

## ORDINANCE NO. 23

### Diploma in Computer Applications (DCA) Diploma in Graphic Design (DGD)

#### (ONE YEAR DIPLOMA COURSE)

#### 1. Course & Faculty

- a. This ordinance shall be applicable to the candidates admitted to Diploma in Computer Applications (DCA) and Diploma in Graphic Design (DGD) of the University.
- c. The above courses shall be offered as per the UGC /University norms.
- c. The above courses shall be divided into two semesters. Each semester would be approximately of six months duration including vacation/preparatory leave/examination/industrial training etc.

#### 2. Number of seats

Number of seats in each course/s shall be decided by the governing body as per the norms laid down by the concerned regulatory body.

#### 3. Fees

Fees for the course/s shall be as determined by the University, and approved by the Madhya Pradesh Private University Regulatory Commission, from time to time.

#### 4. Duration and Conduction of Course

- a. There shall be at 90 days of teaching in every semester.
- b. One hour of conduct of Lecture/Tutorial and two hours Practical shall normally be equal to one credit as shown in the schemes.
- c. A candidate may provisionally continue to attend next higher year/semester, even if the result of qualifying year/semester has not been declared. However, subsequently if he is not able to clear qualifying semester examinations, the candidate cannot claim any right on the basis of his provisional admission.
- d. The maximum duration of the course shall be of two years.

#### 5. Eligibility Criteria for Admissions

Following the eligibility criteria as per the guidelines of concerned regulatory /statutory body, the eligibility norms in the course shall be:

- a. Every applicant for admission to DCA and DGD shall have passed Higher Secondary Examination (10+2) from any recognized board.

## 6. Admission Procedure

Following the norms of statutory body, admission for these courses will be made as follows:

- a. The University will issue admission notifications in news papers/on the University's website/notice board of the University etc before the start of the academic year. The University may conduct its own entrance examination for admission. The students may also secure direct admission in the University.
- b. List of candidates provisionally selected for admission /shortlisted by merit, will be displayed on the notice board of the University/ University's website/or the students will be informed directly of their admission.
- c. The candidates whose results of the qualifying examinations are awaited can also apply but will be admitted provisionally. Such candidates, however, must produce previous year's mark sheet, school/college certificates as proof required for eligibility. The candidates shall have to present the mark sheet of the qualifying examination within stipulated due date after admission, otherwise the provisional admission granted to him will be liable to be cancelled.
- d. The application form may be rejected due to any of the following reasons;
  - i. The candidate does not fulfill the eligibility conditions.
  - ii. The prescribed fees are not paid.
  - iii. The application form is not signed by the candidate and his/her parent guardian, wherever required.
  - iv. Supporting documents for admission are not enclosed.
- e. Enrollment / Registration number will be assigned to the student by the University after verification & submission of all the necessary documents/fees.

## 7. Course Structure

The subjects to be studied in different semesters of the courses shall be as per the schemes, approved by the concerned Board of Studies and Academic Council of the University.

## 8. Attendance

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

## 9. Medium of Instructions and Examination

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

## 10. Examination Scheme

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

- i. Attended at least 75% of lectures/practical delivered.
- ii. Paid all the fees dues.
- iii. Obtained 'No Dues' certificate from the concerned department/faculty/office.
- iv. Submitted the training/ internship certificate, and /or Project Report, as notified by the Head/Director/Dean.
- v. Received in-plant training, if any, as prescribed in the scheme.

Each student shall have to appear in the examination of theory/practical and continuous comprehensive examination system (CCE)/internal assessments. The internal assessments shall be held in the manner as prescribed in the scheme, adopted time to time.

## 11. 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 UGC guidelines, taking into consideration, the recommendations of the concerned statutory professional council.

## 12. General

Notwithstanding anything stated in this Ordinance, for any unforeseen issue arising, and not covered by this Ordinance, or in the event of differences, interpretation, the Vice-Chancellor may take a decision after obtaining necessary opinion/advice of a Committee consisting of any or all the HOIs/Dean. The decision of the Vice-Chancellor shall be final.