 The Registrar shall have powers to take disciplinary action against the nonteaching employees working in the University and can suspend them, pending inquiry with the approval of the Vice-Chancellor and Chancellor.
- 9.7.8 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.
- 9.7.9 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.
- 9.7.10 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.
- 9.7.11 To arrange the examination of the University in case no Controller of Examination is appointed in the University.
- 9.7.12 To collect the income, disburse the payments of the University, in case no Chief Finance Accounts Officer is appointed in the University.
- 9.7.13 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 he Acts as the secretary.
- 9.7.14 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.
- 9.7.15 To perform such other functions as may be specified in the Statutes, Ordinances or Regulations or as may be required from time to time by the Governing Body,

Board of Management or the Vice-Chancellor.

- 9.7.16 To Order such assistance as may be desired by the Vice-Chancellor in the performance of his official duties.
- 9.7.17 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.
- 9.7.18 The Registrar shall have the powers to enter into and sign, agreements and authenticate records on behalf of the University after getting approval of Vice-Chancellor and Chancellor.
- 9.7.19 The Vice-Chancellor shall have power to take disciplinary action against Registrar if 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.
- 9.7.20 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.
- 9.7.21 The Registrar shall be:-
- (i) Member Secretary of the Governing Body.
 - (i) The Member Secretary of the Board of Management, and
 - (ii) The Member Secretary of the Academic Council, but he shall not have rights to vote.
- 9.7.22 An appeal can be made to the Chancellor against any order of the Registrar. The Chancellor will be the final authority to take decision on the appeal
- 9.7.23 The Registrar may by writing under his hand addressed to the Chancellor, and forwarded by Vice-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.

STATUTE-10
APPOINTMENT, TERMS, CONDITIONS AND DUTIES OF THE CONTROLLER
OF EXAMINATIONS

Controller of Examinations shall be an officer of the University and shall be appointed by the Vice-Chancellor from amongst the Teachers of the University.

- 10.1** The Controller of Examinations will be a full time salaried officer of the University and shall discharge his duties under general superintendence and control of the Chancellor / Vice-Chancellor.
- 10.2** The Controller of Examinations shall be responsible for the smooth conduction of Examination of all Courses / Programmes and for all other arrangement necessary thereof and execution of all processes connected therewith along with declaration of result.
- 10.3** The appointment of the Controller of Examinations shall be made by the Chancellor on the recommendation of the committee constituted for this purpose.

The committee shall consist of:

- i. Vice-Chancellor or his nominee (Chairman)
- ii. Two nominees of the Sponsoring Body.
- iii. One expert member approved by the Chancellor.

However the quorum for committee shall be minimum three.

- 10.4** The University shall follow the following procedure for the selection of the Controller of Examinations :
- i. The University shall invite applications for the post, through the process of an advertisement in the University website / job portals and / or news papers.
 - ii. A summary of the candidates applied for the post shall be prepared by the committee consisting of senior staff members of the University, approved by the Chancellor for this purpose.
 - iii. The selection Committee shall interview and adjudge the merit of each candidate and send its final recommendation to Chancellor for approval and appointment.
 - iv. If a suitable candidate is not found in the first advertisement, subsequent advertisement shall be issued

OR

The Controller of Examinations shall be selected from among the faculties of the University.

10.5 When the office of the Controller of Examinations is vacant or when the Controller of Examinations 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.

10.6 The powers and responsibilities of the Controller of Examinations shall be as decided by the Board of Management of the University

10.7 If at any time upon representation made or otherwise, and after making such inquiry as may be deemed necessary for the following reasons :

Has made default in performing any duty imposed on him by or under this Act;

or

Has acted in a manner prejudicial to the interest of the University;

or

Has found to involve in any type of financial irregularity, corruption, sexual harassment or deliberately harm the image of the University;

or

Is incapable of managing the affairs related with the examination and result as well as other assigned duties of the University,

and

If it appears to the Chancellor that the situation so warrants that continuance of the Controller of the Examinations is not in the interest of the University, the Chancellor may instruct to Vice-Chancellor to issue the show cause notice to the Controller of Examinations to explain the matter, and thereafter if the authorities are not satisfied with the explanation submitted by the Controller of Examinations then Vice-Chancellor may request to the Chancellor for the removal of the Controller of Examinations. The Chancellor's decision shall be final in matter.

Provided that before taking such action of the removal, the Controller of Examinations shall be given an opportunity of being heard before the Chancellor.

10.8 The Controller of Examinations shall receive pay and other allowances as decided by the Sponsoring Body from time to time.

10.9 The age of retirement of Controller of Examinations shall be : sixty five years / as per the

State Government / UGC norms.

10.10 The Controller of Examinations may by writing under his hand addressed to the Chancellor, through the Vice-Chancellor resign his office by giving at least one month prior notice or by depositing one month salary.

10.11 DUTIES OF CONTROLLER OF EXAMINATIONS

The following shall be the duties of the Controller of Examinations:

1. He shall conduct examinations for all the courses conducted by the University.
2. He shall be the Secretary of Examinations Committee.
3. He shall carry out all the works assigned by the Examinations Committee, Registrar and Vice-Chancellor.
4. He shall be responsible for printing of question papers, answer books etc.
5. He shall be responsible for tabulation and printing of Marks card for various examinations and keeping track of the marks card printed.
6. He shall be responsible for issuing transcript of marks cards for the students after the student has deposited the requisite fee.
7. He shall be responsible for issuing the diploma / degree / other distinctions conferred by the university.
8. He shall be responsible for smooth conduct of examinations and deal with cases of unfair means.
9. He shall be responsible for the time table of examinations for all courses conducted by the university.
10. He shall be responsible for safe keeping of examination records.

STATUTE -11**APPOINTMENT, T E R M S , CONDITIONS AND DUTIES OF THE CHIEF FINANCE
& ACCOUNTS OFFICER (CFAO)**

111 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.

**112 THE APPOINTMENT OF CHIEF FINANCE AND ACCOUNTS 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
- (iii) Two finance Expert member approved by the Governing Body
- (iv) One Observer nominated by the Chairman Madhya Pradesh Private University Regulatory Commission.
- (v) Nominee of the Sponsoring Body.

* The first CFAO will be appointed by Chancellor for a period two years.

113 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) If a suitable candidate is not found in the first advertisement subsequent advertisement shall be issued.
- (5) When the office of the CFAO falls vacant or when the CFAO is, by reason of illness or long absence due to any other reason, unable to perform his duties of the office, the duties of the office shall be

performed by such person as the Chancellor may appoint for the purpose.

- (6) If at any time upon representation made or otherwise, and after making such inquiry as may be deemed necessary, the situation so warrants that the continuance of the CFAO is not in the interest of the University, the Vice- Chancellor may request the Chancellor, in writing stating the reasons therein for the removal of the CFAO.
- (7) The Services of the CFAO can be terminated by the Chancellor on the recommendation of the Vice-Chancellor by giving him one month's notice or one month's salary in lieu of notice.

114. 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 Sponsoring Body.
- (2) Term of CFAO will be of four years.
- (3) The retirement age of the CFAO will be 65 years as per State Government / UGC norms.

115. 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 properly, 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 the 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.

(8) 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 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 hand addressed to the Chancellor and forwarded by Vice-Chancellor, resign his office giving three month notice or three month salary in lieu of notice.

STATUTE- 12

GOVERNING BODY OF THE UNIVERSITY

- 12.1** The Governing Body shall be the supreme authority of the University, and shall have the power to review the actions of the board of Management and Academic Council, and shall exercise all the powers of the University not otherwise provided in the Act, the Statutes, and the Ordinances. It is the highest policy making body of the University and shall be responsible for the general supervision, direction and control of the work of the University so that the University fulfills its objectives.

12.2 Constitution of Governing Body

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) Pro-Chancellor - Member
- (iii) The Vice-Chancellor - Member
- (iv) Three eminent persons nominated by the sponsoring body out of which at least one shall be an eminent educationist - Members
- (v) Three distinguished persons nominated by the Visitor out of a panel of six names submitted by the State Government - Members
- (vi) One representative of the State Government not below the rank of Deputy Secretary - Member

- 12.3** The term of nominated members of the Governing Body will be for three years and individual can hold the membership not more than two consecutive terms.

- 12.4** The Chancellor shall be the Ex Officio Chairman of the Governing Body.

- 12.5** 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 such powers as 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 two 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) Such other powers and duties as may be prescribed by the "Executive Committee" of the Sponsoring Body.
- (xi) In the interest of University the Chancellor have power to approve any matter related to University and same shall be placed in next Governing Body meeting for approval.

STATUTE -13**BOARD OF MANAGEMENT****13.1 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 representatives nominated by the Sponsoring Body - Members
 - (iii) Two representatives nominated by the State Government - Members
 - (iv) Two senior most Professors of the University by rotation - Members
 - (v) Two senior most Teachers of University - Members
- (3) The Board of Management shall be constituted with the approval of Chancellor.
- (4) The Vice-Chancellor shall be the Ex-Officio Chairman of the Board of management.
- (5) The Board of Management shall meet at least once in every two months.
- (6) The term of the nominated members of the Board of Management will be of Three years.
- (7) No nominated member shall hold office for more than two consecutive terms.
- (8) 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.

13.2 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 that may be assigned by the Governing Body and The 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.
- (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, 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 un-spent 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 there will be no action under this clause (14) shall be taken without consulting the Finance Committee and approval of the 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 among the employees in accordance with the Statutes and Ordinances of University.
- (17) To transfer or accept transfers of any immovable or movable property on behalf of the University with provisions followed in the Statutes or

Ordinances 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, Chief Finance & Accounts Officer, Registrar or other Officers, employee of authorities of the University or to a Committees appointed by it
- (21) To execute fellowship, scholarship, studentship, 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.

STATUTE -14
ACADEMIC COUNCIL

141 The Academic Council shall be the principal academic body of the University

142 The Academic Council shall consist of the following members:

- Vice-Chancellor Chairman
- Registrar Member Secretary
- Deans/Directors and Heads of Departments as per their seniority -Member
- Three senior most Professors of the University Teaching Departments nominated by Chancellor - Members
- Two Professors from the State / Central Government Universities nominated by the Chairman Regulatory Commission - Members
- Two representatives from amongst the Scientist / Educationists / Technologists / Industrialists nominated by the Chancellor – Members

Provided that the total membership of the Academic Council shall not exceed to fifteen members at any time

143 The Vice-Chancellor, as the Chairman, shall preside over the meetings of the Academic Council, and in his absence any Dean of the Faculty, Nominated by the Chancellor shall preside over the meeting

144 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.

145 Eight members of the Academic Council including the Chairman shall form quorum at a meeting. Provided that no quorum shall be necessary for adjourned meetings.

146 The Term of the nominated members of the Academic Council shall be of three years.

147 POWERS, DUTIES & FUNCTIONS OF THE 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 through Board of Management, on the proposals received from the different faculties of the University, for the conferment of certificates, diplomas, 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 through Board of Management for allocating departments to the faculties.
- (8) To make proposals to the Governing Body through Board of Management 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 challenged students and for prescribing for them special courses of study
- (13) To consider academic related proposals submitted by the Faculties/Schools of the University.

- (14) To approve syllabus of the different courses/subject submitted by the Faculties/ Schools and to constitute Examination Committee for conduct of examinations according to Ordinances.
- (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 Books, Reference Books, Periodicals and 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 delegate such of its powers, as is may deem fit, to the Chairman of the Academic Council.
- (20) To make recommendation if any in the matter referred to by the Chancellor.
- (21) 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 the Act.
- (22) The Academic Council shall exercise such other powers and perform such other duties as may be prescribed from time to time by the Chancellor.

STATUTE -15**FINANCE COMMITTEE**

15.1 Finance Committee shall consist of the following persons, namely:-

- | | | |
|---|---|------------------|
| • | Chancellor | Chairman |
| • | Pro-Chancellor | Member |
| • | Vice-Chancellor | Member |
| • | Registrar | Member |
| • | Chief Finance & Account Officer | Member Secretary |
| • | One Member of Governing Body
nominated by the Chancellor | Member |
| • | One person nominated by
the Sponsoring Body | Member |

15.2 The tenure of the members of the Finance Committee, other than Ex- Officio members, shall be of three years.

15.3 The Finance Committee shall meet at least twice in each academic year.

15.4 Four members of the Finance Committee, including Chairman, shall constitute the quorum at the meetings provided that CFAO has to be amongst the present members.

15.5 The Finance Committee shall control all the financial matters of the University as follows.

- The Finance Committee shall execute powers under the rules mentioned in Statutes, Ordinances, and Regulations of University.
- The Finance Committee shall review the income and expenditure of the University in every financial year.
- The Finance Committee shall approve the annual Budget before starting of every financial year and modify and sanction from time to time as per requisition of the different authorities or officers of the University after the approval of Chancellor.
- To provide directions for compliances of audit rules. annual accounts and annual reports provisions & inspection from time to time.

15.6 FUNCTIONS AND POWERS OF THE FINANCE COMMITTEE

1. The Finance Committee shall consider the annual accounts of the

University suggested by the Board of Management and its recommendations thereon along with the annual budget, and shall put it to the Governing Body for its consideration and approval.

2. 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 fit.
3. The Finance Committee may recommend mechanism, ways and means to generate resources for the University.
4. The Finance Committee may consider any other matter referred to it by the Governing Body and make its recommendations thereon.
5. The Finance committee shall advise the Governing Body on any question affecting University finances.
6. 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.

STATUTE - 16

STANDING COMMITTEE

16.1 The Standing Committee of the University shall consist of following-

- | | |
|---|------------------|
| • Vice-Chancellor | Chairman |
| • Registrar | Member Secretary |
| • Chief Finance Accounts Officer | Member |
| • Deans of all Faculties of the University | Members |
| • Three senior Heads of Schools of the University by rotation (for three years) | Members |

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.

16.2 Function and Responsibilities of Standing Committee

- (1) The Registrar shall act as the 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 Statutes and the Ordinances 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

The decision taken by standing committee shall be approved by the Chancellor and the decision of Standing Committee duly approved by Chancellor shall be fully honored and binding to the Board of Management and Governing Body and all other Bodies Committees of the University.

STATUTE -17**FACULTY OF STUDIES****17.1 The University shall consist with the following faculties.**

- Faculty of Engineering and Technology
 - Faculty of Agriculture Sciences and Technology
 - Faculty of Sciences & IT
 - Faculty of Education
 - Faculty of Arts, Social Science and Humanities
 - Faculty of Management & Commerce
 - Faculty of Medical and Paramedical Sciences
 - Faculty of Law
 - Faculty of Nursing
 - Faculty of Vocational Studies and Skill Development
- Two or more faculty may be grouped together to make one faculty and
- / or new faculty may be constituted according to the need.

17.2 School of Studies

Following shall be the School of Studies assigned to each Faculty imparting Certificates, Diploma, Graduate, Post-Graduate, M. Phil and Ph.D. Programmes as decided by the Academic Council:

1. **Faculty of Engineering and Technology**
 - (i) **School of Civil Engineering**
 - (a) Civil Engineering
 - (b) Architecture and Planning
 - (c) Environmental Engineering
 - (d) Rural Engineering & Technology
 - (ii) **School of Mechanical Engineering**
 - (a) Mechanical Engineering
 - (b) Automobile Engineering
 - (c) Production Engineering
 - (d) Aeronautical Engineering
 - (e) Railway Engineering
 - (f) Mechatronics
 - (iii) **School of Electrical and Electronics Engineering**
 - (a) Electronics & Communication Engineering
 - (b) Electronics & Instrumentation Engineering
 - (c) Electronics & Telecommunication Engineering

- (d) Electrical and Electronics Engineering
- (e) Electrical Engineering

- (iv) **School of Computer Science & Technology**
 - (a) Computer Science Engineering
 - (b) Information Technology
 - (c) Information Engineering

- (v) **School of Mining Engineering**

- (vi) **School of Chemical Engineering**
 - (a) Chemical Engineering
 - (b) Nanotechnology
 - (c) Fire Engineering
 - (d) Nuclear Engineering

- (vii) **School of Agriculture**
 - (a) Agricultural Engineering
 - (b) Farm Machinery and Power
 - (c) Soil & Water Conservation Engineering
 - (d) Irrigation & Drainage Engineering

- (viii) **School of Textile Engineering**

- (ix) **School of Petroleum Engineering**

- (x) **School of Architecture**
 - (a) Architecture & Interior Design
 - (b) Architectural in Assistantship

- (xi) **School of Design**
 - (a) Product Design
 - (b) Interior Design
 - (c) Graphic Design
 - (d) Animation Design
 - (e) Jewellery Design
 - (f) Automobile Design

- 2. Faculty of Agriculture Sciences**
 - (i) **School of Agricultural Science**
 - (a) Agronomy
 - (b) Horticulture
 - (c) Genetics & Plant Breeding
 - (d) Agriculture Extension & Communication

- (e) Agriculture Economic
- (f) Food Science & Technology
- (g) Agriculture Extension & Rural Development
- (h) Fisheries
- (i) Seed Science & Technology
- (j) Soil Science & Agriculture Chemistry
- (k) Plant Pathology
- (l) Entomology

3. Faculty of Sciences

(i) School of Life Sciences

- (a) Botany
- (b) Zoology
- (c) Forestry
- (d) Environmental Sciences
- (e) Biotechnology
- (f) Microbiology
- (g) Criminology

(ii) School of Physical and Applied Sciences

- (a) Mathematics
- (b) Physics
- (c) Chemistry
- (d) Computer Science and Applications
- (e) Information Technology
- (h) Geology
- (i) Forensic Science
- (j) Statistics
- (k) Applied Mathematics
- (l) Bioinformatics
- (m) Food & Nutrition
- (n) Human Development & Childhood Studies

(iii) School of Library Science

(iv) School of Information Technology

- (a) Computer Application
- (b) Information Technology
- (c) Animation and Multimedia
- (d) Graphic Design

4. Faculty of Education

- (i) Education
- (ii) Physical Education

5. Faculty of Arts, Social Science and Humanities

(i) School of Arts

- (a) Applied Arts
- (b) Visual Arts
- (c) Fashion Designing
- (d) Fine Arts
- (e) Music
- (f) Women Studies

(ii) School of Humanities and Social Sciences

- (a) Public Administration
- (b) Sociology
- (c) Political Science
- (d) History
- (e) Geography
- (f) Economics
- (g) Philosophy
- (h) Home Science
- (i) Languages
- (j) Social Works
- (k) Psychology
- (l) Hindi
- (m) English
- (n) Sanskrit
- (o) Yoga

(iii) School of Journalism & Mass Media

6. Faculty of Management & Commerce

(i) School of Business Administration & Management

- (a) Banking and Insurance
- (b) Business Management
- (c) Agri Business Management
- (d) Rural Management
- (e) Logistics Management
- (f) Information Technology
- (g) Hospital Management
- (h) Human Resources Management
- (i) Marketing Management
- (j) Finance Management
- (k) Operation Management
- (l) International Business Management
- (m) Supply Chain Management
- (n) E Commerce Management
- (o) Tour & Travels Management
- (p) Health Care Management
- (q) Hotel Management & Catering Technology
- (r) Business Administration
- (s) Service Management

- (ii) **School of Commerce**
- (a) Commerce
 - (b) Economics
 - (c) Accounts
 - (d) Finance
 - (e) Banking
 - (f) Taxation
 - (g) Financial Analysis & Control
 - (h) Business & Managerial Economics
 - (i) Industrial & Corporate Governance
 - (j) Computer Application
 - (k) Accounts & Management

7. Faculty of Medical and Paramedical Sciences

- (i) **School of Pharmacy**
- (a) Pharmaceutics
 - (b) Industrial Pharmacy
 - (c) Pharmaceutical Chemistry
 - (d) Pharmaceutical Analysis
 - (e) Pharmaceutical Quality Assurance
 - (f) Pharmaceutical Biotechnology
 - (g) Regulatory Affairs
 - (h) Pharmacy Practice
 - (i) Pharmacology
 - (j) Pharmacognosy
 - (k) Phytopharmacy & Phytomedicine

(ii) **School of Para Medical Sciences and Technology**

- (a) Physiotherapy
- (b) Medical Laboratory Technology

(iii) **School of Naturopathy and Yogic Science**

- (a) Yogic Science
- (b) Naturopathy

8. Faculty of AYUSH

(i) **School of Ayurveda and Panchkarma**

(ii) **School of Homeopathy**

9. Faculty of law

School of law

10. Faculty of Nursing

- (i) **School of Nursing**
- (a) Community Health nursing
 - (b) Pediatrics Nursing
 - (c) Medical Surgical Nursing
 - (d) Obstetrics & Gynecology
 - (e) Psychiatry Nursing
11. **Faculty of Home Science**
12. **Faculty of Vocational Studies and Skill Development.**
13. **Other Institutes/ Institutions/ Faculty / Schools / Centers of Excellence can be created / modified/merged as per the decisions and approval of the appropriate authorities**

Some of the School may not offer some of the Programmes. Further, new School may be established after the approval of the Academic Council, and other relevant bodies of the University with due approval of Madhya Pradesh Private University Regulatory Commission.

The Curriculum of the Programme, Minimum teaching hours, Examination, Evaluation Schemes, Passing Marks and award of divisions etc. shall be decided by the various competitive bodies of the University including that of Academic Council.

STATUTE -18

CONSTITUTION OF FACULTY

- 18.1** The Faculty shall be the principal coordinating and administrative body amongst the School of the Faculty and shall be constituted for each Faculty separately.
- a. Each Faculty shall consist of the following members, namely:
1. The Dean of the Faculty who shall be the Chairman
 2. The Heads/ Director of School constituting the Faculty.
 3. All Professors in the Faculty.
 4. One Associate Professor and one Assistant Professor, by rotation according to Seniority from each School.
- b. The Members of the Faculty, other than the Ex-Officio members, shall hold the office for a term of three years from the date of their appointment or co-option, as the case may be or as specified otherwise.

STATUTE -19
DEAN OF FACULTY

19.1 The Dean shall be the Head of a Faculty of Studies.

1. The Dean shall be appointed by the Vice-Chancellor in order of Seniority amongst the Professor of the Various Schools of the Faculty. The tenure of the Dean shall be for a period of three years up to the date of superannuation, whichever is earlier. However, he may be considered for reappointment but shall not serve more than six years in continuation.
2. If at any time, there is no Professor in the Department, the Vice-Chancellor may appoint Associate Professor / Assistant Professor as Dean for the Period of Absence of the Professor.
3. 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.
4. The Dean shall be responsible for overall supervision and control of the Faculty and the conduct of teaching, evaluation and research work in the Departments.
5. The Dean shall exercise such other powers and perform such other functions and duties as may be assigned to him by the Vice-Chancellor.
6. Professor or Associate Professor shall have the option to resign the Deanship at any time during his tenure and also decline the offer of appointment in turn as Dean of the Faculty.
7. When the office of the Dean is vacant or when the Dean is by any reason of illness or any of cause is unable to perform his duties the Vice-Chancellor may authorize any other teacher to perform the functions of the Dean during such period.

19.2 POWER OF DEAN

1. The Dean shall have such powers and shall perform such duties as given in the Ordinances and shall, from time to time, appoint such and so many Boards of Studies in different branches of studies as may be prescribed by the Ordinances.
2. The Dean 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.
3. The Dean may call a joint meeting of the Board of Studies and Faculty to resolve
the matter of academic and administrative nature.

STATUTE-20
BOARD OF STUDIES

The Board of studies shall be the principal academic body of the Faculty and therefore, shall be constituted for each Faculty. It shall be a statutory body of the Faculty and shall consider all the academic matters of the Faculty and make the appropriate recommendations to the Academic Council for its considerations and approval. Further, it shall have the control and general supervision and be responsible for the maintenance of academic standards inclusive of examinations in the departments of the concerned faculty.

20.1 Formation of the Board of Studies:

The Dean of the Faculty shall be the Chairperson of the Board of Studies and shall have the following as members, namely:

- (i) All the Heads of the teaching Schools which constitute the Faculty,
- (ii) All the Professors and the Associate Professors assigned to the Faculty,
- (iii) One Professor from other Faculty as a nominee of the Vice-Chancellor,
- (iv) Two experts co-opted by the Board of Studies who possess special attainments in particular fields of study and are not employees of the University.

The members of the Board of Studies, other than the Ex- Officio members, shall hold the office for a term of three years from the date of their appointment or co-option, as the case may be or as specified otherwise.

20.2 Meeting and Quorum:

- (i) One third members of the Board of Studies shall form the quorum for a meeting.
- (ii) As a routine, the Board of Studies shall normally meet twice a year on the dates as fixed by the Dean of the Faculty. However, the Dean may call a special meeting of the Board of Studies if required, by serving at least three days clear notice for the same.
- (iii) The agenda and proceedings of each meeting of the Board of Studies shall be prepared by the Dean of the Faculty and shall be sent to each member of the Board with a copy to the Vice-Chancellor for information and necessary action.

20.3 Powers and Functions

Subject to the relevant provisions of the Act, the Statutes and the Ordinances the Board of Studies shall consider all the academic matters of the faculty and recommend to the Academic Council for approval. Powers and Functions include the following:

- (i) To exercise general supervision over the academic policies of the Faculty and to give directions regarding methods of instruction, evaluation, research and the improvement in the academic standards.
- (ii) To recommend to the Academic Council regarding the courses of studies and curriculum for each examination after considering the recommendations of the School Councils.
- (iii) To recommend to the Academic Council the combination and sub-division of the Schools. or the Faculties, if required.
- (iv) To Consider and make recommendations to the Academic Council on the matters of general academic interest either on its own initiative or on the directives received from the Planning and Development Board or the Board of Management.
- (v) To frame such regulations as are consistent with the Statutes and the Ordinances regarding the academic functioning of the Faculty, including discipline, admissions, award of fellowships and studentships, fee and other academic requirement concerning the Faculty.
- (vi) To take measures for Quality Education and Accreditation of the Schools of Studies.
- (vii) The Dean may call a joint meeting of the Board of Studies and Faculty to resolve the matter of academic and administrative nature.

STATUTE-21**EXAMINATION COMMITTEE**

21.1 The Examination and Result Committee of each Faculty shall consist of the following

Members:

- | | | | |
|-------|---|---|------------------|
| (i) | Dean of Faculty | - | Chairman |
| (ii) | Head of the School | - | Member |
| (iii) | Two Senior most teachers of the School
(other than the head of the School) | - | Members |
| (iv) | Controller of Examinations | - | Member Secretary |

21.2 Examination committee shall recommend to the Controller of Examination the names of Examination, Paper Setters, Moderators and Examiners of different subjects. Vice-Chancellor shall reserve the right to add or delete name of any person in the proposed list.

21.3 Examination and Result Committee shall approve the results of the concerned department before declaration.

21.4 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 of the Vice-Chancellor.

STATUTE -22

APPOINTMENT OF EXAMINERS

22.1 In this Statute:

⓪ "Internal Examiner" means:

(a) In case of a theory paper an examiner including a paper setter who is a teacher in a School of Studies

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

⓪ "External Examiner" means an examiner other than "Internal Examiner" from outside the University /Institutions recognized by the regulatory bodies.

⓪ "Co-Examiner" means an examiner in a written paper other than the paper-setter

22.2 The office of the Registrar / Controller of Examinations shall prepare for every subject an institution wise list of names of persons qualified for appointment as examiners. The list shall be in two parts, (i) the first part containing the names of persons working as teachers in the University Teaching Departments/ School of Studies/ Department of the University and (ii) the second part containing names of the persons other than teachers of the other universities qualified for appointment as examiners, whose names shall be obtained by the Registrar's/ Controller Of Examination (COE) office on its own initiative or under the direction of the Chairman of the Board of Studies concerned.

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

⓪ The academic qualification and teaching experience at Degree and Post graduate levels,

⓪ The field of Specialization

⓪ The examination of the University and years in which they have acted as examiners in the past.

22.4 The list so prepared shall be made available to the Examination Committee concerned constituted with names of persons appointed as examiners in the University during the two preceding years. The committee may add to the list the names and experience of persons qualified for appointments as examiners but not included therein.

22.5 The Registrar's/Controller of Examination's office shall also give the Examination

committee the approximate number of candidates expected to appear at each examination and the list of centers of each practical viva-voce Examination together with estimated number of candidates there in.

22.6 The Examination Committee shall, in the light of the provision of the following paragraph, Recommend:-

- (i) A panel of three names for the appointment of the paper setter for each written paper.
- (i) A list of names of persons for the appointment as co-examiners wherever necessary, the number of names included in the list being at least fifty percent in excess of the number to be appointed.
- (ii) A list of names of persons for appointment as examiners in each practical viva voce examination, the number of names included in the list being sufficient for the conduct of Practical viva-voce examination at different centers.

22.7 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.

22.8 The other terms and conditions for the appointment of examiners shall be as per decision of Board of Management on the recommendations of Board of Examination.

22.9 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, DC I, SCI, NCJ, PCI, BCI, NCTE, AICTE etc.

STATUTE -23**DEAN STUDENT WELFARE**

- 231** The first Dean Student Welfare (DSW) officer of the University may be appointed by the Chancellor for a period of two years.
- 232** The subsequent Dean Student Welfare shall be appointed for a term of three years by the Board of Management on the recommendations of Vice-Chancellor. The Dean Student Welfare shall be a full time salaried officer.
- 233** The Qualification, salary and mode of appointment shall be prescribed by the Board of Management of the University.
- 234** The Dean Student Welfare affairs shall be governed by the service rules prescribed by the University for the employees of the university.
- 235** The Dean Student Welfare officer shall be adviser of the University Student's Association and the Head of the Information Bureau and Employment Bureau of the University.
- 236** 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.
- 237** Subject to the control of Vice-Chancellor and Board of Management, the Dean Student Welfare officer shall,
- 1 Make arrangement to ensure suitable lodging and boarding facilities to the students, who desire to live in hostel.
 - 2 Arrange for employment of students in accordance with plans approved by the Vice-Chancellor and the Board of Management.
 - 3 Assist the students in obtaining scholarship, by furnishing them the information in relation to these.
 - 4 Communicate with the guardians of the students concerning the welfare of the students.
 - 5 Perform such other duties as may be assigned to him from time to time by the Vice-Chancellor and the Board of Management.

STATUTE- 24
THE PROCTORIAL BOARD

241 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 Deans | |
| (v) HOD(s) of the Concerned School(s) | |
| (vi) All Wardens of the Hostels | |
| (vii) Two students nominated by the Vice-Chancellor from among the Student Council. | |

242 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.

243 Any violation of the Code of Conduct or breach of any Rule or Regulation of the University by any students shall be treated as indiscipline and shall make the student liable for disciplinary action against him/her.

244 The Chief Proctor and Proctors shall be appointed by the Vice-Chancellor from among the teachers of the University. The number of Proctors shall be determined by the Vice-Chancellor depending upon the enrollment of the students in the University,

245 The Chief Proctor so appointed by the Vice-Chancellor will have the tenure of three years. Provided that Vice-Chancellor may remove Chief Proctor or any of the Proctor before the completion of his tenure if he fails to discharge the duties well or if his activities are prejudicial to the interest of the University

246 The Power and duties of the Chief Proctor:

- (i) The Chief Proctor shall get a Proctorial form filled, by students and keep it for the record in his/her office.
- (ii) He/she will issue Identity Card to each student under his seal and signature
- (iii) He shall be authorized by the University for issue of rail and air travel concession orders to the bonafide students of the university
- (iv) He/she will place the matter brought to his notice before the Proctorial Board on being approved by the Vice-Chancellor.

**STATUTE-25
STUDENTS COUNCIL**

- 251 The Students' Council will mainly function as a forum for getting feedback on the students' issues and their welfare.
- 252 The Vice-Chancellor shall constitute the Student's Council, one student from each School /Faculty who shall be a regular student of the university and had secured First Position in order of Merit in the preceding examination.
- 253 The Vice-Chancellor can also decide to involve other categories of students in the Student's Council depending upon the need of student's participation for the benefit of the University. Schedule Caste and Schedule Tribes and girl students will be given adequate representation in the Student's Council.

STATUTE -26

APPOINTMENT OF TEACHERS OF THE UNIVERSITY

- 261 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 occurring in different Teaching department of the University.
- 262 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.
- 263 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. If the suitable candidate is not available then University will select them for teaching which is having all the suitable qualification and those have already qualified at suitable in the merit list/inviting list of the guest faculty selected by the state government Higher Education Department as per the norms.
- 264 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.
- 265 Summary of all the screened applications shall be made available to the Selection Committee.
- 266 The Selection committee shall consist of the following members:
- | | | |
|-----|--|-----------------|
| () | The Vice-Chancellor | <i>Chairman</i> |
| () | One observer not connected with the University in any manner, to be nominated by the Chairman, M ad h ya Pradesh Private University Regulatory Commission. | <i>Member</i> |
| () | Three subject experts nominated by the Vice-Chancellor after the approval of the Chancellor | <i>Members</i> |
| (M) | Dean of concerned Faculty | <i>Member</i> |

(M) Head of the School

Member

- 267 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 are present in the meeting of Selection committee.
- 268 After the Selection committee's recommendation and approval by Governing Body, appointment letters will be issued by the Registrar to the selected candidates.
- 269 In addition to full-time teachers, the Board of Management / Vice-Chancellor may also decide to engage teachers for a fixed period, part time, contractual basis. The terms and conditions (such as honorarium, TA/DA, conveyance charges etc) of such persons will be decided by the Chancellor of the University from time to time
- 2610 Teachers already working (appointed by the sponsoring Body / Institute)
- (i) Teachers (Professor/Associate Professor/Assistant Professor) who are already working and who have been 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 (24.6) of this statute.
- (ii) After examining each case, as per the norms/qualification laid down by the University Grant Commission/ AICTE / MCI / PCI / NCTE any other relevant Regulatory Body the committee submit its recommendation to the Chancellor
- (ii) 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.
- 2611 (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:
- (a) If the length of service of two or more teachers is equal, their seniority

interest shall be determined in accordance with the length of continuous service in the cadre immediately below, if any.

- (b) 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.

- 2612 The retirement age of a teacher shall be as per Regulatory Bodies, UGC/AICTE/PCI etc. norms and no one shall withhold official position after retirement. However, they can continue for teaching purpose.
- 2613 There shall be an agreement signed between University and Teachers appointed.
- 2614 The minimum qualification for appointments of teachers shall be as per UGC/AICTE/PCI/other Regulatory Body.
- 2615 There shall be provisions for appointing teachers on contract / government faculty / visiting faculty.
- 2616 University can appoint according to the seniority list proposed by the government as and when needed to various positions.

STATUTE-27

CATEGORIES OF THE NON-TEACHING EMPLOYEES

- 271 The following types of Non-Teaching employees will be appointed by the University
- (i) Permanent Employees
 - (ii) Contractual Employees
 - (iii) Casual Employees
 - (iv) Casual Workers from outsourcing
- 272 Permanent Employee means an employee who is appointed against a clear vacancy. The probationary period for such employees will be of two years.
- 273 Contractual Employee means an employee who is appointed on contract basis for a Specified period.
- 274 Casual Employee means an employee who is employed on the basis of the work.
- 275 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.

STATUTE -28**OTHER OFFICERS OF THE UNIVERSITY**

The following shall be the other Officers of the University:

(I) LIBRARIAN

- 281** The Librarian will be a full time salaried officer of the University, and his appointment will be made following the procedure as decided by the Board of Management.
- 282** His qualifications, pay and allowances shall be decided by the Governing Body of the University based on the guidelines of UGC/State Government
- 283** The powers and responsibilities of the Librarian shall be as decided by the Board of Management of the University.
- 284** The Librarian shall discharge his duties under general superintendence and control of the Chancellor/Vice-Chancellor/Registrar.
- 285** The Librarian shall be responsible for the smooth conduction of all the procedures of the library including the purchase of text books, journals/e-journals, magazines and news paper as well as proper up keeping and maintenance of them, to maintain the proper discipline in the library ,
- 286** To prepare and issue the library card to all students and faculty members/staff, to maintain the proper record of the revenue collected from the students as the fine imposed because of late submission of books to the library and recovery amount taken from the students in case books/ journals/ magazines had been destroyed/ lost/ wholly/ partly damaged at the end of student/users.
- 287** To do the stock verification after a certain period of interval regularly and submission of its report, to prepare the proposal for purchasing of the books/journals
- 288** To enhance and strengthen the quality and richness of library. To prepare the readers ledger account, proper issue registers of books and maintenance of effective cataloging of each book/journal along with its proper endorsement of their accession number.

The appointment of the librarian shall be made by the Chancellor on the recommendation of the committee constituted for this purpose.

The committee shall consist of:

- a. Vice- Chancellor (*Chairman*)
- b. Nominee of the Chancellor,
- c. Two Nominee of the Sponsoring body,

- d. One expert member approved by the Chancellor.
- (i) The university shall follow the following procedure for the selection of the Librarian:
- a. The university shall invite application for the post, through the process of an advertisement in the University website/job portals and News papers.
- b. A summary of the candidates applied for the post shall be prepared by the committee consisting of three senior staff members of the University, approved by the Chancellor for this purpose.
- c. The selection Committee shall interview and adjudge the merit of each candidate and send its final recommendation to Chancellor for approval and appointment.
- d. If a suitable candidate is not found in the first advertisement, subsequent advertisement shall be issued.
- (ii) When the office of the librarian falls vacant or when the librarian 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.
- (iii) If at any time upon representation made or otherwise, and after making such inquiry as may be deemed necessary, for the following reasons:
- a. Has made default in performing any duty imposed on him by or under this Act, or
- b. Has acted in a manner prejudicial to the interest of the University;
- or
- c. Has found to involve in any type of financial irregularity, corruption, sexual harassment or deliberating harm the image of the University;
- or
- d. Is incapable of managing the affairs of library/the University, and if it appears to the Chancellor that the situation so warrants that continuance of the Librarian is not in the interest of the University, the Chancellor may instruct to Vice-Chancellor/Registrar to issue the Show Cause Notice to the Librarian to explain the matter, and thereafter if the authorities are not satisfied with the explanation submitted by the Librarian then Vice-Chancellor / Registrar may request to the Chancellor for the removal of the Librarian. The Chancellor's decision shall be final in the matter. Provided that before taking such action of the removal, the Librarian shall be given an opportunity of being heard before the Chancellor.
- (iv) The age of retirement of Librarian shall be Sixty Five years or as per the State Government/UGC Norms.
- (v) The Librarian may by writing under his hand addressed to the Chancellor, through the Vice-Chancellor resign his office with at least three month prior notice or by depositing the three month salary.

STATUTE -29**PROVISION REGARDING FEE TO BE CHARGED FROM THE STUDENTS**

29.1 All the courses in the university shall be run on self finance mode. The following type of fees may be charged from the students:

- (i) **Prospectus / Registration Form fee**
- (ii) **Entrance Examination Fee (if Applicable)**
- (iii) **Admission Fee (Whereapplicable)**
- (iv) **Tuition Fee for the course**
- (v) **Identity Card Fee**
- (vi) **Examination Fee**
- (vii) **Library Card Fee**
- (viii) **Library Fee**
- (ix) **Development/amalgamated Fund**
- (x) **Laboratory Fee**
- (xi) **Sports and Game Fee**
- (xii) **Activities Fee**
- (xiii) **Cultural/Annual Function Fee**
- (xiv) **Caution Money**
- (xv) **Hostel Fee & Mess Charge (if Applicable)**
- (xvi) **Transportation Fee (Where applicable)**
- (xvii) **Security Fee**
- (xviii) **Industry Visit/Excursion Fee**
- (xix) **Training/ Augmentation/Placement Fee**
- (xx) **Subsidies Fee**
- (xxi) **Eligibility Fees**
- (xxii) **Enrolment Fees**
- (xxiii) **Migration Certificate Fees**
- (xxiv) **Transfer Certificate Fees**
- (xxv) **Provisional Certificate Fees**
- (xxvi) **Fine**
- (xxvii) **Revaluation**
- (xxviii) **Retotalling**

- a. For various competitions, Quizzes and Group Discussions
 b. For participation in Seminar/ Workshops/ Conferences/ Exhibition/Fare

- (xxix) Convocation fees
 (xxx) Alumni Membership Fee
 (xxxi) Internet Fee

The University may introduce other heads of fees as per requirement of course from time to time

- (1) In addition, fee for Duplicate Mark Sheets, Revaluation, issue of Degree, Migration and such other Examination or result fee may be charged from the students shall be decided by the Board of Management for each course.
- (2) The components of fee may vary from course to course and shall be decided by the Board of Management for each course.
- (3) Direction of various Regulatory Body viz: UGC/AICTE/PCI etc. will be the binding on the University.
- (4) The fee structure of various courses and provision of exemption from tuition fee will be decided by the Board of Management from time to time and will be made available to the student along with the prospectus for the session.
- (5) The tuition fees for the various courses will be described in their respective Ordinances and / or Regulations.
- (6) However in future the various other courses/programmes shall also be run and offered with the aid of various funding agencies like World Bank, Central Government, State Government, NGO's etc. as well as in Tie-up/Collaborations with other Universities/Academic and Research Organization throughout the World.
- (7) Exception of various Regulatory Bodies viz: MCI, DCI, UGC, will be binding on the University.
- (8) All fee subject to approval of the Regulatory Body as defined in 2(f) and (u) of the Act 2007

STATUTE -30**Administration of Endowment Funds for the Award of Fellowships, Scholarships, Medals and Prizes in the University**

- 301 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 nature.
- 302 Each endowment shall be secured by investment decided by the Board of Management in fixed deposits in a scheduled bank.
- 303 The Board of Management shall be the administrator of all endowments.
- 304 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
- 305 The Board of Management shall prescribe the conditions of depositing the endowment in a Nationalized Bank
- 306 The value of endowment necessary for instituting an award shall be prescribed by the Board of Management
- 307 The Academic Council shall prescribe the condition of award after consulting the donor and effect shall be given to his wishes as far as possible
- 308 In case of each endowment accepted by the Board of Management, the Board of Management shall make a regulation giving the name of donor along with the name, initial value and purpose of the endowment.
- 309 Approval of awardees of fellowships, scholarships, freship in tuition fee, medals and prizes as per the specific regulation(s)/ordinance(s) belonging to the specific endowment will be given by the Board of Management.

STATUTE - 31**CONVOCAATION**

- 31.1 A Convocation for the award of the Degrees, Diplomas and other Distinctions 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
- 31.2 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 Convocation
- 31.3 The Visitor and in his absence the Chancellor shall preside over the, convocation function of the University. In the absence of both, the Pro-Chancellor shall preside over the convocation function. In the absence of three, the Vice - Chancellor shall preside over the convocation function.

STATUTE-32**CONFERMENT OF HONORARY DEGREES AND ACADEMIC DISTINCTIONS****32.1**

32.1.1 Proposal for conferment of an Honorary Degree or Academic Distinction shall be made in writing through the School of any faculty and member and Head of the School

/Institute will forward it through Dean of Faculty to the Vice-Chancellor.

32.1.2 On receipt of the proposal the Vice-Chancellor, on being satisfied that the proposal is in conformity with the provision of the Act, shall call special meeting of the Board of Management to consider the proposal.

32.1.3 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.

32.1.4 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.

32.1.5 Every proposal for conferment of an Honorary Degree or Academic Distinction shall be separately made and considered in respect of a proposed recipient.

32.2

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.

- 1 No member of the Governing Body shall be permitted to discuss, comment or make any speech in respect of the proposal at such meeting.
- 2 The Vice-Chancellor shall scrutinize the ballot papers in respect of the proposal.
- 3 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.
- 4 The recommendation of the Governing Body will be presented to the Chancellor by the Vice-Chancellor. The Chancellor shall take the final decision on such matter.

STATUTE -33**ADMISSION OF STUDENTS**

- 331 Admission process and intake to various courses shall be as approved by the Governing Body. The number of seats in each course shall be in conformity of relevant Regulatory Body such as UGC/AICTE/PCI etc.
- 332 The University may conduct its own entrance test for all the programs, if necessary, or may utilize the list of result of such examination/ test conducted by different State/ National/ Professional body, or based on qualifying examination. The selection would be made on merit basis.
- 333 The admission process shall be online or offline and transparent and shall be controlled by a committee headed by Registrar. The formation of the committee will be done by the Registrar in consultation with Vice-Chancellor and approved by the Board of Management.
- 334 Policies and directives of central/State/Regulatory Body regarding admission including regulation of reservation for SC/ST/OBC/EWS students below poverty line family/ physically handicapped and other categories shall be applicable to the University.

STATUTE -34**ACTION AGAINST TEACHERS**

- 341 If there is an allegation of misconduct against a teacher, the Vice-Chancellor if necessary shall constitute a Fact Finding Committee. Based on the basis of Fact Finding Committee's recommendations, may Institute an Inquiry Committee for the purpose.
- 342 Based on the Inquiry Committee's 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.
- 343 Any person aggrieved by the action mention in clause (1) may prefer an appeal against any action and can be moved 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.

STATUTE- 35**ACTION AGAINST NON-TEACHING EMPLOYEES**

- 351 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's recommendations, may institute an Inquiry Committee for the purpose
- 352 Based on the Inquiry Committee's 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 shall be final.
- 353 Any appeal against any action can be made to the Chancellor within 10 days from the date of passing such order and the decision of Chancellor will be final.

STATUTE- 36**RESIGNATION OF EMPLOYEES**

Any resignation tendered by any employee shall be processed as per the Statutes Regulations prescribed for the purpose.

STATUTE - 37**ANNUAL REPORT AND THE BALANCE SHEET**

- 371 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.
- 372 The Report shall be placed before the Governing Body for approval
- 373 A copy of the Annual Report and the Annual Accounts prepared under Sub-section (1) shall be presented to the Visitor and to, the Madhya Pradesh Private University Regulatory Commission after its approval by the Governing Body.

**STATUTE-38
MISCELLANEOUS**

381 Creation of New School and Abolition or Restructuring of Existing School

On the receipt of proposal for creation of New School/Abolition/Restructuring of Existing School, the Academic Council will discuss & send its recommendations to the Chancellor for approval. After the approval of proposal by the Chancellor, the Vice-Chancellor will issue the order & will implement accordingly

382 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 sent to Chancellor for its approval. The similar procedure will be followed for alteration of numbers of seats in different courses. It would, however, be in conformity of the Regulatory Bodies such as UGC/AICTE/PCI etc.

383 Creation of Post & procedure for its abolition

In the initial stage the Governing Body will propose the number of posts to be created as per Statutes. The Chancellor will approve the number of posts required for the establishment of University as per Statutes. 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.

STATUTE-39**SCHOOL COUNCIL, COMPOSITION, FUNCTIONS AND ACTIONS**

Each School shall have a School Council. The Schools Council shall be a statutory authority.

39.1 Composition:

The School Council shall comprise of all Professors, Associate Professors and Assistant Professors of the School.

39.2 Meetings:

The Head of the School shall preside over the meetings of the School Council and in his absence the senior most member of the School shall preside over the meetings.

The School Council shall meet at least twice in a year and one- third of the total members of the council shall constitute the quorum.

39.3 Duties and Functions:

The School Council without prejudice to the powers conferred on other authorities shall consider the matters concerning to teaching and research work in the Department. The Function and duties of the Council shall be as follows:

39.3.1 Shall constitute an equivalence committee in the beginning of the Academic year, to consider the admission of the students of other institutions/ Universities, who wish to take the admission in the second or higher years of the study of courses offered by the School. The members of the committee shall be as follows:

39.3.2 The Head of the Department- Chairman;

39.3.3 Two senior most teachers of the Department - Members

39.3.4 One nominee of the Dean of the Faculty- Member

39.3.5 The recommendations of the equivalence committee shall be placed for approval of the Dean and the Vice-Chancellor before such admissions.

39.3.6 Shall recommend to the Board of Studies the courses and curriculum for its consideration.

39.3.7 Shall prepare and submit the recommendations to the Examination Committee, a panel of examiners for appointment as examiners by the University.

39.3.8 Shall recommend the purchase of books and journals for the Central and School Library.

39.3.9 Shall submit a list of names of experts for consideration of the Academic Council to prepare a panel of experts as provided in the Statutes.

39.3.10 Shall submit such proposals as it may deem fit for the development of teaching, opening of special papers, starting/strengthening the Research Laboratories and for creation of new teaching positions in the Department to the Academic Council.

39.3.11 The School Council shall assign and arrange the resources and faculty to execute as per UGC/NBA/NAAC following guidelines:

- a) Defining the School's Program Educational Objectives (PEOs), their monitoring and redefining after every 4 years.
- b) Defining the School's Program Outcomes (POs) and their monitoring and redefining at regular intervals.
- c) Defining the Course Objectives at the beginning of a Course, and their monitoring and redefining after every 4 Years Monitoring Committees.
- d) Arranging Students counseling regularly and allotment of Faculty Counselors.
- e) Arranging School level Invocation and Induction Courses for Students.
- f) Arranging School level Induction Programs for New Faculty and Employees.
- g) Arranging yearly academic and administrative reports.

39.3.12 Undertake necessary steps on recommendations of School's Research Committee set up as per UGC regulations related to Ph.D.

39.3.13 Other PG courses after graduation viz. B. Tech/ B.E. / and after M.Sc. /M.A.,

39.3.14 Prepare syllabus for Ph.D. course work as per the guidelines provided by the regulations of UGC regulatory bodies.

39.3.15 Shall consider and recommend the posting of teachers in the other School / Departments for teaching, to the Head of the Department.

39.3.16 Shall appoint School / Departmental Internal Quality Audit Committee, and other Committees, and also the in-charges / coordinators to help the Head of the Department in implementing the decisions on all policy matters as provided above. The decision of the Council will be by majority. In case of tie, the Presiding officer shall have the casting vote, for decision.

Where the Head of the Department finds difficulty in implementing the decisions

of the School Council, he shall refer the matter to the Vice-Chancellor with reasons, and the decisions of the Vice-Chancellor shall be final.

STATUTE-40**THE PLANNING AND DEVELOPMENT BOARD**

- 40.1** The Planning and Development Board shall consist of the Vice-Chancellor and not more than four members to be nominated by the Board of Management. The Vice – Chancellor shall be the Chairperson of the Board.
- 40.2** All the members of the Planning Board, other than the Vice-Chancellor, shall hold office for a term of three years.
- 40.3** The Planning and Development Board shall formulate and recommend appropriate plans for the development and expansion of the University, and in addition, it shall have the right to advise the Board of Management and the Academic Council on any matter which it may deem necessary for the fulfillment of the objectives of the University
- 40.4** The Board may constitute such committees as may be necessary for planning and monitoring the programmes of the University.
- 40.5** The Planning Board shall meet at such intervals as it deems fit to expedite the execution of the duly approved plans. However, it shall be necessary to meet at least twice in a year.
- 40.6** The Planning Board will also consider the development off campus and other campus courses suggested by the Board of Studies.
- 40.7** The planning board may also consider the merging of the School / Colleges other centers which are run by Sponsoring Body which are existing during the formation of the University into the University as per the provisions of the Government and Act.

STATUTE-41**RECOGNITION COMMITTEE, CONSTITUTION AND FUNCTIONS**

The University shall constitute a Recognition Committee consisting of following members to consider and recognize the Certificate, Degrees and other academic distinctions awarded by other Universities.

41.1 Constitution

- a. The Vice- Chancellor shall be the Chairperson;
- b. All the Deans of the Faculties;
- c. All the Head of Schools and
- d. Two Professors of the Faculty of the University.

41.2 Functions

The Committee constituted to recognize other Universities shall consider the criterion as stated below:

- (i) Normally, the University will recognize the Certificates, Diplomas, Degrees and Ph.D. awarded by other Universities which are being recognized by the UGC and are the members of the Association of the Universities. However, the requirement of recognition will not be applicable in case of the degrees issued by the Institutes of the National Importance such as IITs, IIMs, NITs, IISc Bangalore etc.

❶ In no case, any other University which does not satisfy above criterion shall be recognized including that of black listed Universities, by the UGC.

❷ If any of the Universities does fall in one of the above categories and there is some doubt, the matter may be referred to the UGC. Such Universities shall not be recognized until and unless the UGC clearly states in writing the status of such doubtful Universities.

As far as the foreign Universities are concerned, if not covered above, the guide lines issued by the UGC/ Government of India shall be followed.

STATUTE- 42
CREATION OF CENTERS, CELLS AND COMMITTEES FOR QUALITY EDUCATION
AND ACCREDITATION PROCESS

The University, for imparting the Quality Education and Accreditation shall create the following Boards, Cells, Centers, Committees as per UGC/NAAC/NBA Guidelines as and when required

1. Training, Placement and Industrial Interactions Cell
2. Collaborations and MOUs Development Cell
3. Research and Innovations Development and Promotional Centre
4. Information Technology and Knowledge Management Centre
5. Values and Ethics Development Cell
6. NSS and Community Services Centre
7. Internal Quality Assurance Cell (IQAC)
8. Green Audit Committee
9. University Academic and Administrative Yearly Audit Committee
10. University Publication Centre (Academic Calendar, Monitoring, Journal, Web and E- Contents)
11. Gender Sensitizations Cell
12. Health Centre
13. Day Care Centre
14. Staff Welfare Committee
15. Innovation and Entrepreneur Development Cell.

STATUTE-43
CREATION OF CHAIRS

(a) Establishment of the Professional/Research Chairs for Creating Focused Seats /Institutional of Higher Learning

- (i) A Chair may be established by the Government, Public Sector Undertakings, Autonomous Organizations, Universities, Trusts, Societies, Memorable Committee or Similar organizations or an individual or a group of individuals for the furtherance of the objectives of the university.
- (ii) The Organization of individual or group of individuals intending to establish the Chair may do so in the name of any person of eminence at the National and /or International level in the field of Education, Science, Social Science, Arts, Literature, Religion, Sport or any other field who has contributed to human progress and happiness.
- (iii) The establishment of the Chair and the name in which it is proposed to be established will require the approval of the Board of Management.

(b) In furtherance of the objective of the establishment of a Chair, the University-

- (i) Shall appoint a Professor in the appropriate discipline in the manner and term and condition laid in the M.O.U, approved while establishing the Chair.
- (ii) Provided further that the appointment of the Professor occupying the Chair would be on the basis of a contract for a period to be specified at the time of appointment, but not exceeding three years in the first instance.
- (iii) May institute in the relevant areas of studies pertaining to the objectives of the establishment of the Chair, specified research fellowship, at the time of establishment of the Chair.
- (iv) May establish and /or augment laboratory and library facilities depending upon the requirements of the research studies associated with the establishment of the Chair.
- (v) May also engages Supporting staff essentially required for realizing the

objectives of the establishment of the Chair.

- (vi) May also procure essential raw materials and consumables in furtherance of the objectives of establishment of the Chair, provided that substantial funds are available for the purpose, out of the interest earned from the donated amount. Up to the limit specified in this Statute .The staff so appointed shall help the University in other activities such as teaching and other duties , as applicable ,as per the decision of the Vice-Chancellor
- (vi) The establishment of the Chair shall require one time donation amounting to at least Rs 2.0 crore or as decided by the Board of Management, by the donor, which can be supplemented subsequently at his /their discretion.
- (vii) The donation shall be deposited in the University Endowment Fund and the amount of interest earned annually shall be utilized to compensate the expenditure to be incurred to the extent possible.

STATUTE-44

TERMS AND CONDITIONS OF SERVICE AND CODE OF ETHICS FOR THE TEACHER AND OTHER ACADEMIC STAFF OF THE UNIVERSITY

- (a) All the employees of the University shall be governed by the Service Rules and the Code of the Conduct and Ethics as specified by the Statutes, Ordinance and the Regulations.
- (b) Each Teacher when joining the University Services has also to sign a Code of Conduct and Ethics specified in the Regulation which includes the UGC regulation for the Code of Conduct and ethics for the University Teachers.

STATUTE-45

NAMING OF THE INSTITUTIONS, BUILDINGS OR ACADEMIC BLOCKS ETC

- (a) The organization or individual intending to name a Laboratory, Library, Workshop or a Computer Centre etc. could propose the name of any person of eminence at the National and / or International levels in the field of Education, Science, Social Science, Arts, Literature, Sports or any other field, which in the opinion of the Board of Management has contributed or may contribute to human progress and happiness.
- (b) The value of the benefactions made shall however commensurate with the total worth of the asset proposed to be named and shall not be below Rs 2.0 crores one time or as decided by the Board of Management.

STATUTE-46**WOMEN'S GRIEVANCE CELL**

The Women's Grievance Cell at MPU will assist all women in achieving their full potential in education, career and personal life through academic and intellectual growth, professional development and personal empowerment. It is being created to organize activities pertaining to women's issues originating from time to time in society and media and to involve women in the cell as active and alert participants.

Objectives:

1. Enhancing self-esteem and self-confidence of women students, faculty and staff in the University.
2. To develop critical thinking ability of women.
3. To foster decision-making ability and action through collective processes.
4. To enable women to make informed choices in areas like education, employment and health.
5. To enhance their participation on an equal footing in all areas.
6. The Women's Grievance Cell will consist of the following
 - a) Registrar
 - b) Senior Professor (Women)
 - c) HOD of the concerned School.
 - d) NGO nominated by the Chancellor
 - e) Advocate nominated by the Chancellor

The quorum for meeting wills 3 people. The Cell shall meet at least twice in a year.

STATUTE-47
ANTI-RAGGING CELL

47.1 Ragging of students in any form is strictly prohibited within and outside the campus. An Anti-Ragging Cell is constituted under the overall charge of the Registrar. Students are advised to report cases of ragging (either on the campus or hostel) to the Registrar or Dean, HODs or Hostel Warden. Anyone found guilty of ragging shall be liable for punishment in accordance with the laws of the land.

Anti-Ragging Cell will consist of the following members

1. Registrar
2. Dean Student Welfare
3. HOD of the concerned Dept.
4. Hostel Warden
5. Local Police TI
6. NGO representative nominated by Chancellor / Vice-Chancellor
7. An Advocate nominated by Chancellor / Vice-Chancellor
8. A media Representative nominated by Chancellor / Vice-Chancellor
9. A student council member nominated by Vice-Chancellor

The Cell shall meet at least twice in a year and 5 members present will be the quorum. They shall hear the complaint received from Anti-Ragging Squad and decide on the course of action as per the laws of the Regulatory Bodies / Govt.

47.2 Anti-Ragging Squad

It will comprise of

47.2.1 Dean Student Welfare

47.2.2 HODs from two Schools by rotation

47.2.3 Hostel Warden

The Anti-Ragging Squad will roam around the campus and keep vigilant, see that no ragging takes place and if there is any ragging they can investigate and report to Anti-Ragging Cell for further action. The squad will be very active during the admission time and throughout the year. They have to maintain a diary of their rounds and submit the same to Anti-Ragging Cell for scrutiny.

STATUTE-48
UNIVERSITY SERVICES

48.1 The following services which are required by the university may be out sourced to a company specializing in the respective services for a period of one year and may be renewed by the Board of Management.

The services are following:

1. House Keeping
2. Security
3. Canteen
4. Transportation
5. Hostel Mess
6. Printing
7. Internet and Web Services.
8. Publicity (All types of Media)
9. Any Other for which out sourcing is required.

STATUTE-49

NATIONAL ACADEMIC DEPOSITORY FOR STUDENTS

The vision of National Academic Depository (NAD) is born out of an initiative to provide an online store house of all academic awards. National Academic Depository (NAD) is a 24X7 online store house of all academic awards viz. Certificates, Diplomas, Degrees, Mark-sheets etc. duly digitized and lodged by academic institutions / boards / eligibility assessment bodies. NAD not only ensures easy access to and retrieval of an academic award but also validates and guarantees its authenticity and safe storage.

The University will utilize the services of NAD for the benefit of its students.

All the academic records of the students of the university will be uploaded to NAD so that the student can utilize the same whenever he wants it.

उच्च शिक्षा विभाग
मंत्रालय, वल्लभ भवन, भोपाल

भोपाल दिनांक 29 फरवरी, 2020

क्रमांक आर-287-सीसी-2019-अड़तीस.- मध्यप्रदेश निजी विश्वविद्यालय (स्थापना एवं संचालन) अधिनियम, 2007 की धारा 26 (1) के अनुक्रम में संजीव अग्रवाल ग्लोबल एजुकेशनल निजी विश्वविद्यालय, भोपाल के प्रथम परिनियम क्र. 01 से 55 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 क्र0 1 से 55

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

STATUTE -1

Short Title, Commencement and Jurisdiction

1. The "Statutes" means the Statutes of the Sanjeev Agrawal Global Educational University, Bhopal, Madhya Pradesh. Hereafter, the University means Sanjeev Agrawal Global Educational University.
2. These Statutes shall come into force with effect from the date of the approval by the Higher Education Dept Govt of Madhya Pradesh/M.P. Private university regulatory commission.
3. These Statutes are prepared in the light of the provisions of the Madhya Pradesh Niji Vishwavidyalaya (Sthapana Avam Sanchalan) Adhinium 2007 and the amendments thereafter. If there be any difference in the provisions of the Act, Statutes, Ordinances and Rules and Regulations, the provisions of the Act shall prevail.
4. Nothing in these Statutes shall debar the University from amending these Statutes and / or providing subsequent Statues according to the provision of Section 26 of the Act. The amended/subsequent statucs, if any shall be applicable with immediate or retrospective or prospective effect, from such a date as prescribed in the notification.

The Jurisdiction for Legal Matters

All matters pertaining to any act/law shall be the subject of the jurisdiction of Bhopal, Madhya Pradesh.

STATUTE –2**Definitions**

In these Statutes unless the context otherwise requires:

1. 'Act' means the "Madhya Pradesh Niji Vishwavidyalaya (Sthapana Avam Sanchalan) Adhiniyam 2007", as amended from time to time.
2. 'Academic Council' means the Academic Council of Sanjeev Agrawal Global Educational University Bhopal.
3. 'Academic Year' means a period of 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.
4. 'Administrative Officer'(AO) means an officer looking after the day-to-day administrative work of the Sanjeev Agrawal Global Educational University
5. 'Board' means, the Board of Management of the Sanjeev Agrawal Global Educational University.
6. 'Board of Studies' Means the Board of Studies of the subject in faculties.
7. 'Chancellor' means Chancellor of Sanjeev Agrawal Global Educational University.
8. 'Pro Chancellor' means Pro Chancellor of Sanjeev Agrawal Global Educational University.
9. 'Vice - Chancellor' means the Vice - Chancellor of Sanjeev Agrawal Global Educational University.
10. 'Chief Finance and Account Officer' means the Chief Finance and Account Officer of Sanjeev Agrawal Global Educational University.
11. 'Convocation' means the convocation of the University.
12. 'Course(s)' means prescribed area(s) or course(s) of study or programme(s) and/or any other components(s) leading to the conferment or award of degree, diploma, certificate or any other academic distinction or title of the University.
13. 'Dean of Faculty' means the academic head of the Faculty.
14. 'Decided by the University / University may decide / Decision of the University' means as decided by the Vice-chancellor with the approval of appropriate authority.
15. 'Department' means Department of Studies / School of Studies / Centre of Studies of Sanjeev Agrawal Global Educational University.
16. 'Employee' means any person working on the payroll of the University.
17. 'Endowment Fund' means Endowment fund of university an investment fund set up by University / Individual / Group of persons / Body for the purpose of establishing the Chair, award of fellowships etc. as laid down in the respective Statutes/Ordinances/ Regulations.
18. 'Faculty' means the Faculty of the University headed by the Dean where course(s) of study of similar nature or programme(s) and / or any other component(s) are taught

leading to the conferment or award of degree, diploma, certificate or any other academic distinction or title of the University.

19. 'Fee' means the collection made by Sanjeev Agrawal Global Educational University from the students by whatever means it may be called.
20. 'Governing Body' means the Governing Body of the Sanjeev Agrawal Global Educational University constituted as per act.
21. 'Higher Education' means study of curriculum or course for knowledge beyond 10+2 level.
22. 'National Assessment and Accreditation Council' means an statutory body of autonomous institution of the University Grants Commission, situated at Bangalore.
23. 'Ordinances' means Ordinances of Sanjeev Agrawal Global Educational University, Bhopal.
24. 'Other Backward Classes' means, the communities, castes and tribes notified by the State Government from time to time.
25. 'Pro-Vice-Chancellor' means, Pro-Vice-Chancellor of Sanjeev Agrawal Global Educational University.
26. 'Qualification' means Degree or Diploma or any other qualification awarded by Sanjeev Agrawal Global Educational University, Bhopal.
27. 'Registrar' means the Registrar of Sanjeev Agrawal Global Educational University, Bhopal.
28. 'Regulatory Commission' – means the Madhya Pradesh Private University Regulatory Commission established under the section 36 of the Madhya Pradesh Act, 2007.
29. 'Regulatory Council' - means the All India Council of Technical Education established under the All India Council of Technical Education Act, 1987(52 of 1987), the Bar Council of India constituted under Section 4 of the Advocates Act, 1961 (25 of 1961), the Council of Architects established under the Architects Act, 1972 (20 of 1972), the Pharmacy Council of India constituted under the Pharmacy Act, 1948 . (8 of 1948), the National Council of Teachers Education established under the National Council of Teachers Education Act, 1993 (3 of 1993), Government of India, the Indian Council of Agriculture Research established as a registered society under the Department of Agriculture, Research and Education, Ministry of Agriculture, Government of India or any other Central or State Government for laying down norms and conditions for ensuring standards of higher education from time to time as the case may be.
30. 'Regular Education' means and includes delivering instruction, teaching, learning, education, and related activities directly by the teacher synchronously to students in the classes supported by teaching, learning and related activities on line from the campus to the regular students of the University.
31. 'Rules and Regulations' means the Rules and Regulations framed by the Board of Management of the University for its Governance.
32. 'Scheme and Curriculum' means and includes nature, duration, pedagogy, syllabus, eligibility and such other related details (by whatever name it may be called) for the concerned course(s) of the University.

33. 'Scheduled Caste' means the Scheduled Castes notified under Article 341 of the Constitution of India.
34. 'Scheduled Tribes' means the Scheduled Tribes notified under Article 342 of the Constitution of India.
35. 'School of Studies' means an institution maintained by Sanjeev Agrawal Global Educational University as a place of higher learning and research in the campus.
36. 'Sponsoring Body' in relation to Sanjeev Agrawal Global Educational University means Truba Education Society, Bhopal, a Registered Society under Madhya Pradesh Public Trust Act, 1951.
37. 'State Government' shall mean, the Government of the State of Madhya Pradesh.
38. 'Teacher' means, teaching member of the University as defined by the UGC.
39. 'The Act' means, the Madhya Pradesh Niji Vishwavidyalaya (Sthapana Avam Sanchalan) Act 2007 (Madhya Pradesh Act 17 of 2007) and as amended time to time.
40. 'The University' means Sanjeev Agrawal Global Educational University established and incorporated by under State Act.
41. The terms 'he', 'him' and 'his' include the feminine gender also.
42. 'UGC' means University Grants Commission, a statutory body set up by the Government of India through an Act of Parliament for the coordination, determination and maintenance of standards of Higher education in India, established in November 1956.
43. 'Visitor' as prescribed in the Act 2007, means the Visitor of Sanjeev Agrawal Global Educational University, i.e. His Excellency, the Governor of the State of Madhya Pradesh.
44. Words and expressions used but not defined in the Statutes shall have the meaning assigned to them in the Act.

STATUTE -3

Seal of the University

1. The University shall have a common seal to be used for the purpose of the University and the design of the seal shall be as decided by the University, subject to further change or amendment as deemed necessary from time to time.
2. The University shall have the right to adopt its Flag, Anthem, Emblem, Insignia, Vehicle Flag and other symbolic or graphic expressions, abbreviations or likewise, for such purposes as deemed necessary from time to time, provided these are not prohibited by the State or the Central Government.
3. It provides recognition to university documents as authenticated by university for various purposes in different Government/private organization.

STATUTE-4**The Objectives of the University**

The University shall have the following objectives in addition to those described in Section 3 of the Act:

1. To provide quality teaching, training and instructions in the perspective of Higher Education and make necessary provisions for advancements, research and dissemination of knowledge.
2. To create highest degree of intellectuals that contribute to the development through their skills and abilities.
3. To establish State of the Art facilities for high quality education and training.
4. To develop advanced and holistic environment for teaching and research.
5. To develop programmes that offer continuing education for the inmate students, faculty, working professional and community at large.
6. To establish Schools of Excellence and, modern research centers in some selected new and emerging disciplines. To become a Centre of Excellence for higher education, research, consultancy and provide sharing of knowledge and applications.
7. To establish a pro-active and dynamic governing structure incorporating the best practices of the excellent Universities of the world and also the norms suggested by UGC / AICTE / State and Central Government and similar organizations.
8. To impart education at diploma, graduate, post graduate, doctoral and post-doctoral levels along with excellent certification and academic distinctions in the University.
9. To comply with regulations, acts and recommendations made by various authorities including that of State and Central Governments.
10. To provide opportunities in placement and entrepreneurial schemes proposed by other institutions, government sections and industries.
11. To collaborate with renowned Indian and Foreign Universities and facilitate exchange programmes.
12. To establish 'Chair of Excellence' at least in five major discipline by bringing world's top scholars to the University.
13. To award 'SANJEEV AGRAWAL GLOBAL EDUCATIONAL prize' every year to the top most researcher of the world.

STATUTE-5**Structural Hierarchy and Positions**

1. Sponsoring Body
2. Chancellor
3. Pro Chancellor
4. Governing Body
5. Vice Chancellor
6. Board of Management
7. Pro Vice Chancellor
8. Academic Council
9. Standing Committee of Academic Council
10. Dean of Faculty
11. Registrar
12. Chief Finance and Account Officer
13. Board of Studies
14. Dean Student Welfare
15. Director/ Head of Teaching department/Centre of studies

STATUTE-6**Appointment, Terms and Conditions and Powers of the Chancellor**

The Chancellor shall be the Head of the University and by virtue of his office shall be the Chairperson of the Governing Body. In the absence of the Visitor, the Chancellor shall preside over the convocation of the University for Conferring Degrees, Diplomas and other Academic Distinctions.

1. Appointment of the Chancellor

In accordance with the Act of the Private Universities, the Chancellor shall be appointed by the Sponsoring Body with the approval of the Visitor.

The name of the proposed Chancellor shall be finalized in the meeting of the Sponsoring Body of the University by simple majority. Further, the finalized name along with the copy of resolution and the credentials of the proposed Chancellor shall be submitted to the Government of Madhya Pradesh, for the approval of the Visitor. Once the approval of the Visitor is received, the Sponsoring Body will appoint the Chancellor of the University.

2. The Powers and Functions

The Chancellor shall be the Head of the University and by virtue of his office shall be the Chairperson of the Governing Body and shall exercise powers as specified in Section 16 of the Act. Some of the important powers and functions are mentioned below:

i. It shall be duty of the Chancellor to ensure that the Act, the Rules, the Statutes, the Ordinances and the Regulations are faithfully observed.

ii. To appoint and remove the Vice - Chancellor.

iii. To call for any information or record.

iv. Such other powers as may be conferred by the Statutes.

3. The Resignation / Removal

The Chancellor may submit his/her resignation to the Visitor in writing through the Sponsoring Body. In this case, the Sponsoring Body shall recommend to the Visitor, a new name for the office of the Chancellor as per clause (1) of this statute.

4. Tenure – Tenure of the Chancellor will be of 5 years from the date of appointment however sponsoring body may recommend the same name for further tenures.

STATUTE-7**Appointment, Terms and Conditions and Powers of the Pro Chancellor**

The Pro Chancellor shall be the principal executive of Administrative officers in the University. In the absence of the Chancellor, he shall be able to take the administrative decisions in the University.

1. Appointment of the Pro Chancellor

The Pro Chancellor shall be appointed by the Sponsoring Body with the approval of the Chancellor. The name of the proposed Pro Chancellor shall be finalized in the meeting of the Sponsoring Body of the University by simple majority. Further, the finalized name along with the copy of resolution and the credentials of the proposed Pro Chancellor shall be signed by the Chancellor of the University for his approval.

2. The Powers and Functions

The Pro Chancellor shall be the Head of the Administrative Officers and Pro Chancellor will act as Chancellor in his absence and this function will work in routine working also.

3. The Resignation / Removal

- (i) The Pro Chancellor may submit his/her resignation to the Chancellor in writing through the Sponsoring Body.
 - i. If for certain reasons Chancellor decides the act of Pro Chancellor are not in favor of University and against Act/Statutes/ Ordinance and Regulations. He may issue removal of Pro Chancellor after giving a chance of hearing. The matter should be reported to Sponsoring Body. He will appoint the new Pro Chancellor as per clause (1) of this statute.
 - ii. In both the above cases, the Sponsoring Body shall recommend to the Chancellor, a new name for the office of the Pro Chancellor as per clause (1) of this statute.

STATUTE-8**Appointment, Terms and Conditions and Powers of the Vice – Chancellor**

The Vice - Chancellor shall be the Principal Executive and Academic Officer of the University and shall exercise general superintendence and control over the affairs of the University and shall execute the decisions of various authorities of the University.

1. Appointment of the Vice - Chancellor

- i. The Vice - Chancellor shall be appointed by the Chancellor from the panel of at least three eminent persons (written in the alphabetical order) recommended by the Selection Committee constituted under Section 17 of the Act. The selected person should fulfill the norms as prescribed by the UGC from time to time;
- ii. The Selection Committee, while preparing a panel shall give due considerations to the academic excellence, exposure to higher education system in the Country and abroad, and adequate experience in academic and administrative governance of the candidates.
- iii. The Selection Committee shall be constituted by the Chancellor as per Section 17 (2) of the Act and accordingly following shall be the members:
 1. Two eminent academicians nominated by the Sponsoring Body.
 2. One eminent person nominated by the State Government.
 3. The Chancellor shall appoint one of the members of the Selection Committee as Chairman.
- iv. The Selection Committee shall submit a panel of at least three eminent persons for the appointment of the Vice -Chancellor.
- v. If the Chancellor does not approve the recommendations of the Selection Committee, the Selection Committee shall be requested for fresh recommendations.
- vi. Not with standing anything contained in the foregoing sub sections, the Chancellor may appoint the first Vice - Chancellor for a period of two years to conduct the affairs of the newly established University; provided that the appointed person fulfills the eligibility criterion as prescribed by the UGC.
- vii. Provided further that, on the expiry of his term, the Vice- Chancellor shall be eligible for reappointment for one more term. The proposal for reappointment of the Vice-Chancellor shall be considered by the Governing Body at least three months before the expiry of his term, and if approved by the Governing body, the proposal shall be sent to the Chancellor for his approval. After Chancellor's approval, the Vice-Chancellor will be reappointment by the Chancellor for another term.

2. The Tenure

The tenure of the founder Vice - Chancellor shall be of Two (2) years and that of the subsequent Vice - Chancellors shall be of Four (4) years as defined in the Section 17(6) of the Act. However, the Vice - Chancellor may continue to hold office for a period of additional six months till a new Vice - Chancellor joins, whichever is earlier.

- i. Under unavoidable circumstances, if the post of the Vice - Chancellor falls vacant, the Chancellor shall appoint the Vice - Chancellor for an interim period of maximum six months and he shall exercise all the powers vested with the Vice - Chancellor. During this period, the new Vice - Chancellor shall be appointed, adopting the procedure as laid down above.
 - ii. The conditions of services and age of retirement of the Vice-Chancellor shall be as prescribed in the Acts and in conformity with the Regulations of the UGC. Provided that, he shall not hold the office after attaining the age of 70 years.
3. The Powers and Functions of the Vice - Chancellor
- The Vice - Chancellor shall be the ex-officio Chairman of the Board of Management, the Planning Board and the Finance Committee; and ex-officio Chairman of the Academic Council and the Board of Affiliation. It shall be the duty of the Vice - Chancellor to administer the University according to the Act, the Statutes, the Ordinances and the Regulations, for which following powers are vested with him to perform various functions.
- i. Shall preside over the convocation of the University in the absence of the Visitor and the Chancellor.
 - ii. May be present at, and address, any meeting of any other authority or any other body of the University but shall not be entitled to vote there at unless he is a member of such authority or body.
 - iii. If in the opinion of the Vice - Chancellor, the decision of any authority of the University is not in conformity with the powers conferred by the Act, Statutes, Ordinances or Regulations made there under or is likely to be prejudicial to the interests of the University, he shall request the concerned authority to revise such decisions wholly or partly or fails to take any decision within fifteen days, then such matters shall be decided by the Chancellor.
 - iv. If in the opinion of the Vice - Chancellor it is necessary to take immediate action on any matter for which the powers are conferred on any other authority by or under the Act, he may take such action as he deems necessary, and shall at earliest opportunity thereafter report his action to such officer or authority as would have in the ordinary course dealt with the matter.
 - v. Provided that if in the opinion of the concerned officer or authority, such action should not have been taken by the Vice - Chancellor, then case shall be referred to the Chancellor, whose decision thereon shall be final.
 - vi. Provided further that where any action taken by the Vice-Chancellor affects any person in the service of the University, such person shall be entitled to prefer, within three months from the date on which such action was communicated to him, an appeal to the Governing Body and the decision of the Governing Body shall be communicated to the person concerned within three months from the date of appeal.

STATUTE -9

The Pro Vice - Chancellor

The Pro Vice - Chancellor shall be the Deputy to the Vice - Chancellor and act on the instructions of the Vice - Chancellor.

The Pro Vice - Chancellor shall act on behalf of the Vice - Chancellor during the period of his absence (Vice - Chancellor) from the University.

1. Appointment of the Pro Vice - Chancellor

- i. The Pro Vice - Chancellor shall be appointed by the Board of Management on the recommendation of the Vice - Chancellor, provided, that if the recommendation of the Vice - Chancellor is not accepted by the Board of Management, the matter shall be referred to the Chancellor who may either appoint the person recommended by the Vice - Chancellor or request the Vice - Chancellor to recommend another person for consideration of the Board of Management.
2. Subject to the control of the Vice - Chancellor, the Pro Vice - Chancellor of a University shall exercise such powers and perform such duties as may be assigned to him by the Vice-Chancellor from time to time and as may be prescribed by the Statutes and the Regulations.

STATUTE -10**Appointment, Functions, Duties and Powers of the Registrar**

The Registrar shall be the Custodian of the University and shall carry out the orders/instructions given by the Vice - Chancellor and administer the University as per rules and regulations.

1. Selection and Appointment of the Registrar

The appointment of the Registrar shall be made by the Governing Body on the recommendation of the expert committee constituted for the purpose. However, the first Registrar shall be appointed by the Sponsoring Body as per clause 18(1) of the Act. Subsequent Registrars shall be appointed by the Governing Body on the recommendation of the Expert Committee, consisting of the following:

- (i) The Chancellor -Chairperson;
- (ii) Nominee of the Chancellor(Pro-Chancellor);
- (iii) Vice Chancellor and
- (iv) Two expert members approved by the Board of Management

The University shall follow the following procedure for the selection of the Registrar:

- i. Shall invite applications in the prescribed form, for the post through the process of an advertisement which includes the web portal of the University.
- ii. A summary of the candidates applied for the post shall be prepared by the office of the Vice - Chancellor or by the person(s) deputed by him.
- iii. The date of meeting of the Selection Committee shall be fixed and a notice to this effect will be given to the short listed candidates, at least seven days in advance.
- iv. The Selection Committee shall interview and adjudge the merit of each candidate and send its final recommendation to the Board of Management. However, the appointment shall be made after getting the approval of the Governing Body / the Chancellor.
- v. The Registrar shall receive pay and other allowances as decided by the Board of Management. The age of retirement of the Registrar shall be seventy (70) years or otherwise as decided by the Governing Body.
- vi. If a suitable candidate is not found in the first advertisement, subsequent advertisements shall be issued.

2. The Resignation/Removal

- i. When the office of the Registrar falls vacant on account of one reason or the other such as long illness or long absence or resignation, the Vice - Chancellor may appoint an

- officiating Registrar after taking the approval from the Chancellor.
- ii. If at any time upon representation made or otherwise, and after making such inquiry as may be deemed necessary, the situation so warrants that the continuance of the Registrar is not in the interest of the University, the Vice - Chancellor may request the Chancellor, in writing stating the reasons therein, for the removal of the Registrar. Before taking such action, the Registrar shall be given an opportunity of being heard. The Chancellor shall put up the matter for the consideration of the Governing Body whose decision shall be final.
3. Functions and Duties of the Registrar shall include the following:
- i. All documents such as records etc. shall be authenticated by the Registrar on behalf of the University. Further, all contracts will also be signed by him.
 - ii. The Registrar will be responsible for answering in the Court of Laws in legal proceedings against the University or any of its Officers which relates to discharge of official duties in the University.
 - iii. Maintaining the records, the common property and any such other property of the University as the Governing Body may decide.
 - iv. To conduct the official correspondence of the Governing Body, Board of Management, Academic Council and of any other such bodies / committees. The Registrar shall be the Member - Secretary in all such bodies / committees but shall not have the right to vote.
 - v. The Registrar shall convene the meetings of the University Authorities by informing venue, date and time of the meeting to the members and related persons as directed by the Vice - Chancellor and make necessary arrangements for the same. Further, it shall be the duty of the Registrar to circulate agenda of the proposed meeting and the minutes of the previous meeting.
 - vi. Registrar shall send to Chancellor; agenda of the proposed meeting and minutes of the previous meeting to the authorities of the University as early as possible.
 - vii. The Registrar shall have the powers to take action against non-teaching employees in consultation with Vice Chancellor. However, if the act is of gross indiscipline or otherwise misconduct, the departmental enquiry may be constituted and if the serious action is warranted, the matter must be reported to the Board of Management in writing along with the charges labeled and detailed proceedings and findings of the Enquiry Officer.
 - viii. The Board of Management / the Vice - Chancellor may authorize the Registrar to participate in some other committees either as a Chairman or member. He will be required to keep the minutes of such meetings.

STATUTE -11**Appointment, Functions, Duties and Powers of the
Chief Finance and Account Officer (CFAO)**

The University shall appoint a Chief Finance and Account Officer (CFAO) to manage its finances. The Board of Management shall constitute a Selection Committee for the appointment of the Chief Finance and Account Officer (CFAO).

1. Selection and Appointment of the CFAO

The Chief Finance and Account Officer shall be appointed by the Chancellor as mentioned in Act 19(1).

The University shall follow the following procedure for the selection of the CFAO.

- i. The University shall invite application for the post through the process of an advertisement with wider publicity and through Web portal of the University.
- ii. A summary of the candidates applied for the post shall be prepared by the office of the Vice - Chancellor or by the person(s) deputed by him.
- iii. The date of meeting of the Selection Committee will be fixed and a notice to this effect shall be given to the short listed candidates at least seven (7) days in advance.
- iv. The Selection Committee shall interview and adjudge the merit of each candidate and send its final recommendation to the Board of Management.
- v. Board of Management will produce their selections to the Chancellor, then Chancellor/ Representative of Chancellor (Pro-Chancellor) will finalize their selection accordingly.
- vi. If a suitable candidate is not found in the first advertisement, subsequent applications shall be invited through the process as written above.
- vii. The CFAO shall receive pay and other allowances as decided by the Board of Management. The age of retirement of the CFAO shall be seventy (70) years or otherwise as decided by the Governing Body.

2. The Resignation / Removal of the CFAO

- i. When the office of the CFAO falls vacant on account of one reason or the other such as long illness or long absence or resignation, the Vice - Chancellor may appoint an officiating CFAO after taking the approval from the Chancellor.
- ii. 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. Before taking such action, the CFAO shall be given an opportunity of being heard.

The Chancellor shall put up the matter for the consideration of the Governing Body whose decision shall be final.

3. Functions and Duties of CFAO

The functions and duties of the CFAO shall include the following:

- i. To exercise general supervision over the funds of the University and advice about the financial policies. Further, CFAO shall be responsible to get the accounts audited regularly as instructed by Governing Body time to time.
- ii. To perform such other financial functions as may be assigned to him by the Board of Management or as may be prescribed by the Statutes or the Ordinances.
- iii. Subject to the control of the Vice-Chancellor and the Board of Management, the CFAO shall hold and manage the properties and investments of the University, including that of Trust and immovable properties, for fulfilling the objectives of the University.
- iv. To see that the limits fixed by the Finance Committee for recurring and non-recurring expenditure for a year are not exceeded and the money is expended or spent for the purposes for which it was granted or allotted.
- v. To be responsible for the preparation of the annual accounts and the budget of the University and their presentation to the Governing Body after due approval by the Finance Committee.
- vi. To keep a constant watch on the cash and bank balances and investments.
- vii. To watch the progress of collection of revenue and advice on the methods of collection applied.
- viii. To ensure that the registers of properties of the University are maintained properly and that stock checking is conducted of the equipment and other material in the offices, Library, laboratories and University Departments / Institutions.
- ix. To bring to the notice of the Vice - Chancellor any unauthorized expenditure or any other financial irregularity and suggest appropriate action against person at fault.
- x. To call from any office of the University, including colleges and institutions maintained by the University, any information or report that he may consider necessary for the performance of his functions.
- xi. Any receipt given by the CFAO or by the person or persons on his behalf, duly authorized by the Board of Management shall be the sufficient proof for the collection of money by the University.

STATUTE -12**The Governing Body**

The Governing Body shall be the supreme authority of the University, and shall have the power to review the actions of the Board of Management and Academic Council, and shall exercise all the powers of the University not otherwise provided in the Act, the Statutes, and the Ordinances. It is the highest policy making body of the University and shall be responsible for the general supervision, direction and control of the work of the University so that the University fulfills its objectives.

1. Constitution

The Governing Body of the Sanjeev Agrawal Global Educational University shall consist of the following members, namely:

- i. The Chancellor an ex-officio Chairperson;
- ii. The Vice - Chancellor;
- iii. Three eminent persons nominated by the Sponsoring Body out of whom at least one shall be an eminent educationist;
- iv. Three distinguished persons nominated by the Visitor out of a panel of six names submitted by the State Government;
- v. One representative of the State Government not below the rank of Deputy Secretary; and
- vi. The Registrar - Member Secretary

The Registrar shall not take part in discussions and shall not participate in voting if required.

2. Tenure

The term of a nominated member of the Governing Body except those who are ex officio shall be of three (3) years and shall not hold the office for more than two consecutive terms.

3. Powers and Functions

The Governing Body shall be the supreme authority of the University and shall have full powers with regard to all movable and immovable properties of the University. Besides above, it shall have the following powers:

- i. To control functioning of the University by using all such powers as are provided by the Act, the Statutes, the Ordinances and the Regulations made there under.
- ii. To review the decision of other authorities of the University in case they are not in conformity with the provisions of the Acts, the Statutes, the Ordinances and the Regulations made there under.
- iii. To approve the budget and annual report of the University.
- iv. To lay down the policies to be followed by the University;
- v. To recommend to the Sponsoring Body the liquidation of the University, provided a situation arises when the functioning of the University is not possible;
- vi. Shall direct, supervise and control the 'endowment fund' and also general fund account and get them audited through CFAO, as per the Act.
- vii. Shall be the final authority to approve the recommendation of the Board of Management

- for conferment of honorary, degree and other distinctions and awards.
- viii. To create teaching and other academic posts and to define the functions and conditions of service of the Professors, Associate Professors, Assistant Professors, other teachers and the academic staff employed by the University after taking into consideration the recommendations of the Academic Council.
 - ix. 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 thereof.
 - x. Shall frame rules/regulations for the conduct of its business.
 - xi. Such other powers as may be prescribed by the Statutes, as per the provision of the Act 2007 amended from time to time.
4. Meetings and Quorum
- i. A meeting of the Governing Body shall ordinarily be called three times in a calendar year.
 - ii. Meeting of the Governing Body shall be called under the directions of the Chancellor and in his absence by the Vice - Chancellor.
 - iii. The Chancellor may, on his own or on the advice of the Sponsoring Body, call a Special Meeting as and when required in the interest of the University.
 - iv. At least seven (7) days clear notice shall be served to the members to conduct meetings. However, during emergency this period may be reduced by the Chairperson.
 - v. Five (5) members of the Governing Body shall form the Quorum. However, for the adjourned meeting three (3) members will form the quorum
5. Vacancies
- i. Any member of the Governing Body may resign his office. The letter of resignation in writing shall be sent to the Chancellor. Such resignation shall take effect immediately on its acceptance and shall be communicated to the concerned member.
 - ii. Any member of the Governing Body, who has been nominated to other body, shall not continue to be a member of that body after his removal or the acceptance of his resignation.
 - iii. A member of the Governing Body of the University shall automatically cease to be member on his being convicted by a Court of law for any offence including moral turpitude.
 - iv. Vacancy of a member arising by reason of death, resignation, and removal or otherwise shall be filled as soon as possible by the Sponsoring Body and the member so nominated shall be a member for the un-expired portion of the term.

STATUTE -13**The Board of Management****1. Constitution**

There shall be a Board of Management of the University, duly constituted under Section 23(1) of the Act. It shall consist of the following:

- i. The Vice - Chancellor - Chairperson;
- ii. Two representatives nominated by the Sponsoring Body;
- iii. Two representatives nominated by the State Government;
- iv. Two senior most Professors of the University by rotation;
- v. Two senior most Teachers of the University other than Professors as mentioned above in clause (iv), by rotation;
- vi. Registrar - Member Secretary.

The Registrar shall not take part in discussions and shall not participate in voting.

2. Tenure

- i. The Members of the Board of Management, except those who are ex-officio, shall hold office for a period of three (3) years from the date of their nomination.
- ii. The Chairperson of the Board of Management, whose decision in the matter shall be the final; shall decide any dispute or question with regard to membership or tenure of a member.
- iii. The Vice - Chancellor and the Registrar shall be the ex-officio Chairperson and Member Secretary of the Board of Management, respectively.

3. Vacancies

- i. Any Member of the Board of Management may resign from his office. The letter of resignation in writing shall be sent to the Chairperson of the Board of Management. Such resignation shall take effect immediately on its acceptance and communicated to the member concerned.
- ii. Any member of the Board of Management, who is nominated to another Body in his capacity as a member of the Board shall not continue to be a member of that Body or hold the post after the acceptance of his resignation.
- iii. A member of the Board of Management of the University shall automatically cease to be member on his being convicted by a Court of law for any offence including moral turpitude.
- iv. Vacancy of a member arising by reason of death, resignation, and removal or otherwise shall be filled as soon as feasible, and the member so nominated shall be a Member for the un-expired portion of the term.

4. Meetings and Quorum

- i. The Board of Management shall meet at least once in every two months. The Vice - Chancellor may, in case of urgency, convene a special Meeting.

- ii. The meeting shall be convened under the direction of the Vice - Chancellor.
 - iii. Five members shall constitute the quorum.
 - iv. Adjourned meeting quorum should be three members.
5. Powers and Functions of the Board of Management
- i. The Board of Management shall be the Principal Executive Body of the University and have all the powers to manage and administer the University inclusive of the management of properties and revenues as per the Statutes and Ordinances. Further, it shall exercise all the powers of the University otherwise provided by the Act, Statutes, Ordinances or the Regulations for the fulfillment of the objectives of the University.
 - ii. In order to manage and administer, the functioning of the University in a smooth and efficient manner, the Board of Management shall have the powers to make Statutes, Ordinances and Regulations, either on its own or on the recommendation of any Authority or Officer of the University, subject to the conditions laid down in the Act.
 - iii. In addition to the aforesaid powers vested in it by and under the Statutes, have the following additional powers:
 - iv. To prescribe qualifications and other conditions of eligibility for teachers and other academic staff after taking into account the recommendations of the Academic Council.
 - v. To make appointments of Professors, Associate Professors, Assistant Professors, other teachers and such academic staff as may be necessary, on the recommendations of the Selection Committees constituted for the purpose.
 - vi. To specify the manner and appoint academic staff against the temporary vacancies.
 - vii. To follow and monitor the budget for expenditure as approved by the Governing Body.
 - viii. To recommend the appointment of the Visiting Professors, Artists and Writers and determine the terms and conditions of such appointments to Chancellor.
 - ix. To manage and regulate the finances, accounts, investments and properties of the University and all other affairs of the University and to appoint such consultants as may be considered fit by it.
 - x. To invest any money belonging to the University in such stocks, funds, shares or securities as it thinks fit or in the purchase of immovable property in India with the like power of varying such investment from time to time. However, no action under this clause shall be taken without consulting the Finance Committee. Further, no such investment shall be done without the approval of the Sponsoring Body.
 - xi. To regulate and enforce discipline amongst the employees in accordance with the Statutes and the Ordinances / Regulations.
 - xii. To make recommendations to the Governing Body to transfer or accept transfers of any immovable or movable property of the University.
 - xiii. To entertain, adjudicate upon or redress the grievances of the employees and the students of the University who may, for any reason, feel aggrieved.
 - xiv. To consider the recommendations made by the Finance Committee about the remuneration to be paid to examiners and invigilators and to decide the same.
 - xv. To delegate any of its powers to the Vice - Chancellor, and on the recommendations of the Vice - Chancellor to the Pro Vice - Chancellor, the Registrar, the CFAO or any other officer, employee or authority of the University or to a Committee appointed by it.
 - xvi. To institute and award fellowships, scholarships, studentships etc.
 - xvii. To consider the recommendations of the Academic Council regarding the improvement in teaching, research and development and enhancement in the facilities such as laboratories and equipment thereof library and other facilities.
 - xviii. To exercise the power to create or designate Departments of the University or affiliated colleges or institutions as laid down by the Statutes/Organizations.
 - xix. To consider the annual Internal Quality Assurance Cell (IQAC) report of all the University Departments, Centers and Cells and forwarding the same to the NAAC as per UGC guidelines.
 - xx. The Board of Management shall be the appellate authority in case of any question or dispute between a student or an employee on the one hand and any Authority or Officer of the University / Faculty / Study Centre on the other hand.

STATUTE -14**The Academic Council**

The Academic Council shall be the statutory body of the University on all academic matters. It shall have the control and general supervision and be responsible for the maintenance of standards of instructions, research, education and examination within the University.

It shall exercise such other powers and perform such other duties as may be conferred or imposed upon it by the Act, Statutes and Ordinances and shall have the right to advise the Board of Management on all academic matters.

1. Constitution

The Vice - Chancellor shall be the Chairperson of the Academic Council. The council shall consist of the following members, namely:

- i. The Vice -Chancellor - Chairperson;
- ii. Deans of the Faculties;
- iii. Chairman Board of Studies
- iv. HOD of the Department regular or in-charge
- v. Two experts co-opted by the Academic Council who possesses special attainments in particular fields of study and are not employees of the University.

2. Tenure

The members of the Academic Council, other than the ex-officio members, shall hold office for a term of three years from the date of their appointment or co-option, as the case may be or as specified otherwise.

3. Meetings and Quorum

- i. As a routine, the Academic Council shall normally meet twice a year on the dates as fixed by the Vice - Chancellor. However, the Vice - Chancellor may call a special meeting of the Academic Council, if required. The Registrar shall, under the direction of the Vice - Chancellor, give not less than twenty days clear notice for a routine meeting and seven days for a special meeting.
- ii. The agenda and proceedings of each meeting of the Academic Council shall be prepared by the Registrar and shall be approved by the Vice - Chancellor.
- iii. The Registrar shall send by electronic media or post, a copy of the proceedings of that meeting so signed by the Chairperson, to each member of the Academic Council, the Governing Body, the Board of Management, the Finance Committee, the Dean of the Faculties and the Board of Studies within six weeks after a meeting.
- iv. A copy of the minutes shall be submitted to the Chancellor also.
- v. Approval of the resolutions shall be by simple majority of the Members present.
- vi. One third members of the Academic Council shall form the quorum for a meeting.

4. Powers and Functions of the Academic Council

Subject to the relevant provisions of the Act, the Statutes and the Ordinances, the Academic Council shall, in addition have the following powers:

- i. To exercise general supervision over the academic policies of the University and to give directions regarding methods of instruction, evaluation, research and improvement in academic standards.
 - ii. To consider matters of general academic interest either on its own initiative or on a reference from the Planning and Development Board or a Faculty of Studies or the Board of Management and to take appropriate action thereon.
 - iii. To frame such regulations as are consistent with the Statutes and the Ordinances regarding the academic functioning of the University including discipline, admissions, award of fellowships and studentships, fee and other academic requirements.
 - iv. To take measures for Quality Education and Accreditation of the University.
 - v. To make recommendations to the Governing Body for the conferment of degrees, honorary degrees or any such other distinctions or honor of the University.
 - vi. To recommend the new courses of studies.
 - vii. To recommend the Regulations for the methodology, schemes, and modalities of University Examinations and allotment of marks / credits for individual subjects in all the courses.
 - viii. To take up the matters for periodical review of functioning and co - ordination between all the constituent Institutions and /departments and recommend to the Board of Management, the ways and means of improvement.
 - ix. To consider other academic or student welfare matters referred to it.
 - x. Shall ensure that while framing rules, syllabus and curriculum norms of the Regulatory Councils from time to time, are adhered to.
5. Academic Council shall, in addition to all other powers vested in Council, have the powers to make recommendations to the Board of Management keeping in view the guidelines of National Regulatory Bodies such as UGC, AICTE etc. with regard to the creation or abolition of teaching posts in the University.
- In addition to above, the Council shall recommend to the Board of Management the following:
- i. The classification of the posts according to the requirements and their duties attached thereto.
 - ii. Laying down qualifications and specializations for the recruitment of teachers in any subject and the emoluments to be paid to them.
 - iii. To formulate and modify or revise the schemes for the organization of Faculties and to assign to such Faculties their respective subjects and also to report to the Governing Body as to the expediency of the abolition or sub-division of any Faculty or the combination / merger of one Faculty with another.
 - iv. To recommend the creation of New Departments, Cells and Centers.

STATUTE -15
The Finance Committee

The Finance Committee shall be one of the statutory bodies of the University to deal with all the financial matters. It shall have the control and general supervision and be responsible for the management of finances such as income, expenditure, budgets, auditing etc. of the University. It shall exercise such other powers and perform such other duties as may be conferred or imposed upon it by the Act, Statutes, Ordinances and regulations and shall have the right to advise the Board of Management on all financial matters.

1. Constitution

The Finance Committee shall consist of the following:

- i. The Chancellor - Chairperson
- ii. The Pro-Chancellor-Vice Chairperson
- iii. The Vice Chancellor
- iv. The Registrar
- v. One person to be nominated by the Board of Management
- vi. Two persons to be nominated by the Chancellor
- vii. The Chief Finance and Account Officer (CFAO) -Member Secretary

2. Tenure

The tenure of the nominated members shall be three (3) years from the date of notification.

3. Meetings and Quorum

- i. Three members other than the Chancellor of the Finance Committee shall form a quorum for a meeting of the Committee.
- ii. The Finance Committee shall meet at least twice a year to present the budget, examine the accounts and scrutinize the expenditure statement prepared by the CFAO.

4. Powers and Functions

The Finance Committee shall perform the following functions namely:

- i. All proposals relating to revision of grades, up-gradation of the pay- scales and those items which are not included in the budget, shall be examined by the Finance Committee before they are considered by the Board of Management. Chairman is Vice Chancellor while F.C. is chaired by Chancellor.
- ii. The annual accounts and the financial estimates of the University prepared by the CFAO shall be presented to the Finance Committee for approval and thereafter submitted to the Board of Management.
- iii. The Finance Committee shall fix the limits for the total recurring and non-recurring expenditure for the year, based on income and resources of the University, and no expenditure shall be incurred by the University in excess of the limits so fixed, without the approval of the Finance Committee.
- iv. To conduct a scrutiny of accounts of the University, whenever called upon by the Board of Management.
- v. To review the concurrent and the yearly Audit Reports and make recommendations there upon.
- vi. To approve the Regulations for the policies and guidelines for purchase / procurements in the University.
- vii. In case of urgency, any expenditure in excess or absence of the budget provisions incurred by the Vice-Chancellor with the approval of the Chancellor for the reasons to be recorded in writing should be reported in the next meeting of the Finance Committee.
- viii. Where the votes on any subject considered by the Finance committee are equally divided, the Chancellor shall have the casting vote.

STATUTE -16**Standing Committee**

The Academic Council may constitute Standing Committee to look after the routine matters of academic nature on its behalf. The committee shall have the following constitution.

1. Constitution
 - i. The Vice - Chancellor - Chairperson
 - ii. All deans of faculty
 - iii. The Registrar - Member Secretary.
2. Powers and Functions

Standing Committee shall consider all those matters which have been assigned to it by the Academic Council. Further, the Vice - Chancellor may call the meeting of the Standing Committee to decide some of the urgent academic matters and report them to the Academic Council for rectification.

STATUTE - 17**Examination Committee**

There shall be an Examination Committee for each subject. This Committee shall consist of following:

- i. The Vice - Chancellor – Chairperson.
- ii. Dean of the Faculty concerned.
- iii. The Head of the Department-Convener.
- iv. Two senior most teachers of the Department to be appointed by rotation.

STATUTE -18**Schools of the University****1. The University shall consist of following Schools:**

1. Engineering & Technology
2. Management
3. Science
4. Commerce
5. Arts, Humanities & Social Sciences
6. Journalism & Mass Communication
7. Architecture Planning and Design
8. Agriculture
9. Education
10. Pharmaceutical Sciences
11. Law & Legal Studies
12. Library Science
13. Hotel Management
14. Performing Arts
15. Medical Health & Allied Science
16. Computer Application
17. Vocational Studies
18. Computer Technology

Two or more courses of different institutes may be grouped together to make one course under one institute and / or new institute may be constituted according to the need as per UGC guidelines.

Some of the schools may offer some of the programmes from different academic years as per the need and approval of academic council from time to time and also new schools may be established after the approval of the Academic Council, and other relevant bodies of the University with the approval of MPPURC.

The curriculum of the programme, minimum teaching hours, examination, evaluation schemes, passing marks and award of divisions etc. shall be decided by the various competitive bodies of the University including that of Academic Council in accordance with the respective regularity bodies.

STATUTE - 19
Dean of the Faculty

The Dean shall be the Head of a Faculty of Studies.

- i. The Dean shall be appointed by the Vice - Chancellor in order of seniority amongst the Professors of the various Departments of the Faculty. The tenure of the Dean shall be for a period of three years up to the date of superannuation, whichever is earlier. However, he may be considered for reappointment but shall not serve more than six (6) years in continuation.
- ii. If at any time, there is no Professor in the department, the Vice - Chancellor may appoint Associate Professor / Dean of Sister Faculty as Dean for the period of absence of the Professor.
- iii. The Dean shall be the Head of the Faculty of Studies and shall be responsible for the conduct and maintenance of the standards of teaching and research in the Faculty.
- iv. The Dean shall have the right to be present and to speak in any meeting of the Departmental Council(s), but shall not have the right to vote unless he is a member thereof.
- v. The Dean shall perform such other functions as may be prescribed by the statute.

STATUTE -20

Constitution of Faculty

The Faculty shall be the principal coordinating and administrative body amongst the departments of the Faculty and shall be constituted for each Faculty separately.

1. Each Faculty shall consist of the following members, namely:
 - i. The Dean of the Faculty who shall be the Chairperson.
 - ii. The nominee of the Vice – Chancellor.
 - iii. All Heads of the departments constituting the faculty.
 - iv. Chairman Board of Studies
 - v. Two experts co-opted by the Faculty who possess special attainments in particular fields of study and are not teachers of the University since last three years.
2. The members of the Faculty, other than the ex-officio members, shall hold the office for a term of three years from the date of their appointment or co- option, as the case may be or as specified otherwise.
3. Powers and Functions of the Faculty
 - i. The Faculty shall consider and approve such administrative matters which are common amongst constituent departments of the Faculty of Studies.
 - ii. The Faculty shall have such powers and shall perform such duties as given in the Ordinances I Regulations.
 - iii. The functions of the Faculty shall be as follows:
 - i. Subject to the control of the Academic Council, to organize teaching and research work in the department of studies assigned to the Faculty.
 - ii. To recommend to the Academic Council, the conditions for the award of degrees, diplomas and other academic distinctions.
 - iii. To coordinate work in subjects assigned to the Faculty.
 - iv. To secure coordination in research, whenever applicable.
 - v. 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 necessary or on any matter referred to them by the Academic Council.
4. The Dean may call a joint meeting of the Board of Studies and Faculty to resolve the matter of academic and administrative nature.

STATUTE -21
Board of Studies

The Board of Studies shall be the principal academic body of the Subject / Subjects and therefore, shall be constituted for each subject. It shall be a statutory body and shall consider all the academic matters of the Subjects and make the appropriate recommendations to the Faculty for its considerations and approval. Further, it shall have the control and general supervision and be responsible for the maintenance of academic standards inclusive of examinations in the departments of the concerned Subject(s).

1. Formation of the Board of Studies

The Senior most Professor shall be the Chairperson of the first Board of Studies which will be by rotation amongst other Professors (if any) and shall have the following as members, namely:

- i. Head of the teaching departments of the Subjects/department(s).
- ii. One Professor and the Associate Professors of the Subjects by rotation.
- iii. One Professor from other Faculty as a nominee of the Vice – Chancellor.
- iv. Two experts co-opted by the Board of Studies who possesses special attainments in particular fields of study and are not employees of the University.

The members of the Board of Studies, other than the ex-officio members, shall hold the office for a term of three years from the date of their appointment or co-option, as the case may be or as specified otherwise.

2. Meetings and Quorum

- i. As a routine, the Board of Studies shall normally meet once a year on the dates as fixed by the Dean of the Faculty. However, the Dean may call a special meeting of the Board of Studies if required, by serving at least three days clear notice for the same.
- ii. The agenda and proceedings of each meeting of the Board of Studies shall be prepared by the Chairperson in consultation of Vice Chancellor and shall be sent to each member of the Board with a copy to the Vice - Chancellor for information and necessary action.
- iii. One third members of the Board of Studies shall form the quorum for a meeting.

3. Powers and Functions

Subject to the relevant provisions of the Act, the Statutes and the Ordinances, the Board of Studies shall consider all the academic matters of the faculty members and recommend to the Academic Council for approval. Powers and Functions include the following:

- i. To exercise general supervision over the academic policies of the Faculty members and to give directions regarding methods of instruction, evaluation, research and the improvement in the academic standards.
- ii. To recommend to the Dean regarding the courses of studies and curricula for each examination after considering the recommendations of the Departmental Councils.

- iii. To recommend to the Dean the combination and sub- division of the Departments or the Faculties, if required.
 - iv. To consider and make recommendations to the Dean on the matters of general academic interest either on its own initiative or on the directives received from the Planning and Development Board or the Board of Management.
 - v. To frame such regulations as are consistent with the Statutes and the Ordinances regarding the academic functioning of the Subjects, including discipline, admissions, award of fellowships and studentships, fee and other academic requirements concerning the Subjects.
 - vi. To take measures for Quality Education and Accreditation of the Departments of Studies.
4. The Dean may call a joint meeting of the Boards of Studies and Faculty to resolve the matter of academic and administrative nature.

STATUTE -22

Students Council

1. The Students Council shall mainly function as a forum of the students. This forum mainly gives the feedback and suggestions on the academic matters, environment and activities to be carried out by the University in order to improve students' employability, to the Dean of the Students.
2. Under the control of the Dean of Students Welfare, the Council may organize extension lectures of the renowned personalities and also extra-curricular activities in the University.
3. The University shall define other functions in the Rules and Regulations according to the guidelines of the University Grants Commission (UGC), New Delhi.

STATUTE -23**Appointment of the Teachers in the University**

The Teachers (Faculty) in the University shall be appointed according to the rules, regulations and guidelines as prescribed by the UGC, AICTE and / or other Regulatory Councils for the courses offered by the University.

1. Eligibility for Appointment

- i. A person will be appointed on an academic position according to the qualifications as prescribed by the UGC, AICTE and other competent bodies according to the courses offered by the University.
- ii. Under the special circumstances, the persons may be appointed from the industries, research laboratories, educational institutions or universities by relaxing the qualifications duly approved by the Board of Management and the Chancellor.
- iii. Wide publicity will be given for the vacancies to be filled in through portal of the University.

2. Constitution of Selection Committee

- i. Selection committees shall be constituted for making recommendations to the Board of Management for appointments or promotions to the posts of Professors, Associate Professors, Assistant Professors and other academic staff and Heads of Institutions / Centers maintained by the University.
- ii. The Selection Committee under the Chairmanship of the Vice - Chancellor or his nominee will constitute:
 1. One member of the Board of Management
 2. The Dean of the concerned Faculty of Studies
 3. The Head of the concerned department (For the post of Professor, the Head should be a duly selected Professor of the University)
 4. Three experts not below the level of Professor of University not connected with the University to be nominated by the Chancellor; from a panel of not less than seven (7) names approved by the Academic Council for each subject

One observer not connected with the University in any manner, to be nominated by the Chairman, M.P. University Regulatory Commission.

Four members of the selection committee (who shall include at least two experts) shall form a quorum for a meeting of the selection committee constituted under clause (ii) above.

3. Screening Committee

A Screening Committee consisting of three members, appointed by the Vice -Chancellor shall screen all the applications received in response to wide publicity. The Committee will prepare a summary of candidates to be called for an interview taking into account the Academic Performance Indices (APIs) merit as per UGC prescribed guidelines. Also a list of candidates rejected and not to be called for the interview shall be made separately giving reasons for the rejection, including limiting the candidates up to certain cutoff APIs for interviews in case of excessive number of applications received.

4. Recommendations of Selection Committee

The Selection Committee shall recommend to the Board of Management the names arranged in order of merit, if any, of the persons who it considers suitable for the appointments and after the approval of the Board of Management, the appointment or promotion letters shall be issued to the candidate by the Registrar. The committee may reject all the candidates with justification.

5. Fixed period / Part-time / Contractual Faculty

In addition to full-time teachers, the Board of Management / the Vice - Chancellor may also decide to engage teachers for a fixed period, part time, or on contractual basis along with terms and conditions such as honorarium, TA / DA, if any, conveyance charges etc. of such engagements, from time to time.

6. Adjunct / Visiting Professors

- i. The Vice - Chancellor on the recommendations of the Head of the Department and the Dean of the Faculty may appoint the Adjunct / Visiting Professor after having a consultations with the Chancellor. All such appointments shall be reported to the Board of Management for ratification at the earliest opportunity. The tenure of all such appointments shall not exceed a period of three years.
- ii. For the appointment in these categories, the Vice - Chancellor may on his own consider and recommend appointment of distinguished scholars, scientists, writers or artists by relaxing qualifications and eligibility criterion, provided the Board of Management and the Chancellor approves such appointments.

STATUTE -24

Categories of the Non-Teaching Employees

1. Following types of non-teaching employees will be employed by the University
 - i. Permanent / Probationary Employees
 - ii. Contractual Employees
 - iii. Casual Employees
2. Permanent employee shall be appointed against a clear vacancy and shall be kept on probation for a period of one year. The services could be terminated or the probation period be extended by serving notice, if the performance is found unsatisfactory in a working period of eleven (11) months or less.
3. Contractual employee means an employee who is appointed on contract basis for a specified period.
4. Casual Employee means an employee who is engaged on the basis of a Muster Roll.
5. The service conditions for all the above types of employees shall be prescribed in Rules and Regulations.

STATUTE - 25**Other Officers of the University**

1. Following shall be the other Officers of the University:
 - i. The Controller of Examinations
 - ii. The Deputy and the Assistant Registrars
 - iii. The Chief, the Deputy and the Assistant Librarians
 - iv. The Director and the Assistant Director of Physical Education
 - v. The Director Corporate Relations
 - vi. Chief Proctor
 - vii. Proctor
 - viii. Dean Student Welfare
 - ix. Warden
2. The Controller of Examinations
 - i. Shall be an officer of the University and shall be appointed by the Vice - Chancellor from the Faculty / Administrative Officers having sufficient experience and well versed with the examination and evaluation procedures of the University.
 - ii. Shall be vested with all the powers and responsibilities as specified in the Regulations. Further, he shall be responsible to make all the necessary arrangements for the conduction of examinations as per the Ordinances and Regulations.

When the office of the Controller of Examination falls vacant by one reason or the other, the duties of the office shall be performed by such person as the Vice - Chancellor may appoint for the purpose.

3. Other officers as stated above from (1) (ii) to (1) (vi) shall be whole-time salaried officers appointed by the Board of Management on the recommendation of a selection committee constituted for the purpose, and shall possess such qualifications as prescribed by the University Grants Commission / Regulatory Councils and exercise such powers to perform such duties, as may be determined by the Board of Management and provided in the Regulations of the University.
4. The appointment of officers mentioned at (1)(iii) and (1)(iv) above shall be made following the procedure as laid down in the Statute 24 for the appointment of Teachers and that of others mentioned at 1(ii), 1(v) and 1(vi) shall be made according to the procedure laid down for non-teaching staff.
5. The powers and responsibilities of other officers shall be as specified in the respective Regulations.

STATUTE - 26**Conferment of Honorary Degrees and Academic Distinctions**

University may confer Honorary Degree of D.Sc. or D. Lit. or other distinctions to the renowned and deserving personalities who have contributed in the areas of Education, Science, Fine Arts, Social Sciences, Technology, Drama, Games and Sports, Industries etc. in accordance with the following procedure:

1. All proposals for the conferment of Honorary Degrees shall be made by the Academic Council to the Board of Management and shall require the aconsent of the Governing Body before submission to the Chancellor for conferring the honor. However, in case of urgency, the Chancellor may act on the recommendation of the Board of Management and later on take the consent of the Governing Body.
2. If at the later stage, it is found that the honorary degree has been conferred to the non-deserving person by the University, then the same may be withdrawn by the University through the resolution passed by the two - third majority of the members of the Governing Body and the approval of the Chancellor.

STATUTE -27**Provision Regarding Fee to be charged from the Students**

1. The tuition fee payable by the student shall be such as may be fixed by the University from time to time subject to directive(s) as received from the Government of India / State Government / Regulatory Commission / UGC thereon. The fee structure and payment schedules shall be as declared in the Regulations after approval from regulatory commission.
2. Other charges and fee shall be payable by the student as decided by the University from time to time. It shall include the following:
 - i. Students' Alumni Association Fee
 - ii. Examination Fee for each semester
 - iii. Internet Fee
 - iv. Library Fee
 - v. Sports Fee
 - vi. Training and Placement Fee
 - vii. Hostel and / or Bus Fee
 - viii. Caution Money
 - ix. Issue of duplicate documents such as mark sheets, migration certificate, degree certificates, character certificate etc. However, the duplicate certificates will be issued as per the regulations laid down by the University.
 - x. Fee for the Health Services
 - xi. Counseling Fee
 - xii. Cultural Activities Fee
 - xiii. Fee for attending additional classes for improvement of grades or additional courses
 - xiv. Transcripts Fee
 - xv. Innovation and ·Invocation Cells, Skill Set Aptitude and Personality Development etc.
 - xvi. Group Insurance Premium.
 - xvii. Degree verification Fee
 - xviii. Any other fee provided and approved by competent authorities of the University.
3. Tuition fee and other charges levied on the students shall be at the rates approved by the University from time to time and laid down in the ordinances, provided that where the statutory recognizing authority has prescribed a formula for determining the tuition fee and other charges, they shall be levied accordingly.
4. Other fee such as enrolment, migration transfer etc. shall be charged at the rates approved by the University from time to time as laid down in the concerned Regulation.
5. Policies and directives of Central/State Regulatory bodies as applicable for the Private Universities established under the Act regarding the provisions for the fee to be charged from the students of Below Poverty Line family, Scheduled Castes, Schedule Tribes, Other Backward Classes, Physically Handicapped and other categories shall be applicable to the University.

STATUTE -28**Administration of Endowment Funds for the Award of Fellowships,
Scholarships, Medals and Prizes in the University**

1. The Board of Management may accept donations for creation of endowment fund in the University for the award of Fellowships, Scholarships, Stipends, Medals and Prizes of the recurring nature.
2. The Board of Management shall administer all the donations / endowments received.
3. The award shall be made out of the annual income accruing from the endowment.
4. Organization or the individuals intending to sponsor a fellowship, Scholarship / stipend or award / prize in the name of organization / individual, will be required to deposit an endowment with the University, whose annual Income shall be utilized for the payment of fellowships, scholarships, awards /prizes etc.
5. The Board of Management shall prescribe the conditions of depositing the endowment funds in secured instruments.
6. The value of endowment necessary for instituting an award shall be prescribed by the Board of Management.
7. The detailed terms and conditions for fellowships, scholarships, awards / prizes shall be laid down in the M.O.U. for each case.
8. In case, any endowment is accepted by the Board of Management, the Board shall make a regulation for it, giving such details as the name of the donor, name of endowment, initial value and the purposes of the endowment etc.
9. Approval of awardees of fellowships, scholarships, medals and prizes as per the specific Regulation (s) / Ordinance (s).
10. Approval for carrying the literary, science, research, fine arts or similar activities can also be granted from the endowment fund and shall be as laid down in the Regulations.

STATUTE - 29**Convocation**

1. 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.
2. The University Convocation will be normally held every year for the award of the Degrees, Diplomas and other Distinctions.
3. The Convocation shall normally be held in the main campus of the University or at such other place as may be approved by the Governing Body.
4. The Academic Council shall frame University Regulations relating to the format of the Degree and Diploma, Documents, Certificates and Citations, their text, issuance of these documents in absentia, duplicate degree and the procedural details for conduct and holding the Convocation.
5. In case of awarding Honorary D. Sc. / D.Litt. degree to a top international dignitary special convocation may be held following the same procedure maximum two times in an academic year.

STATUTE -30
Admission of Students

1. Admissions

- i. The admissions in the courses offered by the University shall be open to all the candidates who fulfill the eligibility criteria and be made strictly according to the eligibility criteria / rules as per government norms and respective regularity body. The admission procedure will be completed before the commencement of the academic session or the last date of the admission decided by the Academic Council.
- ii. Eligibility criteria for admissions shall be based upon the merit of the qualifying examinations / admission tests conducted by the University or by the National Bodies as decided by the University from time to time and eligibility as per provisions of respective regularity body will be followed. The Academic Council will consider the eligibility criteria, determination of the merit, concessions etc. and will decide / approve as the case may be, by the Regulations for Admission. The criteria will be notified in the Prospectus / Information Brochure / Electronic Media of that Academic Session before the commencement of the admission procedure.

2. Admission Committee

- i. The Dean of the Faculty in consultations with the Head of the Departments of that Faculty shall appoint the admission committees duly approved by the Vice - Chancellor for making the admissions in under graduate and post graduate courses offered by the various departments.
- ii. Each committee shall comprise of:
 1. The Head of the Department
 2. PG Coordinator of the Department
 3. Senior most Professor / Associate Professor /Assistant Professor in the Department
 4. One member from outside the Department nominated by the Vice - Chancellor.
- iii. Reservation of Seats, Students below; Poverty Line, Scheduled Castes, Schedule Tribes, Other Backward Classes, Physically Handicapped and other Categories.
 1. Policies and directives of Central / State regulatory bodies as applicable for the Private Universities established under the Act regarding admission including the regulation of reservation of seats, especially for the students of Below Poverty line family, Scheduled Castes, Schedule Tribes, Other Back ward Classes, Physically Handicapped and other categories shall be applicable to the University.
 2. Seats for admission in the university for the students belonging to Scheduled Castes, Scheduled Tribes, Other Backward Classes, Women, Physically Handicapped Students, Children of Defense Personnel and other specified categories shall be reserved primarily as per the policy of state government and as prescribed in the Act 2007 and as amended from time to time.

3. Number of seats in different programs of study in the University, including reserved category seats if any, shall be approved by the Board of Management from time to time in accordance to the guide lines / approval given by the AICTE / concerned National Bodies / State Government as the case may be. Further, 15% supernumerary seats shall be made available for the candidates belonging to foreign nationals / non-resident Indians.
4. If the candidates belonging to any reserved categories are not sufficient in numbers on the specified date for admissions, the vacant seats will be offered to the candidates in the general category according to the eligibility criterion.

STATUTE -31
Annual Report

1. The Annual Report of the University shall be prepared by the Registrar for the consideration and approval of the Board of Management.
2. The Annual Report shall consist of two (2) parts (i) Activity Report highlighting the steps taken by the University for the Fulfillment of its objectives for which the Registrar shall be responsible and (ii) the Chief Finance and Account Officer (CFAO) shall prepare the financial report for the financial year.
3. The Report along with Audited Accounts shall be placed for approval of the Governing body once approved by the Board of Management.
4. A copy of the Annual Report shall be presented to the Visitor, the Sponsoring Body, the Chancellor and the Regulatory Commission by the Registrar with University seal and signatures.
5. The Annual Report is a public document and shall be available on the website of the University, after the presentation to the Visitor.

STATUTE -32

Resignation

Any resignation rendered by any employee shall be processed as per the Regulations prescribed (Three Month / One Month Prior Notice as decided by committee) for the purpose.

STATUTE -33**Action against Teachers**

Whenever, there is a complaint of misconduct against the Faculty member, the Vice- Chancellor shall constitute a fact finding committee and if necessary, based upon the recommendations of this committee, may institute an Enquiry Committee to enquire the whole matter.

1. Based upon the Enquiry Committee's report, the Vice - Chancellor may decide the course of action including suspension depending upon the severity of the misconduct. However, for taking action to the extent of termination of the teacher concerned, the Vice-Chancellor shall further report the matter to the Board of Management and the Chancellor to do so. The decision so taken shall be the final.
2. An appeal against any action can be made to the Chancellor within 30 days from the date of receiving of the communication of such order.

STATUTE -34**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's recommendations, may institute an Enquiry Committee for the purpose.
2. Based on the Enquiry Committee's report, the Registrar may decide the course of action including suspension depending on the severity of the misconduct. However, for taking action to the extent of termination, Registrar shall report the matter to the Vice - Chancellor whose decision will be final.
3. An appeal against any action can be made to the-Chancellor within 30 days from the date of passing such order.

STATUTE -35**Appointment of Examiners**

The Vice - Chancellor shall appoint examiners for holding examinations in theory, practical, dissertation, etc. as required other than Ph.D., on the recommendation of Examination Committees.

1. The Departmental Council constituted as per Statute - 39, shall prepare and submit a panel of examiners to the Examination Committee for theory papers, practical and dissertation examinations, to be held in different courses of study offered by the Department, during each semester.
2. Ordinarily no person will be appointed as an examiner in the University unless his name is approved and included in the panel of examiners by the Departmental Council.
3. The Departmental Council shall prescribe qualifications for the inclusion of names in the panel of examiners and other norms for appointment of examiners in the University.
4. Moderators when felt necessary will be appointed by the Vice -Chancellor.
5. The Vice - Chancellor will also approve the appointment of tabulators and checkers for each academic year.
6. The Vice - Chancellor shall declare results of various examinations conducted by the University on the advice of the Results Committee. The Committee shall consist of following members:
 - i. Dean of the faculty
 - ii. Head of the department
 - iii. Chairman Board of studies
 - iv. One senior professor of the subject
 - v. One professor nominated by the Vice Chancellor
7. A separate ordinance shall provide the rules and regulations to examine the M.E. / M.Tech. Dissertations and Ph.D. Thesis, and also the rates of honorarium to be paid to the Examiners for the same.
8. Conditions of Appointment as Examiner
 - i. No person shall act as paper setter or examiner either in the theory or viva-voce or practical examination if any of his relations is appearing in the concerned examination.
 - ii. No person shall act as a moderator or tabulator for any examination if any of his relation is appearing / has appeared at that examination.

STATUTE - 36**The Proctorial Board**

1. There shall be a Proctorial Board to maintain the discipline amongst the students of the University. The Board shall consist of the following members:
 - i. The Chief-Proctor Chairperson
 - ii. A Professor nominated by the Vice - Chancellor
 - iii. Dean Student Welfare convener
 - iv. All Proctors;
 - v. All Wardens of the Hostels and
 - vi. One student nominated by the Vice - Chancellor from the Students Council.
2. The Chief Proctor and the Proctors shall be appointed by the Vice - Chancellor from the list of the teachers of the University.
3. The number of Proctors shall be determined by the Vice – Chancellor depending upon the enrollment of the student in the University.
4. The term of above appointments shall be that of three (3) years. However, it could be reduced by the Vice - Chancellor if the duties performed by an individual are found unsatisfactory.
5. Following shall be the Powers of the Proctorial Board:
 - i. The Proctorial Board shall ensure that the students observe the Code of Conduct as laid down in the Rules and Regulations of the University.
 - ii. Any violation of the Code of Conduct or breach of Rules or Regulations of the University by the student shall be treated as indiscipline and shall make the student liable for disciplinary action against him.
 - iii. If a student commits a serious act of indiscipline, the Proctorial Board may recommend to the Vice - Chancellor for fine/warning letter his suspension for a period of one week or one or more semesters or the expulsion from the University
6. The Duties of Chief Proctor :
 - i. To bring all the matters in the notice of the Vice - Chancellor before the consideration of the Proctorial Board.
 - ii. To carry duties of maintaining the discipline among the students as laid down in the Regulations.

STATUTE -37**Dean of Students Welfare**

1. The Dean of Students Welfare (DSW) shall be appointed from the group of Professors from the University for a period of three (3) years by the Board of Management on the recommendation of the Vice - Chancellor.
2. The details of the Duties and Functions of Dean of Students Welfare (DSW) shall be as prescribed in the Regulations. However, if the performance of the so appointed Deans is not found satisfactory, his term may be reduced by the Vice - Chancellor.

STATUTE - 38**Creation of New Authorities**

1. Subject to the provisions of this Statute, the constitution, powers and duties of the authorities of the University, other than the Governing Body, Board of Management and the Academic Council are provided.
2. The constitution, composition, powers and functions of the new authorities so created may as such be stated and recommended to the Governing Body, Board of Management, Academic Council and other statutory bodies for approval according to the need.
3. The procedure for nomination, election and continuance in the office of the members of the constituted authorities, including the filling of vacancies of the members and all such matters as may be deemed necessary, be provided in the Statutes and ordinances.

STATUTE - 39**Other Committees**

1. Any authority of the University may appoint as many standing or special committees as it may deem fit and may appoint on such committees such persons as are not members of such authority.
2. Any committee appointed under clause (1) may deal with any subject delegated to it and before taking action, if any, shall seek confirmation of it from the authority appointing it.
3. Where any authority of the University is given power by the Act or Statutes to appoint committees, such committees shall, save as otherwise provided, consist of members of the authority concerned and of such other persons (if any) as the authority in each case as may think fit.
4. Anti ragging committee will be formed as per the UGC guidelines.
5. Woman's Grievances Cell shall be formed as per the UGC guidelines.
6. SC/ST/OBC Grievances Cell shall be formed as per the UGC guidelines.

STATUTE -40**Departmental Council, Composition, Functions and Actions**

Each Department shall have a Departmental Council. The Departmental Council shall be a statutory authority.

1. Composition

The Departmental Council shall comprise of all Professors, Associate Professors and Assistant Professors of the Department.

2. Meetings

The Head of the Department shall preside over the meetings of the Departmental Council and in his absence the senior most Professor/ Associate Professor of the Department shall preside over the meetings.

The Departmental Council shall meet at least twice in a year and one-third of the total members of the council shall constitute the quorum.

3. Duties and Functions

The Departmental Council without prejudice to the powers conferred on other authorities shall consider the matters concerning to teaching and research work in the Department. The function and duties of the council shall be as follows:

- i. Shall constitute an equivalence committee in the beginning of the academic year to consider the admission of the students of other institutions / Universities, who wish to take the admission in the second or higher years of the study of courses offered by the Departments. The members of the committee shall be as follows:
 - (a) The Head of the Department - Chairperson
 - (b) Two senior most teachers of the Department
 - (c) One nominee of the Dean of the Faculty
- ii. The recommendations of the equivalence committee shall be placed for the approval of the Dean and the Vice - Chancellor before such admissions.
- iii. Departmental Council shall recommend to the Board of Studies the courses and curriculum for its consideration.
- iv. Shall prepare and submit the recommendations to the Examination Committee, a panel of examiners for appointment as examiners by the University.
- v. Shall recommend the purchase of books and journals for the Central and Departmental Library.
- vi. Shall submit a list of names of experts for consideration of the Academic Council to prepare a panel of experts as provided in the Statutes.
- vii. Shall submit such proposal as it may deem fit for the development of teaching, opening of special papers, starting / strengthening the Research Laboratories and for creation of new teaching positions in the Department to the Academic Council.
- viii. The Departmental Council shall assign and arrange the resources and Faculty to execute as per UGC / NBA / NAAC following guidelines:

1. Defining the Departmental Program Educational Objectives (PEOs), their monitoring and redefining after every 4 years.
 2. Defining the Departmental Program Outcomes (POs) and their monitoring and redefining at regular intervals.
 3. Defining the Course Objectives at the beginning of a course, and their monitoring and redefining after every 4 years through Monitoring Committees.
 4. Arranging Students Counseling regularly and allotment of Faculty counselors.
 5. Arranging departmental level Invocation and Induction Courses for Students.
 6. Arranging departmental level Induction Programs for New Faculty and Employees.
 7. Arranging yearly academic and administrative reports.
- ix. Undertake necessary steps on recommendations of Departmental Research Committee set up as per UGC regulations related to PhD; other PG courses after B.Tech. / B.E. / and after M.Sc. / M.A.,
 - x. Prepare syllabi for Ph.D. course work as per the guidelines provided by the regulations
 - xi. Shall consider and recommend the posting of teachers in other Departments for teaching, to the Head of the Department.
 - xii. Shall give its opinion / frame guidelines on ensuring quality education and all other academic and administrative matters not already covered above and other matters referred to it by the Vice - Chancellor / the Dean of the Faculty concerned.
 - xiii. Shall appoint Departmental Internal Quality Audit Committee, and other Committees, and also the in-charges / coordinators to help the Head of the Department in implementing the decisions on all policy matters as provided above.

The decision of the Council will be by majority. In case of tie, the presiding officer shall have the casting vote.

Where the Head of the Department finds difficulty in implementing the decisions of the Departmental Council, he shall refer the matter to the Vice - Chancellor with reasons, and the decision of the Vice - Chancellor shall be final.

STATUTE - 41

The Planning and Development Board

1. The Planning and Development Board shall consist of the Vice - Chancellor and not more than four members to be nominated by the- Board of Management. The Vice - Chancellor shall be the Chairperson of the Board.
2. All the members of the Planning Board, other than the Vice - Chancellor, shall hold office for a term of three years.
3. The Planning and Development Board shall formulate and recommend appropriate plans for the development and expansion of the University, and in addition, it shall have the right to advise the Board of Management and the Academic Council on any matter which it may deem necessary for the fulfillment of the objectives of the University.
4. The board may constitute such committees as may be necessary for planning and monitoring the programmes of the University.
5. The Planning Board shall meet at such intervals as it deems fit to expedite the execution of the duly approved plans. However, it shall be necessary to meet at least twice in a year.
6. The recommendations of the Planning and Development board shall be presented in the Academic Council for necessary action.

STATUTE - 42**The Board of Affiliation**

1. The Board of Affiliation shall consist of the Vice-Chancellor and not more than five members to be nominated by the Board of Management. The Vice-Chancellor shall be the Chairperson of the Board.
2. A member of the Board of Affiliation other than the Vice-Chancellor shall hold office for a term of three years from the date on which he / she becomes a member of the Board.
3. Three members, exclusive of the Vice-Chancellor shall form a quorum for a meeting of the Board.
4. The procedure for considering proposals for affiliation shall be as per the provisions made under the act of MPPURC and as per UGC guidelines.

STATUTE - 43**Recognition Committee, Constitution and Functions**

The University shall constitute a Recognition Committee consisting of following members to consider and recognize the certificates, degrees and other academic distinctions awarded by other Universities.

1. Constitution

- i. The Vice-Chancellor shall be the Chairperson
- ii. All the Deans of the Faculties
- iii. All the Head of Departments
- iv. Two Professors of the Faculty of the University

2. Functions

The committee constituted to recognize other Universities shall consider the criterion as stated below:

- i. Normally, the University will recognize the Certificates, Diplomas, Degrees and Ph.D. awarded by other Universities which are being recognized by the UGC and are the members of the Association of the Universities. However, the requirement of recognition will not be applicable in case of the Degrees issued by the Institutes of the National Importance such as IITs, IIMs, NITs, IISC Bangalore etc.
- ii. In no case, any other University which does not satisfy above criterion shall be recognized including that of black listed Universities, by the UGC.
- iii. If any of the Universities does fall in one of the above categories and there is some doubt, the matter may be referred to the UGC. Such Universities shall not be recognized until and unless the UGC clearly states in writing the status of such doubtful Universities.

As far as the Foreign Universities are concerned, if not covered above, the guide lines issued by the UGC / Government of India shall be followed.

STATUTE - 44**Representation of Female Faculty in the Board of Management**

Board of Management may adopt one female Faculty member as representatives in the Management for a maximum period of three (3) years by rotation as per seniority who has served the University for period of 10 years or more.

STATUTE -45**Creation of Centers, Cells and Committees for Quality Education and Accreditation Processes**

The University, for imparting the Quality Education and Accreditation shall create the following Boards, Cells, Centers, Committees as per UGC/NAAC/NBA Guidelines

1. Training, Placement and Industrial Interactions Cell
2. Collaborations and MOUs Development Cell
3. Research and Innovations Development and Promotional Centre.
4. Information Technology and Knowledge Management Centre
5. Values and Ethics Development Cell
6. NSS and Community Services Centre
7. Internal Quality Assurance Cell (IQAC),
8. Environmental Consciousness and Green Audit Committee
9. University Academic and Administrative Yearly Audit Committee
10. University Academic Calendar Preparation and Monitoring Cell.
11. Publication Centre for Journal, Web and e-Contents, University magazine, Prospectus, Handbook, and Departmental wall magazines,
12. Equal Opportunity Cell
13. Gender Sensitization Cell
14. Health Centre
15. Daycare Centre
16. Women and Students Grievances Committee
17. Anti-Ragging Committee
18. Staff Welfare Committee
19. Entrepreneur Development Cell

STATUTE - 46**Creation of Chairs**

1. Establishment of the Professorial / Research Chairs for Creating Focused Seats / Institutions of Higher Learning
 - i. A Chair may be established by the Government, Public Sector Undertakings, Autonomous Organizations, Universities, Trusts, Societies, Memorial Committees or similar organizations or an individual or a group of individuals for the furtherance of the objectives of the University.
 - ii. The organizations or individual or group of individuals intending to establish the Chair may do so in the name of any person of eminence at the national and / or international level in the field of education, science, social sciences, arts, literature, religion, sports or any other field who has contributed to human progress and happiness.
 - iii. The establishment of the Chair and the name in which it is proposed to be established will require the approval of the Board of Management.
2. In furtherance of the objective of the establishment of a Chair, the University
 - i. Shall appoint a Professor in the appropriate discipline in the manner and terms and conditions laid in the M.O.U. approved while establishing the Chair.
 - ii. Provided further that the appointment of the professor occupying the Chair would be on the basis of a contract for a period to be specified at the time of appointment, but not exceeding three years in the first instance.
 - iii. May institute in the relevant areas of studies pertaining to the objectives of the establishment of the Chair, specified research fellowships, at the time of establishment of the Chair.
 - iv. May establish and / or augment laboratory and library facilities depending upon the requirements of research studies associated with the establishment of the Chair.
 - v. May also engage supporting staff essentially required for realizing the objectives of the establishment of the Chair.
 - vi. May also procure essential raw material and consumables in furtherance of the objectives of establishment of the Chair, provided that substantial funds are available for the purpose out of the interest earned from the donated amount, up to the limit specified in this statute. The staff so appointed shall help the University in other activities such as teaching and other duties, as applicable, as per the decision of the Vice-Chancellor.
 - vii. The establishment of the Chair shall require one time donation amounting to at least Rs. 2.0 crore or as decided by the Board of Management, by the donor, which can be supplemented subsequently at his / their discretion.
 - viii. The donation shall be deposited in the University Endowment Fund and the amount of interest earned annually shall be utilized to compensate the expenditure to be incurred to the extent possible as per provisions given in act 2007.

STATUTE - 47**Selection Committees for Non- Teaching Positions**

1. Each of the Selection Committee for appointment to the posts of various categories of staff, other than the academic staff, shall consist of the following members:
 - i. The Registrar - Chairman
 - ii. Nominee of Vice-Chancellor from among the Professor of the University
2. For the posts such as Deputy /Assistant Registrars, Librarian, Deputy / Assistant Librarian etc. or their equivalents, two outside experts may be nominated by the Vice-Chancellor.
3. The quorum for a meeting of a selection committee constituted under clause (b) shall be three.
4. The procedures to be followed by the selection committees constituted under this statute shall, in making recommendations, be such as laid down in the Regulations.
5. If the Board of Management is unable to accept a recommendation made by a selection committee, it shall record the reasons for such non-acceptance and submit the case to the Chancellor whose decision in the matter shall be final.

STATUTE -48**Procedure of Appointment**

1. The suitability of the persons for appointments shall be assessed by scrutiny committee & the Experts in Selection Committee, if any.
2. The committee shall regulate its own procedure and submit its recommendations to the Vice-Chancellor in a sealed envelope who will place it before the Board of Management.
3. Under the special mode of appointment, a person may be appointed on contract basis on terms and conditions to be specified by Board of Management in each case, or on regular basis or taken on deputation.
4. Subject to completion of the satisfactory service by the person, if taken on deputation in the University, the Vice-Chancellor, with the prior approval of the Board of Management may offer the person concerned regular appointment in the University.

STATUTE -49**Conditions of Service of Employees**

1. The University shall enter into a written contract of service with every employee of the University appointed on regular basis or otherwise and the terms and conditions of the contract shall not be in consistent with the provisions of this Act, the Statutes and the Ordinances.
2. A copy of the contract referred to in the Clause (1) shall be lodged with the University and a copy thereof shall also be furnished to the employee concerned.

STATUTE - 50**Terms and Conditions of Service and Code of Ethics for the Teachers and Other Academic Staff of the University**

1. All the employees of the University shall be governed by the service rules and the code of conduct and ethics as specified by the Statutes, Ordinances and the Regulations.
2. Each Teacher when joining the University Service has also to sign a Code of Conduct and Ethics specified in the Regulations which includes the UGC regulations for the Code of Conduct and ethics for the University Teachers.

STATUTE - 51**Tribunal Arbitration**

1. Any dispute arising out of a contract of employment referred to in Statute 49 and Regulations, between the University and the employee shall be referred to a Tribunal of Arbitration which shall consist of one member nominated by the Board of Management, one member nominated by the employee concerned and an umpire to be nominated by the Chancellor.
2. Every such reference shall be deemed to be a submission to arbitration on the terms of this section within the meaning of the Law of Arbitration as in force, and all the provisions of that Law shall apply accordingly.
3. The procedure for regulating the work of the Tribunal of Arbitration shall be such as may be prescribed in the Regulations of the University.
4. The decision of the Tribunal of Arbitration shall be final and binding on the parties, and no suit shall lie in any court in respect of any matter decided by the Tribunal.

STATUTE - 52**Naming of the Institutions, Buildings or Academic Blocks etc.**

1. The organizations or individual intending to name a laboratory, library, workshop or a computer centre etc. could propose the name of any person of eminence at the national and / or international levels in the field of education, science, social science, arts, literature, sports or any other field, who in the opinion of the Board of Management has contributed or may contribute to human progress and happiness.
2. The value of the benefactions made, shall however commensurate with the total worth of the Asset proposed to be named and shall not be below Rs. 2.0 crore, one time or as decided by the Board of Management.

STATUTE - 53**University Fund**

1. The University Fund shall be kept in several accounts as may be approved by the Board of Management. Some of them are as follows:
 - i. Sanjeev Agrawal Global Educational University Contributory Provident Fund
 - ii. Sanjeev Agrawal Global Educational University Local Fund Account
 - iii. Sanjeev Agrawal Global Educational University Student's Aid and welfare Fund Account
 - iv. Sanjeev Agrawal Global Educational University Capital Works Account
 - v. Sanjeev Agrawal Global Educational University Debt and Deposit Account
 - vi. Sanjeev Agrawal Global Educational University Teachers Welfare Fund Account
 - vii. Sanjeev Agrawal Global Educational University Gratuity Fund Account
 - viii. Sanjeev Agrawal Global Educational University Alumni Fund Account
 - ix. Sanjeev Agrawal Global Educational University Research and Development Account
2. The Vice-Chancellor shall nominate an officer and / or the CFAO who shall have authority to operate the account of the University Fund with the permission of Chancellor.
3. All necessary expenditure will be permitted by Chancellor and Pro Chancellor subject to provisions of the Act and the Statutes.
4. There shall be detailed running audit or otherwise of the accounts of the University by the auditors appointed by the Chancellor in accordance with the provisions of the Act.
5. The Board of Management shall take all steps to submit the Annual Accounts and balance sheet of the University, duly audited in the manner prescribed by the Act and the Statutes, to the Governing Body and other bodies as required, at least four weeks before the date fixed for the annual meeting of the Governing Body.
6. The Board of Management shall take all the steps to have the Annual Report without Annual Accounts as stated above in Section (e), of the University prepared under its directions as provided in the Act and the Statutes for submission to the required bodies at least four weeks before the date fixed for the annual meeting of the Governing Body.
7. After auditing, the accounts shall be printed in prescribed format. True copies of such accounts together with the copies of audit report shall be submitted by the Board of Management to the Governing Body.
8. Financial Estimates

The Board of Management shall prepare the financial estimates for the ensuing year at least eight weeks before the date fixed for the annual meeting of the Governing Body and shall as soon as possible send a copy of the financial estimates thus prepared to the address of each member of the Governing Body and the Chancellor.

STATUTE - 54**Employee Provident Fund (EPF)**

1. There shall be a EPF for the benefit of the permanent employees of the University. Also, there shall be a EPF Committee, whose composition is given hereinafter, for the purpose of advising the Governing Body in matters relating to investment, payments and all other matters in respect of EPF.
2. The management of the EPF shall vest in the Board of Management which may, from time to time, make regulations or issue such general or special directions as may be consistent with the Statutes as to (a) the conduct of business of the Fund and (b) any matter relating to the Fund or its management or the privileges of the depositors not herein expressly provided for, or vary or cancel any regulations made or directions given.
3. Every Full time employee of the University holding a permanent substantive appointment, shall be entitled and required to subscribe to the EPF.
4. Persons appointed on probation to substantive appointments will be entitled to subscribe to the EPF, but if their services are terminated due to disciplinary action before their confirmation or before the five years of continue service, then they shall not be entitled to receive any portion of the University contribution or the interest accruing thereon.
5. No employee of the University shall be entitled to the benefits of the EPF, whose services in the University entitle him to a pension or on whose account the University contributes to his pension or who has been appointed by the University on special terms.
6. Every employee of the University shall be entitled to the benefits of the EPF and shall be required to sign a written declaration in the prescribed form that he has read this Statute and agrees to abide by it, and shall submit the same for the registration in the University office with the name of the nominee, his / her photograph and ID proof to whom he / she wishes to pass on the balances at his / her credit in the event of his / her death.
7. All other benefits and regulations be applicable as in the service rules of the employees of the University and decided upon by the EPF Committee under the chairmanship of the Vice – Chancellor.

STATUTE - 55**Gratuity Fund**

1. The rules for the Payment of the Gratuity to the University employees shall be applicable as per the service rules of the employees of the University.
2. It shall be lawful for the Governing Body to recover the money from the Gratuity Fund of the person who has spent or misappropriated or authorized the expenditure of funds in excess of amounts provided in the budget or in violation of any provision of the Act, the Statutes or the Ordinances, to reimburse the amount so spent or misappropriated and the Governing Body may take all such steps as may be deemed necessary to effect the recovery thereof and steps so taken shall be without prejudice to any other action which may be taken under any other law, provided that the Governing Body shall, before requiring any person as aforesaid, give him a reasonable opportunity of making a representation.