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मध्यप्रदेश राजपत्र

प्राधिकार से प्रकाशित

क्रमांक 23]

भोपाल, शुक्रवार, दिनांक 3 जून 2016—ज्येष्ठ 13, शक 1938

भाग ४

विषय-सूची

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

भाग ४ (क)—कुछ नहीं

भाग ४ (ख)

अध्यादेश

उच्च शिक्षा विभाग

मंत्रालय, वल्लभ भवन, भोपाल

भोपाल, दिनांक 28 मई 2016

क्र. आर-102-सीसी-2016-अडतीस.—मध्यप्रदेश निजी विश्वविद्यालय (स्थापना एवं संचालन) अधिनियम, 2007 की धारा 28 के अनुक्रम में पी. के. निजी विश्वविद्यालय, शिवपुरी के प्रथम अध्यादेश क्र. 01-40 राज्य शासन के निर्देशों के अनुसार अधिनियम, 2007 की धारा 35 अनुसार प्रकाशित किया जाता है. संस्था के प्रथम अध्यादेश प्रकाशित होने की तारीख से प्रवृत्त होंगे.

प्रथम अध्यादेश क्र. 01 से 40

मध्यप्रदेश के राज्यपाल के नाम से तथा आदेशानुसार,
ए. एस. यादव, उपसचिव.

P.K. UNIVERSITY, SHIVPURI MADHYA PRADESH**ORDINANCE No. 1, of 2016****FACULTIES AND DEPARTMENTS OF P.K. UNIVERSITY**

The University shall have following faculties mentioned in column (1), Departments as mentioned in column (2), and name of courses / subject offered as mentioned in column (3)

Sr. No.	Faculty (1)	Department (2)	Name of the course(s)/ Subject Offered (3)
(1)	(2)	(3)	(4)
1	Faculty of Science	Department of Chemistry	Bachelor of Science / Master of Science/ M. Phil / Ph. D. (Organic/Inorganic/Industrial Chemistry)
		Department of Mathematics	Bachelor of Science / Master of Science/ M. Phil / Ph. D. (Mathematics /Statistics)
		Department of Bio-Science	Bachelor of Science / Master of Science / M. Phil / Ph. D. <ul style="list-style-type: none"> • Bio-Science • Zoology • Bio-Technology • Microbiology • Environment Science & Limnology • Botany
		Department of Physics	Bachelor of Science / Master of Science/ M. Phil/ Ph.D. (Physics/Nuclear Physics/Electronics)
2	Faculty of Education	Department of Education	Diploma in Education / Bachelor of Education / Master of Education / M. Phil / Ph. D.
3	Faculty of Commerce	Department of Commerce	Bachelor of Commerce / Master of Commerce / M. Phil / Ph. D.
4	Faculty of Management	Department of Management	Bachelor of Business Administration / Master of Business Administration / M. Phil / Ph.D.
		Department of Hotel Management	Bachelor of Hotel Management & Catering Technology.
5	Faculty of Computer Science & Application	Department of Computer Application	Bachelor of Computer Application Master of Computer Application/PGDCA/ M.Phil./Ph.D.
6	Faculty of Engineering and Technology	Department of Computer Science Engineering & IT	Polytechnic Diploma/BE / M.E / M. Phil / Ph. D. <ul style="list-style-type: none"> • Computer Science & Engineering • Information Technology
		Department of Electrical Engineering	Polytechnic Diploma/BE / M.E / M. Phil / Ph. D. <ul style="list-style-type: none"> • Electrical Engineering • Electrical & Electronics Engineering

	Department of Electronics Engineering	Polytechnic Diploma /BE / M.E / / M. Phil / Ph. D. • Electronics & Instrumentation Engineering • Electronics & Communication Engineering
	Department of Mechanical Engineering	Polytechnic Diploma /BE / M.E / / M. Phil / Ph. D. • Mechanical Engineering • Aeronautical Engineering. • Automobile Engineering
	Department of Civil Engineering	Polytechnic Diploma /BE / M.E /M. Phil Ph. D. • Civil Engineering • Structural Engineering • CTM
	Department of Chemical Engineering	Polytechnic/BE / M.E / M. Phil./Ph.D.
7	Faculty of Arts Department of Social Science	Bachelor of Arts/ Master of Arts/M. Phil/ Ph.D. • Economics • Political Science • Social Work • Sociology • Psychology • History and Culture • Military Science
	Department of Arts	Bachelor of Arts / Master of Arts / M. Phil/ Ph. D • English and Other European Languages • Hindi • Foreign Languages • Library Science • Journalism & Mass Communication • Economics • Political Science • Sociology • Psychology • History and Culture • Military Science • Education
8	Faculty of Law Department of Law	LLB/ BA-LLB Integrated Five Year Law/M. Phil / Ph. D.
9	Faculty of Pharmacy Department of Pharmacy	D. Pharmacy / B. Pharmacy / M. Pharmacy / M. Phil/ Ph.D.
10	Faculty of Architecture & Planning Department of Architecture	B. Arch / M. Arch /
11	Faculty of Medical Science Department of Nursing	B.Sc.(Nursing)/M.Sc. (Nursing)/GNM

Other Faculties and Department can be created as per the Decision of the Academic Council and after approval of the Governing Body of the University, subject to approval of the Regulatory Commission.

ORDINANCE No. 2, of 2016**ADMISSION, ENROLLMENT AND MIGRATION****DEFINITIONS:**

In this Ordinance, unless there is anything repugnant in the subject or context;

- 1.1 "Equivalent" examinations mean an examination which has been conducted by;
- 1.1.1 Any recognized Board of Higher Secondary Education, or
- 1.1.2 Any Indian University /Board other than this University incorporated by any law in force for the time being, and recognized by this University as equivalent to its corresponding examination.
- 1.1.3 Any other foreign qualifications considered equivalent by appropriate authority.
- 1.2 "Qualifying examination" means an examination the passing of which makes a student eligible for admission to a particular year in Course of study leading to Bachelor's or post-graduate degree or diploma or certificate of P.K. University.

ADMISSION PROCEDURE:

- 2.1 Admission in the University shall be made strictly on the basis of Merit.
- 2.2 Merit for admission in the constituent Institutions of University may be determined either on the basis of marks or grade in the qualifying examination and achievements in co-curricular and extra-curricular activities or on the basis of marks or grade obtained in the Entrance Test conducted at the State or National Level, as per the norms of the Regulating Bodies.
- 2.3 The application for admission shall, among others, be accompanied by
- 2.3.1 The School /College Leaving Certificate/Transfer Certificate signed by the Head of the Institutions last attended by the student,
- 2.3.2 True copy of the statement of marks showing that the applicant has passed the qualifying examination, and in the case of a student, who passed the examination as a private candidate, a certificate signed by two responsible persons certifying to the good character of the applicant.
- 2.3.3 If an applicant for admission, as aforesaid, has passed the qualifying examination from a Board other than the Board of Secondary Education, Madhya Pradesh, or a University other than this University, he shall submit in addition to the School / College Leaving Certificate or Transfer Certificate, an Eligibility or a Migration Certificate from the Secretary, or Registrar of such Board or University as the case may be together with immigration fee as prescribed.
- 2.3.4 Any other document as required by Concerned Institution.

Provided that, if it does not become possible for the applicant to obtain a Migration Certificate in time for making the application, he may make the application in time stating that the certificate shall be produced as soon as it is received and for that purpose he may be allowed such time as the University may specify but not more than thirty days from the last date of the application.

- 2.4 No student migrating from any other University shall be admitted to any class in an institution unless he has passed the examination which has been declared by this University as equivalent to the qualifying examination for a student of the University.
- 2.5 An applicant for admission to a course leading to a Bachelor's degree shall not be so admitted unless he is prepared to appear in all subjects prescribed for the particular degree examination.
- 2.6 No student who has passed a part of any degree or post-graduate examination from another University shall be admitted to subsequent higher class for such examination in any institution without the approval of the Vice-Chancellor in consultation with the Dean of the Faculty in case of degree examination and the Chairman of the concerned Board of studies in case of post-graduate examination.
- 2.7 No person, who is under sentence of rustication from another University or a teaching Institution connected this University shall be admitted to any course or study in Institution of this University.
- 2.8 Admission of students to all institutions except those for Medicine, Dentistry, Nursing and Pharmacy in each academic year shall be completed by the first day of the academic session concerned.

Provided that, the Head of an institution may, in his/her discretion, admit a student to the institution till 31st July, and for special reasons with the approval of the Vice-Chancellor, by the 14th August of that year.

Provided where, 31st July or 14th August is a holiday, the next working day will be the last date in each case. In institutions for Medicine, Dentistry, Pharmacy and Engineering (Undergraduate) the corresponding last date of admission shall be 30th Sept. or as prescribed by Apex Body.

Provided that, a student, who is eligible for second or supplementary examination of the University shall be permitted to take provisional admission the next higher class within the date prescribed above. If he/she fails to clear the supplementary or pass the second examination the provisional admission in the higher class shall stand as cancelled,

- 2.9 The list of admitted student in medical & other related courses should also be made available to MCI DCI to as well as Director Medical Education deptt. Govt, of M.P. and Admission & Fee Regulation Committee constitute under M.P. Niji Vyavasayik Shikshan Sansthan (PraveshkaViniyaman Avam Shulkka Nirdharan) Adhiniyam 2007 within One week from the last date of admission.
- 2.10 The admission procedure as prescribed if any, by Medical Education Department Government of M.P. and other Regulatory State & Central bodies for professional & technical courses will be followed.

3.0 LATE ADMISSIONS:

- 3.1 A student admitted to an Institution after the commencement of the session shall be required to pay tuition fees from July of the year unless he/she migrates from another constituent institution of the University and has paid his/her fees in the former institution up to the preceding month.
- 3.2 The Head of the Institution may permit a student to change his optional subjects for a course with the approval of the Vice-Chancellor, within two weeks of last date of admission as prescribed by Competent Authority. No change thereafter shall be permitted.

TRANSFER OF STUDENT:

- 4.1 No student shall be allowed to migrate from one institution to another under the jurisdiction of this University without a Transfer Certificate. No such transfer shall in any case be permitted after the date on which the application of a student for admission to the ensuing examination has been forwarded to the University.
- 4.2 Subject to the provision contained in para (1) above a student, who during an academic session desires to leave the constituent institution of which he has become a member shall give notice in writing to the Head of the Institution of his intention to leave stating reasons thereof and further stating the name of the institution if any, which he wished to join.
- 4.3 If the change is to another Institution, the Head of the Institution shall consider the reasons given to justify such a change. If they are strong enough to justify such a change, he may pass order accordingly. On such orders being passed, the student in question shall:

- i. Make payment of all fees due to the Institution up to the month of the application for the transfer certificate; and
- ii. Refund whatever, if any; scholarship or studentship has been paid to him from the funds of the Institution, if required by the Head of the Institution to do so.

When the student has made all the aforesaid payments, the Head of the Institution shall issue a Transfer Certificate.

A student seeking transfer from one Institution to another under the jurisdiction of this University shall not be required to pay such instalment of Tuition fees as he has already paid in the Institution from which he is transferring.

DISCIPLINE:

- 5.1 Every student in the University shall all times be of good behaviour, show diligence in student, maintain decorum and dignity, take proper interest in co-curricular activities and observe all rules of discipline of the Institution of which he is student and of the University.
- 5.2 When a student has been guilty of breach of discipline within or outside the precincts of the University or an Institution, or persistent absentism, the Head of the Institution with the approval of Vice-Chancellor may, according to the nature and gravity of the offence:
 - i. Suspend such a student from attending classes for not more than a week at a time; or
 - ii. Expel such a student from the institution; or

- iii. Disqualify such a student from appearing at the next ensuing examination, or
 - iv. Rusticate such a student.
- 5.3 Before inflicting any punishment as aforesaid, the Head of the Institution shall give the student concerned an opportunity of personal hearing and record the reasons of inflicting the punishment in writing.
- 5.4 The Head of the Institution concerned shall have power to suspend, for such time as May necessary, a student temporality from the Institution pending inquiry into his conduct in connection with an alleged offence.
- 5.5 The period, during which a student remains suspended for completion of an inquiry shall be reckoned in the calculation of his attendance for appearing at an examination, provided he is found innocent.
- 5.6 A student who has been rusticated shall not be admitted to another Institution within the jurisdiction of this University. Ordinarily, the period of rustication shall not exceed two years. Other Universities shall be informed of the fact of the rustication.
- 5.7 The rustication of a student from an Institution shall entail the removal of his name from the Register of Enrolled Students.

ENROLMENT OF STUDENTS:

- 6.1 A person, who has been admitted to an institution as per the prescribed eligibility of a particular course, shall be enrolled as a student of University by the Registrar.
- 6.2 Application for enrolment as a student of the University shall be made to the Registrar in the prescribed form. Head of Institute will ensure that all the documents are enclosed along with enrolment form and it shall be accompanied by the prescribed enrolment fee. Such application shall be submitted through Head of Institution of the College to which the student has been admitted.
- 6.3
- i. No student shall be deemed to have been admitted to any Course of study as a regular student of the University unless his/her name is borne on the Register of Enrolled Students.
 - ii. The fee for enrolment paid by a student shall not be refunded under any circumstances.
- 6.4 The procedure for submission of application for Enrolment of students by colleges shall be as follows;
- i. Application on the prescribed form from students, together with the necessary fees, migration certificate, eligibility certificate, if necessary, shall reach the University Registrar within two weeks from the last date of admission of the academic year in which the student is admitted.

- ii. On the payment of late fee as prescribed, the Vice Chancellor may permit the enrolment of student whose application, enrolment fee or the migration certificate have been submitted after the due date if the Vice Chancellor is satisfied that the delay in submission is not due to any lack of diligence on the part of the student
- 6.5 No person, who is under sentence, expulsion or rustication from another University, shall be admitted to any course of study during the period for which the sentence/expulsion/rustication is in operation.
- 6.6 A student who is enrolled in the University may apply for a change/correction in one's own name or surname to the Registrar of the University with the prescribed fee (not refundable).
- 6.7 Any change, addition or modification, shall be recorded in the University Register in red ink under the attestation of the Registrar and a certificate to that effect shall be issued to the applicant.
- 6.8 Under no circumstances shall any alteration be made in the University certificate, diploma degree, and other document issued in favour of the applicant prior to the order for a change/correction in the name
- 6.9 In all subsequent documents, certificates, diplomas and degrees of the University, the former as well as the new name shall be entered and all correspondence shall be carried on in like manner.
- 6.10 Name of the student will only be changed provided procedure as per law and prevailing rules / regulations has been followed.

MIGRATION:

Migration of students from the University to another may be granted on any genuine grounds such as completion of studies, death of parents / near relative or on medical grounds.

However, the migration in professional colleges will be governed by Rules/Regulation of Statutory Bodies, such as MCI, DCI, INC, IPC & AICTE etc..

CONSIDERATION FOR SPECIAL CATEGORIES:

Seats for admission and fees in any course of study for the persons belonging to special categories shall be regulated in accordance with the norms/guidelines prescribed by the UGC & other concerned Statutory Bodies/ policy of State Govt, or applicable extant instructions applicable from time to time.

ORDINANCE No. 3, of 2016**REGISTRATION OF STUDENT AND THEIR ADMISSION TO THE COURSES OF
STUDY AND TEACHING METHODOLOGY**

- (1) For registration / enrollment in the University courses of study, a candidate must apply on prescribed format and submit the application from along with the attested copy of the mark sheet of the qualifying examination and University fees. The registration from will be forwarded by the head of the Institute to the Registrar of the University.
- (2) On receipt of the registration from at the University Institute the candidates will be allotted a temporary registration number.
- (3) The registration application from will be subject to verification by the University and after due verification, the candidates will be given a permanent registration number.
- (4) The application for admission of the student can be sent directly or through guidance centre or post of can be applied online, Any student from India or abroad seeking admission in the University can interact online with University, Mode of instruction of teaching of such student shall be decided by the Academic Council of the University.
- (5) The Validity of the registration of student for different course will be as under-

S.No.	Name of Courses	Maximum Validity Period (Year)
(1)	(2)	(3)
1	Certificate and one year Diploma course	2
2	Two year Degree and Masters Degree course	4
3	Three year Degree Course	6
4	Four year Degree Course	8
5	Integrated Post Graduate Course	10 & 12
6	Three years Diploma Course	6

- (6) No person who has been convicted by a court of justice and is undergoing punishment or is under expulsion or rustication from another University shall be admitted to any course of study during the period for which the sentence is in operation.
- (7) (i) A student who is the University may apply for a change/Correction or alteration in one's own name or surname to the Registrar of the University with a fee as prescribed by University.
- (ii) The Registrar, if he is satisfied with the reasonableness of the request, may pass order for change or correction of the name of the student.
- (iii) The application for change or correction in the name shall be made through the Head of the Institution where the student is studying or will be supported by an affidavit and proof.
- (iv) The fees deposited by the candidate are non- refundable.
- (8) Teaching Days Each Institution enrolling student for the degree/ diploma course shall ensure that the numbers of actual teaching days are not less than 180 in an academic year (90 days in a semester)
- (9) (a) Teaching methods of all the courses shall include one or more methods of teaching from class room Teaching , Assignment, Viva Voce, Lab Work, Seminar, Project Work Summer Training, Field Work, Presentation, Group Discussion etc.
- (b) For better support to the students in conjunction with the traditional approaches, modern approaches based on information and communication technologies for teaching / learning will be adopted, these may include online teaching learning, material availability, webcasting, Podcasting, Online chatting with teachers, Online Discussion forums etc.

ORDINANCE No. 4, of 2016**EXAMINATION IN GENERAL****PART-1****DEFINITIONS**

(1) In this Ordinance and in all other Ordinance and Regulations laying down conditions for Appearing in an examination of the University for a Degree or a diploma, either generally or for a particular examination, unless the context otherwise requires.

- (i) **“REGULAR CANDIDATES”** means a person who follows a regular course of study in the University Teaching Department (UTD) or a University Institution and seeks admission to an examination of the University as such;
- (ii) **“EX-STUDENT CANDIDATE”** means a person who was admitted to an examination as regular candidate of this University and was not declared successful there at or was not able to appear in the examination though admission card was issued to him by the University and seeks admission again to the same examination;
- (iii) **“FAILED CANDIDATES”** means a student who could not get minimum marks to clear a subject or exam;
- (iv) **“ENROLLMENT”** means the period for which a candidate’s registration is valid;

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

- (1) 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.
- (2) Duly filled up examination forms of all the candidates with the complete examination fees shall be forwarded by the head of the institution so as reach the designated center on or before the last date prescribed by the university. It will be the responsibility of the head of the institution to see that the

candidate possesses minimum academic qualifications for appearing in the examination, has fulfilled attendance norms and is of good conduct.

- (3) Registrar of the university or 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 as recommended by the committee constituted for the inquiry between the time of the time of submission of his/her application from to the Registrar for admission to the examination and the date of commencement of the examination.
- (4) (i) An Ex-student shall submit his examination form in prescribed format on or before the last date notified by the university to the concerned Head of Department who will forward it to the designated center after verification.
- (ii) 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.
- (iii) 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.
- (5) Every Ex-student shall appear at the examination center at which the regular candidates from the institution in which he/she had prosecuted a regular course of study shall be appearing provided that Registrar/Head of Exam in Action may for sufficient reasons, require or allow a candidate to change his/her examination Center.
- (6) A regular candidate will submit his/her application form with Prescribed examination fee in the Head of the 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 prescribed for the purpose by the University authorities.
- (7) For each application, the Head of the Institution / Head of the University Teaching Department or School of Studies shall certify that the candidate:-

- (i) Possesses the minimum qualification for appearing at the examination to which he seeks admission.
- (ii) He/she is of good conduct.
- (8) The Head of the University Teaching Department or School of Studies or the Head of the Institution concerned shall send list of eligible candidates for examination, as per examination schedule declared by the University.
- (9) 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's delivered. However the vice Chancellor and other authorities can condone the attendance up to 15% on reasonable ground.
- (ii) Paid all the fees and –
- (a) Obtained "No Dues" Certificates from the concerned Department/College.
- (b) Submitted the Project Report/ Job Internship Certificate as notified by the Director/ Head / Principal.
- (c) Received in Plant training as prescribed by the Principal/Head/Director.
- (10) Admission of regular candidate to an examination of the University. No student shall be admitted to an examination of the University as regular candidate unless he/she:-
- (i) Has been enrolled as a student in the University Teaching Department or constituent school of Studies/ Colleges in accordance with the provision of the Ordinance.
- (ii) Possesses the minimum academic qualification for admission to the examination to which he seeks admission and has prosecuted a regular course of study for that examination.
- (iii) A Regular candidate migrating from another University or Board of Secondary Education should submit his/her enrolment application from on the scheduled date for enrolment of students and their admission to course of study together with the migration and immigration fees as prescribed by the University from time to time.

- (iv) The Controller Exam on the specific recommendation of the principal/ Head of constituent Institution, and if he is satisfied that an admission card has been lost or destroyed, may grant a duplicate admission card on payment of fees as prescribed by the University.
- (v) 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.
- (11) In computing the attendance for fulfillment of the condition regarding prosecution of a regular course of study:-
- (i) Attendance at lectures delivered and practical's if any, held during the academic session, and shall be counted.
- (ii) Attendance at any lecture delivered or in practical held within fourteen days preceding the first days of written examination which shall be treated as preparation leave, shall not be counted.
- (iii) Attendance at NCC/NSS Camp during the session shall be taken as full attendance at lectures/Practical on the days such camp and the day of journey to such camp.
- (iv) Participation as a member of PKU /College team in any Inter-University or Inter-Collegiate Competition shall be taken as full attendance on the days of such competition and the days of journey for participating in them.
- (v) For special reasons such as prolonged illness, deficiency in percentage of attendance not exceeding fifteen percent i.e, up to ten percent and a further five percent of the total number of lectures delivered and practical's held in each subject may be condoned by the Principal/HOD of constituent Institution and by the vice Chancellor respectively.

- (12) Except as otherwise provided, a regular candidate for an examination shall on or before the last date notified by the University.
- (i) Submit an application for an admission to the examination in the prescribed form duly affixing his/her latest passport size photograph at the appropriate place, through the principal of the college/Head of the University Teaching Department or school of studies indicating the subject/subjects in which he desires to present himself for the examination.
 - (ii) Pay along with the application the fee prescribed for the examination.
 - (iii) Application submitted by regular candidate together with the examination fee shall be forwarded by the principal of the College/Head of the University Teaching Department, School of Studies so as to reach the University on or before the last date prescribed for the purpose by the University.
 - (iv) For each application, the Principal of the College/Head of the University Teaching Department or School of Studies shall certify that the candidate:
 - (v) The Principal of a constituent College or the Head of University Teaching Department or school of Studies may detain a regular candidate from taking an examination if he does not pay outstanding College dues, or does not return the college property and all the articles and uniform issued to him for sports or NCC or does not pay the cost thereof in case of loss within 15 days preceding the examination or if the conduct of the student has been unsatisfactory between the time of submission of his application to the University for admission to the examination and the date of the commencement of the examination.

(13) **Admission of an Ex-Student Candidate to an examination of the University:**

No ex-student candidate shall be admitted to an examination of the University unless he submits with his application for appearing in the examination.

- (a) The statement of marks (in original) obtained by him in the said qualified examination issued by the University together with an attested copy thereof, or

(b) In case he was duly admitted to the said examination as a regular candidate but could not appear thereat, a Certificate from the HOD/Principal of the constituent college, last attended by him showing the year, the roll number and the examination to which he was admitted as a regular candidate:

(14) An ex-student candidate for an exam shall:

- (i) Submit through the forwarding officer i.e., the HOD/Principal of the College wherein he has pursued a regular course of study an application for admission to the examination in the prescribed form on or before the last date notified by the PK University and specify therein:-
- (a) Whether he is an entitled candidate for the examination.
- (b) The subject paper or subjects and or papers in which he desires to appear for the examination.
- (ii) Attach with his application for admission to the examination, his/her latest passport size photograph duly attested by the forwarding officer.
- (iii) Prescribed fee for the examination shall be paid through crossed bank draft drawn in favor of the Registrar of the University or in any other manner prescribed by the University.
- (iv) An Ex-student candidate shall offer the subjects/papers which he had previously offered as a regular candidate unless on account of a change in the scheme of examination the subjects/papers offered by him earlier ceases to be a part of the scheme of examination or syllabus of the examination and he is permitted by the University to offer instead a different subject or paper.

An ex-student candidate 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.

15. Every ex-student candidate shall appear at the examination center at which the regular candidates from the college in which he has pursued a regular course of study shall be appearing.

PART-III**GENERAL CONDITIONS:**

16. (i) No candidate shall appear in more than one degree examination or for the master's degree in one and the same academic year.
- (ii). 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.
- (iii) 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.
- (iv) An application for admission to an examination received by the University after the last date notified by the University but not later than fifteen days after such last date may be entertained on payment of a late fee prescribed by university but not later than the fifteen days before the commencement of examination.
- (v) Notwithstanding anything contained in the Ordinances 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 fifteen days mentioned in the forgoing paragraph.

17 The University shall issue an admission card in favor of a candidate, if:-

- (i) The application of the candidate is complete in all respect and in order in accordance with the provisions application to him.
- (ii) The candidate is eligible for admission to the examination and the fees as prescribed have been paid by the candidate.
- (iii) Where the practical examination is held earlier then 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.
- (iv) The admission card issued in favour of a candidate to appear at an examination may be withdrawn if it is found that:
 - (a) The admission card was issued or permission was given mistakenly or the candidate was not eligible to appearing in the examination.
 - (b) Any of the particular given or documents submitted by the candidate in or along with the application for enrollment admission to a college, Teaching Department or school of studies or an examination is to be found false or incorrect.
- (v) 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 the prominent place the word "Duplicate".

18. A candidate shall not be allowed to enter in the examination hall unless he produces the admission card before the superintendent of the examination center or the invigilator.

19. In the examination hall the candidate shall be under the disciplinary control of the Superintendent of the center and shall obey his instruction.

- (i) In the event of a candidate disobeying in instructions of the superintendent or showing indiscipline conduct or insolent behavior towards superintendent or any invigilator, the concerned candidate may be excluded from appearing that day examination, and if he persists in misbehavior he may be excluded from the rest of the examination by the superintendent of the center.

- (ii) If a candidate acts in violent manner or uses force or makes a display of force towards the superintendent or any invigilator at the center or in its precincts endangering the personal safety or either of them or acts in a manner prohibiting the authorities in the discharges or their duties, the superintendent may expel the candidate from the center and may take police help.
- (iii). If the candidate, bring any dangerous weapon within the premises of the examination center he may be expelled from the center and/ or handed over to the police by the superintendent.
- (iv) If the 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 appointer for the purpose by the board of management may cancel the examination of the candidate.

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 record including the answer books, marks-sheet, result chards, degree, diplomas etc.

- (v) 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.

- 20 (i) the examination fee of a candidate who dies before appearing at the examination may be Refunded to his guardian or his successor.
- (ii). The entire fee paid by a candidate whose application for appearing at an examination is cancelled on account of producing documents or giving false particulars shall stand forfeited.

- 21 (i) A candidate whose result has been declared may apply to the Registrar for retotaling and Rechecking of his answer books in the prescribed form within 30 days of the declaration of his result provided that no candidate shall be allowed to have the answer books of more than two papers revalued provided also that no revaluation shall be allowed in case of scripts of practical's field work, sessional work tests and thesis submitted in lieu of paper at the examination.
- (ii). such application must be accompanied by fees as prescribed by the University.
- (iii) The result of the re-totalling/ revaluation shall be communication to the Candidate.
- 22 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 prescribed by the University.
- 23 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 certification during the period for which the sentence is in operation.
- 24 Duplication copies of the following certificates shall be granted on payment of the fee prescribed by the University viz:-
- (i) Marks list
- (ii) Migration Certificate
- (iii) Degree Certificate.

Provided further that Duplicate copy of Migration Certificate shall not be granted except in cases in which the Registrar is satisfied by the production of an affidavit on a stamped paper of proper value required by law for the time being in force that the applicant has not utilized the Original Migration Certificate for appearing at an examination and has lost the same or that the same has been destroyed and that the applicant has real need for a duplicate.

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

- 26 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.

The scope of studies in different for an examination shall, be as prescribed by the university from time to time and printed in the prospects/syllabus for the examination concerned.

Part-IV

Examination Fee:

The Examination fees for various courses under semester system examination pattern will be decided by the university from time to time The Board of Management of the University can change any of the fees or conditions for the examination as and when the situation so warrants. The decision of vice chancellor will be final in all regards.

ORDINANCE No. 5, of 2016**THE CONDUCT OF UNIVERSITY EXAMINATIONS****GENERAL**

- 1.1 Controller of Examinations (COE) shall be principal authority of the University, bestowed with the full responsibilities of arranging and conducting the university examinations, fair and free from any malpractice and within the prescribed time schedule.
- 1.2 All arrangements for the conduct of examinations to be held by the University shall be made by the Controller of Examination, in accordance with Rules and regulations framed by the University from time to time.
- 1.3 He/She shall prepare the examination schedules of all the courses for the whole academic year in advance as per the guidelines set by Board of Studies and Academic Council.
- 1.4 He/ She shall be responsible for maintaining total Confidentiality in the discharge of duties by himself/herself and their staff.
- 1.5 He/ She shall take utmost care to complete the task of conducting the examination and declaration of results within stipulated time frame work.
- 1.6 Process of Conduct of Examination for each course shall commence at least three months before the schedule date.

EXAMINATION CENTERS AND MANPOWER

- 2.1 Controller of Examinations in consultation with the Registrar shall identify centres to conduct the University, Theory, Practical/ Clinical examinations in various institutions for different courses and obtain VC's approval.
- 2.2 The examination centres for Theory examinations shall have adequate space and furniture for making arrangement for seating Students allotted to the centre.
- 2.3 The examination centre for theory examination shall have provision of Secured room to store examination material, Toilets and drinking water facility in proximity of examination hall/halls.
- 2.4 The practical/Clinical examinations shall preferably held in the respective departments of the Institutions.
- 2.5 Each constituent Institution is expected to make provision for minimum required infrastructure for conduction of University examinations.
- 2.6 The Controller of Examinations shall appoint the manpower required to conduct theory, Practical/ Clinical examinations in various centre.
- 2.7 The persons whose relative is appearing for the examination, shall not be assigned any Responsibility of that examination or that Centre.

- The Controller of Examination with the approval of Vice-Chancellor may cancel an examination at all centres if it is satisfied that there has been a leakage of question paper/s or any other irregularity that warrants such a step.
- 2.8 The University may change the examination centre of the examinee/ examinees irrespective of Institution to which they belong anytime it deems proper without assigning any reason.
- 2.9 The Controller of Examination may, on the recommendation of the Chief Superintendent, appoint a writer to write down dictation pertaining to answer to questions at the examination on behalf of an examiner, who is unable to write himself/herself on account of temporarily handicapped (who should be in possession of Medical Certificate issued by Competent Authority) provided that such a writer shall be a man/woman possessing qualification of at least two class examination lower than the examinee concerned.
- 2.11 The Controller of Examination may issue such general instructions for the guidance of the Examiners, Centre Superintendents, Tabulators, Collators, Moderators, as it considers necessary for the proper discharge of their duties.
- 2.12 Subject to the provisions of this Ordinance, the Board of Management may from time to time make, alter or modify rules and procedure about the conduct of examinations in consultation with the Academic bodies.
- 2.13 Any person who is entrusted with the examination work relating to paper setting, invigilation, supervision, evaluation, conduct of practical examination, printing of question papers and answer books, tabulation and preparation of marks cards and all such activities incidental thereto and connected therewith, shall discharge such duties prudently and with utmost integrity for attainment of the academic standards.
- 2.14 If any of their relatives are appearing in the examinations where they are posted, shall report the matter in writing to the Chief Superintendent before accepting the responsibility. Failure to disclose such matter will be viewed as an act of gross misconduct.
- 2.15 If any person who has been allotted the examination work is found guilty of breach of duties or is involved in any misbehaviour, shall be liable for punishment and/or with a fine equivalent to any loss suffered by the University/College due to the breach of duty or misbehaviour.
- 2.16 Whoever instigates or abets the commission of acts mentioned above shall also be liable for the same action as provided for the person who acts in the manner.
- 2.17 The Controller, may from time to time appoint flying Squad to see that the conduct of the Examination is strictly according to the rules and procedure laid down, free from malpractice.
- 2.18 The squad may consist of two officers, not below the rank of Professors and shall be drawn from other Institutions in the University.
- 2.19 The squad shall record in writing, the malpractice, deficiencies, if any and obtain signature of Chief Superintendent before sending the report the Controller for further action.
- 2.20 If the report alleges very serious breach of rules, the University may take such action as may be necessary including postponement or cancellation, wholly or in part, of the examination at the centre, and if any such action is taken, a report of the action taken shall be made to the Board of Management at its next meeting.
- 2.21 Controller of Examinations shall appoint the Chief Superintendent of the ~~Centers~~ ^{Centers} (Normal course-Head of the Institution) at each center for the purpose of conducting ~~Theory Practical /~~ ^{Theory Practical /} Clinical examinations.

2.22 Authorized Manpower required conducting the theory examinations.

2.22.1 The Chief Superintendent for each centre.

2.22.2 Superintendent for the centre.

2.22.3 Chief Invigilator for each hall / room.

2.22.4 Invigilators-One invigilator for every 20 students.

2.22.5 Supporting staff.

2.22.6 Examination clerk to prepare the data, stationery, and attendance Sheets, packing material etc

2.22.7 Clerk to help in sorting, packing and sealing of packets answer books.

2.22.8 of Water boys/ women - one each in Hall/ room.

2.23 Chief Superintendent shall appoint the personnel mentioned under 2.22.2 to 2.22.5 in the above list from among the teaching faculty. Care shall be taken to avoid teachers from the speciality of subject of examination and relatives of the examinees. Copy of appointment order shall be communicated to the Controller of Examinations.

2.24 Chief Superintendent shall appoint the personnel mentioned under 2.22-5 in the above list from among the non -teaching staff.

2.25 Persons not assigned any examination duty, shall neither involve themselves nor interfere in any part of examinations. Such act will be viewed as breach of conduct rules.

2.26 Authorized Manpower required conducting Practical/clinical examinations.

2.26.1 The chief superintendent for each centre.

2.26.2 Internal and external examiners.(appointed by the Controller)

2.26.3 Not more than two expert assistants from among the teaching staff in each subject to help in organizing, marking attendance, etc. as required by the examiners. The expert assistant shall neither interfere in the actual examination process nor valuation of any part of assignments and awarding of marks.

2.26.4 One technical assistant (Staff nurse in case of clinical examinations) to Organize patients, material and instruments.

2.26.5 Not more than two attenders.

Duties and Responsibilities of Chief Superintendent

2.27.1 Chief Superintendent shall be Head the center to conduct the Theory/ practical/ clinical examinations in proper, peaceful and fair manner as per the rules stipulated by the University.

2.27.2 He / She shall be responsible and custodian of the Seal of the Institution.

2.27.3 He / She shall be responsible and custodian of all the related confidential documents including question papers, answer books, marks sheets and proformas etc.

- 2.27.4 He/she is authorized to appoint the personnel as mentioned in Section 2.22.2 to 2.22.5.
- 2.27.5 He/she shall oversee the proper seating arrangement for the examinee candidates. Minimum of 3 ft distance shall be maintained between two candidates on either side.
- 2.27.6 He / she shall arrange to physically check the Examination Hall / room before commencement of examination for any hidden books and writing material.
- 2.27.7 He / she shall be responsible for arrangement and ensure the attendance of personal assigned the duties on the particular day.
- 2.27.8 He/she shall ensure proper and timely distribution of Answer books and Question papers to the examinees in each hall/room.
- 2.27.9 He/ She shall ensure that the answer books collected from the students are arranged in proper order and sealed in tamper proof bags.
- 2.27.10 He / She shall be responsible for return of these bundles to Controller at the earliest, preferably on the same day.
- 2.27.11 He / She shall ensure that the practical / clinical examinations are held in fair as per the stipulations and within prescribed time.
- 2.27.12 He / She shall ensure that the stationery including answer books, mark award sheets for practical / clinical examinations are provided to the internal examiner.
- 2.27.13 He / She shall ensure that the answer sheets of practical/ clinical examinations arranged in order and sealed in tamper proof bags.
- 2.27.14 He / She shall arrange to send the mark award lists after the examination to the controller at the earliest, preferably same day.
- 2.27.15 He / she shall ensure that no person other than persons on duty shall enter the hall/room. Even the teachers of concerned subject shall not be allowed.
- 2.27.16 The Superintendent shall, wherever necessary, send a confidential Report to the Controller of Examination about the conduct of examination, mentioning there in the performance of the Invigilators and the general behaviour of the examinees.
- 2.27.17 He She shall send a daily report on the number of examinees attending each of the examinations, absentee numbers and such other information relating to the examination being held at the Centre as maybe considered necessary, along with any other matter which he/she thinks fit to be brought to the notice of the University.
- 2.27.18 He She shall also be responsible for maintenance and submission, to the Controller of Examination of the University, the account of advance of money, if received, and expenditure incurred in connection with the conduct of the examinations.
- 2.27.19 The Centre Superintendent shall have the power to expel an examinee from Examination/s on subsequent days, on any of the following grounds: -
- 2.27.19.1 That the examinee created a nuisance or serious disturbance at the examination centre.
- 2.27.19.2 That the examinee showed a seriously aggressive attitude towards an Invigilator or a member of the staff entrusted with the Exams. work
- 2.27.19.3 If, necessary, the Superintendent may get Police assistance. Where a candidate is expelled, the Controller of Examination shall be informed immediately.
- 2.27.20 unless otherwise directed, only teachers of the Institution shall be appointed as Invigilators by the Center Superintendent, Provided that teacher of the subject of the written;

Examination at any session shall not. Be an Invigilator at such session of the examination.

- 2.27.21 it shall be the duty of the Centre Superintendent to ensure that an examinee is the same person, who had filled in the form of application for appearing at the examination, by way of checking the photograph pasted on the form.

2.28. Duties and Responsibilities of Superintendent.

- 2.28.1 Shall carry out the tasks as assigned by the Chief Superintendent.
- 2.28.2 He / she shall co-ordinate and compliment in the discharge of duty of the Chief Superintendent in conduction of examinations in fair manner as per prescribed stipulations and free from any malpractice.

2.29 Duties and Responsibilities of Chief Invigilator

- 2.29.1 He / she shall be overall responsible for disciplined and fair conduction of examinations in his/her hall/ room.
- 2.29.2 He / she shall ensure that examinees occupy their allotted seats within the stipulated time.
- 2.29.3 He / she shall make announcement drawing attention of students to check their pockets, clothing and desks for presence of any writing material. Such material if any, shall be collected before commencement of examination.
- 2.29.4 He/She shall ensure that No student carries with him/her any prohibited material like Mobile phones, iPods, lap tops, palm discs, etc. Calculators shall not be permitted unless permitted by the examination protocol.
- 2.29.5 He / she shall ensure smooth and quick distribution of Answer books and question papers according to prescribed guidelines
- 2.29.6 He / she shall ensure that the examinees do not talk either with other students or with invigilator.
- 2.29.7 He / she shall ensure that no examinee enters the hall or room after 30 minutes and no examinee leaves before end of stipulated 30 minutes from commencement.
- 2.29.8 He / she shall permit the examinee to leave the hall after 30 minutes only, if the examinee does not wish to continue writing. However their answer book and question paper shall be retained.
- 2.29.9 2.29.9 He / she may permit the student for attending nature calls once for not more than 5 minutes.
- 2.29.10 He / she shall ensure supply of drinking water within the hall/room.

- 2.29.11 He / she shall keep on making rounds in the examination hall/room and ensure that the invigilators also do the rounds regularly to keep watch on copying / malpractice.
- 2.29.12 He / she shall ensure that the candidates fill up the first page properly and additional sheets are tagged securely.
- 2.29.13 He / she shall ensure that the students' sign in attendance sheets and entries of number of additional sheets issued to the examinees are entered against their respective names. Proper account of additional answer sheets shall be maintained. Unused additional answer books and main answer books of absentee students shall be handed over to the Chief Superintendent.
- 2.29.14 He / she shall be responsible for collection and arrangement of answer books in serial order after completion of examination, which shall then be handed over to the Chief Superintendent.
- 2.29.15 In cases of copying or malpractice, he / she shall ensure that proper recording and action as stipulated under the section of Malpractice given in the subsequent paras are followed to.
- 2.29.16 He / She shall follow any other guidelines issued by the Chief Superintendent from time to time.

2.30 Examiners

- 2.30.1 There shall be two categories of examiners. Internal and External.
- 2.30.2 Internal Examiner shall be a full time faculty member working in Constituent Institutions of the P.K. University.
- 2.30.3 External Examiner shall a full time teaching faculty from Universities other than the P.K. University.
- 2.30.4 Both Internal and External examiners shall posses the minimum qualification and experience as prescribed by the respective Regulatory Bodies.

2.31 Panel of Examiners

- 2.31.1 The Controller shall arrange to get the panel of both Internal and External Examiners for UG and PG courses prepared by respective Board of Studies. There shall be a minimum of 15 examiners in external panel in each subject. Such panels can be reviewed each year by additions and deletions as required.
- 2.31.2 Controller of Examinations shall get the list of panel of examiners approved by the VC.
- 2.31.3 Controller shall short list the names of examiners for practical/ clinical examinations in the respective subjects for each examination 30 days in advance to facilitate the fixing of examination dates.
- 2.31.4 Such panel also shall be approved by Vice Chancellor.

2.32 Theory Question Papers

- 2.32.1 The process of procuring Question papers for theory examinations shall be initiated 6 months in advance.
- 2.32.2 Controller shall short list three names from the panel of External examiners as paper setters for setting of Theory question paper.
- 2.32.3 He /She shall get three full question papers from above three papers setters.
- 2.32.4 He / She shall supply syllabus, scheme of question and marks and Acceptance and Declaration forms to the examiner. Acceptance and Declaration shall be obtained in a form to the effect that the examiner is ready to accept the examiner ship as paper setter as well as declare commitment to maintain Confidentiality. He / She also certify whether any of relatives (Blood) are appearing for the examination or not.
- 2.32.5 He / She Shall make arrangement to procure adequate number (Three Minimum) of sets of question papers 6 months in advance of commencement of each examination to maintain availability of adequate number sets of question papers as reserve.

2.33 Scrutiny and Moderation of Theory Question papers

- 2.33.1 Controller of Examination shall nominate one Examiner from the panel in each subject as Moderator and get it approved by Vice- Chancellor.
- 2.33.2 He / She shall get the question papers scrutinized by the respective Moderator in confidential room either in the presence of himself /herself or his/her authorized nominee.
- 2.33.3 The responsibility of Moderator is to scrutinize the question paper of his / her subject.
- 2.33.4 Moderators shall not carry personal bags/ briefs, and any writing materials while entering the room of moderation.
- 2.33.5 Moderator can correct the spellings; ensure that framing of questions within the prescribed syllabus. Ensure proper distribution marks and questions in sections.
- 2.33.6 Moderators shall be authorized to correct spellings and make minor changes. If the questions are found to be repeated, the Moderator can replace one duplicate question with a new question. Questions which are outside the syllabus also shall be replaced by another question.
- 2.33.7 Such changes if any shall be recorded in Confidential Register maintained for such purpose.
- 2.33.8 After completing the scrutiny a fresh copy shall be typed and prepared then and there itself by computer operator of confidential section and both the copies shall be sealed in secure envelope and stored in secure locker in the custody of Controller.

- 2.33.9 Controller shall be in custody of at least six sets of such moderated question papers at a given time. The sets shall be stored securely in safe custody.
- 2.33.10 Account of number of sets with details of Examinations/ subjects shall be maintained in the Question paper Register. Status of seal shall be certified by the moderator and controller on the each envelope.
- 2.33.11 One set, preferably from older lot shall be used for each examination.
- 2.33.12 These are replaced by new sets of Question papers from time to time.

2.34 Printing of required number of Question papers at the time of Theory Examination.

- 2.34.1 Printing of question papers in all the subjects of each Examination shall be done 4 to 6 days prior to the commencement of respective Examination,
- 2.34.2 One set of question paper in the subject, preferably from old lot shall be taken out from the safe custody by the Controller himself /herself or in charge functionary, if Controller is on leave.
- 2.34.3 The certificate of status of seal shall be verified and certified again at the time of removal of envelope from the safe custody and the same shall be recorded in the Question paper Register.

2.35 Printing and safe custody of question papers

- 2.35.1 The Controller shall arrange, under personal supervision the printing of the required number of question papers based on the number of students appearing in the ensuing examination and additional number of 50 papers.
- 2.35.2 Pack of 10-20 question papers shall be sealed in the pre-labelled envelopes for distribution to the respective Institutions later.
- 2.35.3 All the envelopes shall be stored in the safe custody of the Controller till final distribution to the centres.

2.36 Answer Books and additional sheets.

- 2.36.1 Controller shall be responsible for getting printed and stocked all the Stationary, like answer books both for theory and practical / Clinical examinations required in the process of University examinations.

- 2.36.2 Controller shall arrange to get designed Main Answer books and additional booklets as required to conduct "CODED" system and not coded system of examination.
- 2.36.3 Such stationary required shall be kept in stock, ready for accounting and distribution to various Institutions to-conduct Examinations.
- 2.36.4 Other stationary like, examination application forms, Admit cards, mark award sheets, attendance sheets, daily reports of examinations, Malpractice reports, reports of Vigilance squad etc shall be made readily available in stock in advance.
- 2.36.5 Controller shall be responsible for distribution and proper accounting of stationary in various constituent institutions.

2.37 Notification of schedule of registration for the examinations.

- 2.37.1 The Controller shall notify the time table schedule and also schedule of registration of eligible candidates in prescribed form along with the prescribed fee after due approval from VC. The notification shall contain last date for registration without and with late fee.
- 2.37.2 The H.O.I shall collect duly filled forms and admit card along with fee before the due date. Consolidated amount collected shall be paid to the University account within 3 days, after the due date.
- 2.37.3 The Head of the Institution shall prepare a consolidated list of all the students registered, in alphabetical order with the details of subjects in following 3 separate categories as per eligibility forward them to the Controller within three days of due date.
- 2.37.3.1 **List A** - The list shall contain all the eligible candidates with attendance of 75% and above 75%.
- 2.37.3.2 **List B** - The list shall contain the candidate's attendance of 65% and below 75%. Such students may submit documents in support of valid reasons for shortage. The Vice Chancellor may consider condemnation of shortage of attendance, if he/she is convinced that the reasons of shortage are genuine and Condonable. The candidates, whose shortage is condoned, shall be permitted to appear in the examinations.
- 2.37.3.3 **List C** - The list shall contain the candidates with attendance of less than 65%. Such Candidates shall not be permitted to appear in the examinations.

- 2.373.4 Controller shall be responsible to scrutinize the forms as per criteria of eligibility before issuing Admit cards.
- 2.373.5 Admit cards of the eligible candidates with the signature of Controller shall be sent to the respective Institutions for distributions not later than 7 days before the commencement of examinations.

2.38. Malpractices and Unfair Means

- 23.8.1 Malpractices and unfair means in examinations are grouped in different categories, depending on the nature of offence and groupings may help in determining the quantum of penalty.
- 2.38.1 Group A - Talking and consulting with others in examination hall/room, such candidates shall be warned to behave properly and the candidate shall be expelled from examination hall repetition of the offence and report the matter the Chief Superintendent.
- 2.38.2 Group B- Creation of a nuisance or serious disturbance at the examination centre and showed serious aggressive attitude towards invigilator or member of staff entrusted with examination work. Such candidate shall be expelled and debarred from writing the examination in one or more papers, by the Chief Superintendent. Controller shall be informed of offence and action taken in writing.
- 2.38.3 Group C- Revealing the personal identity in the answer book, by writing name, initials, religious marks, registration number in other places than earmarked for the purpose, using pressure while writing registration number to create impression on next page, notes to the examiners, and inserting sheets or papers, tearing of papers, and damaging the answer book.
- 2.38.4 Group D- Indulging in malpractice and unfair means like copying and possessing of weapons in the hall/room. Such candidates may book for malpractice and the matter may be reported to the Controller for further enquiry and action.

2.39 Procedure to book malpractice/ copy cases.

- 2.39.1 If any student is found to possess any written slips, papers, books, printed matter, any written matter on admit card, or on any part of body, or answer sheets of other students, he/she shall be booked for indulging in unfair means and malpractice.
- 2.39.2 If the answer sheet of any other is found in possession of offender, both the students shall be booked for malpractice.
- 2:39:3 He she shall be made to stop writing further and place all the material on the desk. Inform the Chief Superintendent about the case.

- 2.39.4 The Chief Invigilator shall instruct the student to give written statement on his/or action on paper. The statement shall include number and nature of material in possession and whether he/she has copied from the same,
- 2.39.5 The candidate shall not be allowed to continue in the examination. However he/she may be permitted to write remaining papers on subsequent days.
- 2.39.6 The answers books, material found in possession, and the written statement shall be sealed in separate envelop and handed over to the Chief Superintendent for onward transmission to the Controller.

2.40 Enquiry on such malpractice cases falling in Group D and other serious offences.

- 2.40.1 Controller with prior approval of VC shall constitute enquiry committee, consisting of 2-3 senior faculty members, for the purpose to conduct enquiry within the prescribed time framework.
- 2.40.2 Enquiry committee may summon the offender student, invigilators and others who are witness to the incident and wish to record their statement.
- 2.40.3 While deciding on gravity of malpractice and quantum of penalty the enquiry committee shall examine whether the student has used the material to copy in his/her answers. If so how much.
- 2.40.4 Gravity and nature of Malpractice shall be decided by the committee and may recommend the penalty.
- 2.40.5 If found guilty of charges by the enquiry committee, penalty shall be decided by the VC. In general penalty may include
- 2.40.5.1 Penalty recommended by the committee.
- 2.40.5.2 Cancellation of all the papers in the examinations.
- 2.40.5.3 Debar from appearing in examination for 1-2 years.
- 2.40.5.4 Any other as deemed fit by the VC.

2.41 Coding and Decoding

- 2.41.1 Controller shall appoint Coders from among the teaching staff of the University, on temporary basis as and when required to code the theory papers.
- 2.41.2 Controller shall arrange to code the answer books ~~received~~ from the Chief Superintendents of various centres to maintain the secrecy of Identity of the examinee.

- 2.41.3. The coder shall make bundles containing 25 answer books, one question paper and mark award sheets in each sealed bundle for valuation.
- 2.413 The coder shall arrange answer books in bundles as required in the subject/course.
- 2.41.4 The sealed bundles shall be sent to the Chief Superintendents of respective centres well before commencement of practical/clinical examinations for valuation by the authorized examiner/examiners.
- 2.41.5 Chief Superintendents of centres shall get the answer books valued by the examiners in a common centre earmarked for confidential work like valuation of theory papers.
- 2.41.6 The Chief Superintendents shall arrange to send the valued answer books in sealed bundles and their marks award list in separate sealed envelope to the controller.
- 2.41.7 Coder then shall decode the codes to registration numbers in mark award list for compiling and computing the results.

2.42 Tabulations and Preparation of results

- 2.42.1 The Controller shall arrange to compile results in computer section by compiling the marks awarded in various sections of examination, like internal assessment marks, written, VIVA, and practical/clinical examinations.
- 2.42.2 Controller shall furnish the detailed scheme of examination in various subjects including maximum and minimum pass marks in sections, grace marks and marks to declare pass/ first/ Distinctions etc to the central computer section.
- 2.42.3 Central computer section shall prepare the results based on all the parameters furnished by Controller.
- 2.42.4 Controller shall nominate 2 senior teaching faculties in the course to scrutinize and approve the Result as per the stipulated regulations.
- 2.42.5 Controller shall declare and upload the result on website after due approval of VC. He/She shall send a copy of result sheet to the respective Institution.
- 2.42.6 Controller shall also arrange for printing and lamination of mark cards of individual students and send the same to the respective Institutions.

2.43 Rebottling and revaluation of written papers

- 2.43.1 Provision of system of Re-totalling and revaluation is available for written papers in UG courses only. The provision is not available in Practical or Clinical and VIVA examination.
- 2.43.2 Students who wish to apply for retotaling and/ or Revaluation in one or more subjects shall apply for the same in prescribed form along with prescribed fee within 7 days from the date of declaration of results,
- 2.43.3 Students who have failed can apply for retotaling and/or revaluation.
- 2.43.4 Students who have passed the examination can also apply for retotaling and/or revaluation for any revision and improvement in their marks / class. However their original marks and result become VOID and will be replaced by new marks and result after revaluation.
- 2.43.5 All the applications shall be submitted to the office of controller along with Demand draft of prescribed fee.
- 2.43.6 Office of the controller shall complete the process of Re-totalling and Revaluation within one month from the last date of receipt of applications.
- 2.43.7 Controller shall notify the time and dates of retotaling to enable the students to attend the same.
- 2.43.8 Student shall be made to view the answer books individually and totalling shall be done by the University official in the presence of candidate. Old and new marks shall be entered on the marks sheet prepared for candidates who have applied for retotaling. Signature of students shall be obtained. Results shall be modified, if the total is found different in re-totalling.
- 2.43.9 Answer books for revaluation shall be coded again and marks entered in the answer books shall be hidden/ covered with opaque tape.
- 2.43.10 Revaluation of answer books shall be done by two external examiners other than original valuer.
- 2.43.11 Revaluation shall be arranged by deputing University official in person or by sending the paper in secured and sealed envelope by courier.
- 2.43.12 The average of marks obtained in revaluation by two examiners, if is more than 10% of marks secured by the candidate earlier, then only shall be taken for recasting the results.
- 2.42.1 If the average marks obtained in revaluation by two examiners, is more than 20% of marks secured by the candidate earlier, then shall be revaluated by third examiner, for recasting the results.
- 2.43.1 Fresh results of all the students who have applied, shall be recomputed and notified by the controller after due approval by Vice- Chancellor and revised mark sheet will be issued.

ORDINANCE No. 6, of 2016**CONDITIONS FOR GRANT OF AWARD OF FELLOWSHIPS,****SCHOLARSHIPS, STIPEND MEDALS AND PRIZES**

- 1.0 1.1 The awards of Fellowships, Research and other Scholarships, Stipends etc shall be made by the Governing Body on the recommendation of a Committee consisting of:
- i. The Vice Chancellor, as Chairperson
 - ii. Chancellor's Nominee.
 - iii. Two Deans of Faculties.
 - iv. One Chairperson of Board of Studies to be nominated by Academic Council for two years in rotation.
 - v. Controller of Examination
 - vi. Chief Finance & Accounts Officer
 - vii. The Registrar as Member Secretary.
- 1.2 Deans will be nominated by Vice-Chancellor for a period of two years by rotation.
- 2.0 Subject to the general conditions applicable to all Fellowships and Scholarships as laid down in paragraph 4 below, the value, duration and conditions of award shall be such as are laid down by the University from time to time.
- 3.0 The value and duration of Research or other Scholarships Instituted by the University shall be laid down by the Board of Management in consultation with the Academic Council.
- 4.0 The award of fellowships, research and other scholarships shall be made subject to the following conditions.
- 4.1 The fellow/scholar will do whole time research work under an approved guide on a subject approved by the Committee.
 - 4.2 The fellow/scholar shall not accept or hold any appointment paid or otherwise or receive any emoluments, salary, stipend, etc from any other source during the tenure of the award nor shall he/she engage himself in any profession or trade during that period. He / She may, however, undertake teaching assignment of not more than nine hours a week in the Institution, where he/she will work at the stipend as Decided-in-rules
 - 4.3. The fellow/scholar shall not join any other course of study or appear in any examination after commencing work under the fellowship/scholarship programme.
 - 4.4 Unless permitted by the guide to work for a specified period at some other place, ~~the fellow/scholar shall be required to attend the Institution where he/she is to work on all working days.~~

- 4.5 If any information submitted by the fellow/scholar in his/her application is found to be incorrect, incomplete or misleading, the award may be terminated by the Board of Management after giving him/her an opportunity of being heard.
- 4.6 If at any time it should appear to the Vice Chancellor that the progress or conduct of the fellow/scholar has not been satisfactory, the fellowship/scholarship may be suspended or withdrawn.
- 4.7 i. Leave for a maximum of (21 days earned leave + 12 days casual leave) 33 days in a year in addition to general holidays may be taken by a fellow/scholar with the approval of the guide and the sanction of the Vice Chancellor.. The general holidays, however, do not include the vacation period of e.g. summer, Dusherra, Diwali, X-Max vacations. No other leave with fellowship/scholarship shall be admissible.
- ii. The fellow/scholar may, in a special case, be allowed by the Vice- Chancellor leave without fellowship/scholarship for a period not exceeding three months during the tenure of the award on the recommendation of the guide.
- 4.8 The fellow/scholar shall be required to pay the fees prescribed by the Institution where he works.
- 5.0 Post-graduate scholarship Instituted by the University shall ordinarily be tenable for two academic sessions i.e. twelve months in the first year and 10 months in the second year on condition that the scholarship holder produces a certificate of efficiency in studies from the Head of the Department in the subject of study or the Head of the Institution.
- 6.0 The scholarship shall be tenable from the 1st July if the scholarship-holder join the college within one month of the date of the opening of the college after the summer vacation and pays the tuition fee from the commencement of the session. In any other case, it shall be tenable from the date on which the candidate joins the college.
- 7.0 The payment of scholarship shall be made only on receipt of scholar's receipted bills duly countersigned by the Head of the Institution where the candidate studies.- No scholarship shall be drawn for a month unless the scholarship holder has attended the Institution regularly in that month.
- 8.0 The drawl of scholarship shall be done in accordance with the procedure that may be laid down by the Academic Council.
- 9.0 A scholarship-holder shall not combine any other course of study with the course for which the award is made.
- 10.0 A scholarship shall be cancelled in the Final Year if the scholarship-holder fails to secure at least 60% marks in the Previous Examination of the concerned Master's Degree of Arts, Science, Life Science, Social Science and Commerce and 65% in other Faculties.
- 11.0 If a scholarship-holder is unable to appear at the previous examination on account of sickness or any other reasonable cause, the scholarship for the months of March and April shall be paid only if the Head of the Institution certifies that the scholar diligently studied for the examination but was unable to take the examination for reasons beyond control. Such a scholar shall not receive scholarship during the next session, but shall be entitled to the scholarship during the studies for the Final Examination, if the scholar passes the Previous Examination with the requisite standard in the succeeding year in the first attempt.

12.0 A scholarship-holder shall at all times be of good behaviour and observe all rules of discipline.

13.0 13.1 A scholarship shall be liable to termination, if:

i. The scholarship-holder discontinues studies during the middle

Of a session; or

ii. The scholarship-holder, after he has been given a reasonable Opportunity to explain his conduct, is in the opinion of the Board of Management guilty of a breach of para 13 of this Ordinance; and if the Board of Management so directs, the Scholarship-holder shall also be liable to refund the amount of scholarship drawn by him.

13.2. The order of termination shall be passed by the Vice Chancellor and shall be final.

Award of University Medals and Prizes.

1.0 The University shall award with a view to augmenting academic interest and activities among the students. Gold and silver medals every year on the basis of results of annual examinations, subject to the provisions hereinafter appearing.

2.0 2.1. The quantum of gold or Silver as the case may be, to be used for a medal shall be such as are approved by the Governing Body and permissible under the central Gold control Act.

2.2 The expenditure on the preparation and award of medals shall be met from the Fund of the University for which necessary provision shall be made in the annual budget or from endowment fund created for this purpose.

2.3. If in a year the actual cost of the award of Medals exceeds the budgetary provision, the Governing Body -shall lay down the manner in which the excess expenditure is to be met.

3.0 3.1. University Gold & Silver medals shall be awarded only on the basis of the results at University examinations.

3.2 Only such successful examinees of the year shall be eligible in accordance with the provisions of paragraph 04 following as have secured (i) First division in the case of a Bachelor's degree examination and (ii) First division in the case of a Master's degree examination, for award of Gold and Silver medals.

4.0 A gold and a silver medal shall be awarded for each of the following examinations in all branches to successful candidates as mentioned below:-

4.1 A gold medal and a silver medal to the two successful candidates who have been placed in First division and have secured respectively highest-and second highest percentage of Marks from among the and candidates appeared at the M.B.B.S, BDS, BE, B.Sc (.Nursing), BPT, B.Pharma and other courses run by University. However the candidate must have passed all semester examinations of the consecutive years in single and first attempt. To decide the Gold Medal marks obtained by the candidates from the first university to final university examination will be computed.

- 4.2 A gold medal and a silver medal to the two candidates who have placed in First division and have secured respectively, highest and second highest percentage of Marks from among the successful candidates of degree of the (i) MDS. (ii) MD/MS. (iii) MBA (iv) M.CA and other post-graduate courses being run by University. Provided that the candidate must have passed all University/semester examinations of the consecutive years in single and first attempt.

The Committee comprising of the following shall select the candidates for the awards of medals and prizes:-

- I The Vice- Chancellor (Chairman)
 - ii Chancellor's Nominee.
 - iii. Three Deans of Faculties to be nominated by the Vice-Chancellor in rotation.
 - iv. Two Chairpersons of Board of Studies to be nominated by Academic Council.
 - v. Registrar.
- 5.0 University shall institute medals and prizes through endowment and donations received from individuals and trusts as may be approved by the Governing Body from time to time.
- 6.0 Notwithstanding anything contained in the foregoing paragraphs, award of University Medal for anyone or all of the Examinations mentioned in para 04 may be withheld, suspended or cancelled :-
- a. If, in respect of a year no candidate is found eligible for the award under the provision of para 04 above.
 - b. If the Vice Chancellor finds, after considering a report of the Head of the Institution, that the eligible student concerned is not worthy to receive the award on account of a serious charge against him/her, like gross Misconduct etc. (c) if the Governing Body is satisfied that the conduct of the examination concerned at one or more of the centers was not proper.

The inscriptions on the medals shall be as follows:-

- 7.1 On one side of the Medal - the following words shall be inscribed over the round shaped University emblem, विश्वविद्यालय स्वर्ण पदक और रजत पदक the case may be in hindi and University Gold/Silver medal in English.
- 7.2 On the other side of the medal the following shall be inscribed
- (i)----- परीक्षा(name of examination)
 - (ii) ----- संकायय(name of faculty)
 - (iii) माह/वार्षिकपरीक्षा
 - (iv प्रथम स्थान/द्वितीय (as the case may be)
 - (v)..... (Short name of the recipient)

If for an examination two or more examinees are found eligible for the award for having obtained equal marks or grade point average, the medal shall be awarded:

- 8.1 In the case of a Bachelor's Degree Examination to both the candidates.
- 8.2 In case of Master Degree Examination also to both the candidates.

ORDINANCE No. 7, of 2016**FEES OF EXAMINATION & RATES OF OTHER FEES FOR VARIOUS SERVICES TO BE CHARGED BY THE UNIVERSITY****EXAMINATION FEES (DEGREE/POST GRADUATE DEGREE/DIPLOMA/CERTIFICATE**

No.	Course	Proposed Exam Fee
UG COURSE		
1	BE/BBA/BCA/B.ED./ B.PHARMA/B.ARCH.	Rs. 2500/-
2	LL.B/BA/B.COM/B.SC	Rs. 2000/-
3	B.Sc. (NURSING)	Rs. 2000/-
PG COURSE		
1	ME/MBA/MCA/M.ED. /M.PHARMA/M.ARCH	Rs. 3000/-
2	LLM./MA/M.COM/M.SC	Rs. 2500/-
3	M.Sc. (NURSING)	Rs. 2500/-
POST GRADUATE DIPLOMA		
1	PGDBM/PGDCA	Rs. 1000/-
DIPLOMA COURSES		
1	POLYTECHNIC DIPLOMA	Rs. 2000/-
OTHER FEES		
1	PROCESSING FEES (For Regular & Supp. Exam)	Rs. 300/-
2	CENTRE CHARGE – For Regular Exam	Rs. 150/-
3	EXAMINATION FORM FEES	Rs. 100/-
4	PRACTICAL FEES (Per Subject)	Rs. 100/-
5	SUPPLEMENTARY EXAM FOR 2 Subjects	RS. 100/-
	EXAMINATION FEES	Rs. 1500/-
	CENTRE FEES	Rs. 300/-
	PROCESSING FEES	Rs. 300/-

LATE FEE: Rs. 1000/- upto 3 days from last date of submission of form Rs. 2000/- upto 2 days before examination

RATE OF OTHER FEE

No.	Description	Proposed Fee
1	Enrollment Fees	Rs. 2000/- UG Course
		Rs. 3000/- PG Course
2	Eligibility Fees	Rs. 1000/- UG
		Rs. 2000/- PG
		Rs. 1000/- DIPLOMA
		\$50 for NRI
3	UG DEGREE FEES	Rs. 1000/-
4	PG DEGREE FEES	Rs. 1500/-
5	DIPLOMA FEES	Rs. 1000/-
6	HIGHER SPECIALITY DEGREE	Rs. 2500/-
7	Ph.D.	Rs. 1500/-
8	FELLOWSHIP	Rs. 1000/-
9	POST DOCTORAL FELLOWSHIP	Rs. 1000/-
10	D.Sc. DEGREE	Rs. 1000/-
11	DUPLICATE MARKSHEET	Rs. 500/-
12	DUPLICATE DIPLOMA/DEGREE	Rs. 1000/-
13	DUPLICATE DIPLOMA/DEGREE (Urgent)	Rs. 3000/-
14	DUPLICATE MIGRATION	Rs. 500/-
15	DUPLICATE MIGRATION (Urgent)	Rs. 3000/-
16	CHANGE OF NAME	Rs. 500/-
17	DUPLICATE ADMISSION CARD	Rs. 200/-
18	PROV. CERTIFICATE in lieu of DEG/DIP	Rs. 500/-
19	PROV. DEGREE / DIPLOMA – Duplicate	Rs. 500/-
20	RE TOTALLING OF MARKS (in 1 Subj. only)	Rs. 1000/-
21	Ph.D REGISTRATION	Rs. 15000/-
22	Ph.D. THESIS SUBMISSION	Rs. 10000/-
23	D.Sc./D.Litt REGISTRATION	Rs. 15000/-
24	D.Sc./D.LITT THESIS SUBMISSION	Rs. 15000/-

25	EXTENSION OF REG. PERIOD FOR PhD FOR ONE YEAR	Rs. 5000/-
26	EXTENSION OF THESIS SUBMISSION FOR PhD FOR ONE YEAR	Rs. 5000/-
7	STUDENTS WELFARE FUND	Rs. 500/-
28	UNIVERSITY DEVELOPMENT FUND	Rs. 500/-
29	LIBRARY FEES	Rs. 1500/- For UG Course
		Rs. 2000/- For PG Course
		Rs. 1000/ For DIPLOMA Course
30	SPORTS & CULTURE FEES	Rs. 500/-

Note: The above fee is subject to approval by Fee Regulatory Commission for Private Universities

Tuition fee charged by the students as per approval by Fee Regulatory Commission for Private Universities.

ORDINANCE No. 8, of 2016**DISCIPLINARY ACTION AGAINST THE STUDENTS**

1. Every student in the University shall at all times be of good behavior, show diligence in studies, maintain decorum and dignity, take proper interest in co—curricular activities and observe all rules of discipline of the institutions of which he/she is a student and of the University.
2. (i) When a student has been guilty of breach of discipline within or outside the premises of university or an institution, on persistent idleness or has guilty of misconduct, the head of the institution at which such student is studying should inform the Vice-Chancellor Registrar. The Vice-Chancellor, department upon the nature of gravity of the offence student may.
 - (a) Suspend such a student from attending classes for more than a week at a time, or
 - (b) Expel such a student from his institution.
 - (c) Disqualify such a student from appearing at the next ensuing examination: or
 - (d) Rusticate such a student.

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

- (i) The Head of the institution concerned shall have power to suspend for such time as may be necessary a student temporarily from the institution pending inquiry into his conduct in connection with an alleged offence.
 - (ii) The period during which a student remains suspended for completion of an enquiry shall be reckoned in the calculation of his attendance for appearing at an examination provide he is found innocent.
 - (iii) The rustication of a student from an institution shall entail the removal of his name from register of enrolled student.
3. All students pursuing a course of student at the University teaching department shall observe a code of conduct as may be laid down by the Board of Management and also abide by all rule and regulations of the University framed and notified from to time.
 4. Any violation of the code of conduct of breach of any rule or regulation of the university by any student shall constitute an act of indiscipline and shall make him liable for disciplinary action against him.

5. The following acts in particular shall constitute acts of good indiscipline and any student indulging in any of them shall tender himself liable for disciplinary action against him.
- (i) Disobeying the teacher or misbehaving in the class:
 - (ii) Quarrelling or fighting in any University building or in the campus among them:
 - (iii) Quarreling or fighting with a University employee or any employee of the University canteen, mess or any other public utility functioning in the campus.
 - (iv) Stirring or writing or slogans or any material, making of skeletons of figures on any wall or portion of any building within the campus which is not authorized by the university administration.
 - (v) Behaving in the university campus or outside in a manner which is indecent or which is meant to annoy or hunt the teacher officers or employees of the university.
 - (vi) Any other act which the discipline committee may determine and Vice-Chancellor may accept as an act of gross indiscipline.
 - (vii) However, all cases of indiscipline within hostel premises shall be dealt by the warden concern. To deal with such incident the warden shall have all the powers prescribed for the proctor in this ordinance.
6. There shall be a Pretoria Board consisting of a proctor and such number of joint proctor as the Board of Management may decide from time to time.
7. The Proctor and joint Proctor shall be appointed by Vice-Chancellor from amongst the teachers of the University ordinarily for a period not exceeding two year at a time.

Power and duties of Proctor

8. The Proctor shall take action in all matters which are referred to him for disciplinary action by any responsible person or constituted authority of the University, he may also take action in matters which come to him knowledge and which in his opinion call for disciplinary action.
9. The Proctor may of his powers to joint Proctor. In the absence of Proctor the senior most Joint proctor shall act as proctor and shall have all such powers to proctor.
10. In the opinion of Proctor, the act of indiscipline required action if it is not of a serious nature, he may hold a summary inquiry and shall have powers to impose the penalties.
11. If in the opinion of Proctor, the breach of discipline is of a serious nature he may refer the case for investigation to the Proctorial Board, proctor and Joint proctor or any two joint proctors shall constitution the quorum for sitting of such investigation.

12. There shall be a Discipline Committee consisting of the following

- (i) Proctor – convener
- (ii) Dean, student welfare
- (iii) Professor in charge of student Union
- (iv) Joint proctors
- (v) Warden of the Hostels & Joint wardens
- (vi) President of student Society
- (vii) Two other student nomination by vice-Chancellor
- (viii) One of the joint Proctor will be nominated by the proctor as secretary of the discipline committee.

13. All punishment awarded to the students shall be recorded in a register to be maintain by the proctor. The register shall be permanent record of the University and shall contain such details as may be prescribed and prospered by board of Management.
14. Certificate regarding corrector and conduct of student of University teaching department may be issued to him by the Proctor. However, in the case of a student who has been award punishment 3 or more times by the Proctors himself or on the recommendation of the proctor, the fact that he was show penalized shall be mentioned in the certificate of character and conduct to be issued by the proctor. The certificate of character and conduct issued by the proctor shall be the only valid certificate of the university in the regard.
15. If the proctor finds that in any incident of disturbance of breach or peace certain presence who are not in the roles of the university are involved or are likely to be involved he may send to the vice-chancellor that the university campus be declare bounds for such persons .if the recommendation is accepted by the vice-chancellor a notification shall be send to the district magistrate and the other administrative authorities as the vice-chancellor may deem fit. So the notification issued under this paragraph enforce entry into the campus of person debarred from entering the campus shall be an act of criminal and shall be dealt with accordingly.
16. The discipline committee shall ordinary convenes meeting case in a such academy year and if shall review general situation regarding discipline in the university and make suggestion in this regards any specific cases of indiscipline may also be referred to the discipline committee for given its opinion regarding the action to be taken.
17. Notwithstanding anything stated in this Ordinance, for any unforeseen issues arising, and not covered by this Ordinance, or in the event of difference of interpretation, the vice-chancellor may take a decision after obtaining, if necessary, the opinion/ advice of a Committee consisting of any or all Directors of the Schools. The decision of the Vice-Chancellor shall be final

ORDINANCE No. 9, of 2016**PAYMENTS/REMUNERATION FOR EXAMINATION WORK**

1. The rate of remuneration for all purpose for paper-setters/examiners/staff shall be as per decision of Board of Management of University.
2. The actual freight/postal/courier/other expenses incurred by the examiner will be paid by the University.
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. Notwithstanding anything stated in this Ordinance, for any unforeseen issues arising, and not covered by this Ordinance, or in the event of difference of interpretation, the Vice-Chancellor may take a decision after obtained, 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.

ORDINANCE No. 10, of 2016**CO-OPERATION AND COLLABORATION WITH OTHER UNIVERSITIES/INSTITUTIONS & UNIVERSITY TEACHING DEPARTMENT/INSTITUTE UNDER UNIVERSITY**

1. With reference to the decision of the sponsoring body of P.K. UNIVERSITY, SHIVPURI, taking over the management of following institute which are situated in the University Campus of the University as constituent Institute of the P.K. UNIVERSITY, SHIVPURI subject to the provision of the Madhya Pradesh Niji Vishwavidyalaya (Sthapana Avam Sanchalan) Adhiniyam 2007, as amended from time to time.

The following shall be the University Institutes

- i. Institute of Engineering and Technology
 - ii. Institute of Management
 - iii. Institute of Art
 - iv. Institute of Science
 - v. Institute of Commerce
 - vi. Institute of Education
 - vii. Institute of Computer Science & Application
 - viii. Institute of Law
 - ix. Institute of Medical Science
 - x. Institute of Pharmacy
 - xi. Institute of Architecture & Planning
2. The university Teaching Department will be as mentioned in ordinance.
 3. The above mentioned department/ Institutes will be governed by the P.K. UNIVERSITY and their decision shall be handing upon it. All administrative, Academic and financial power would be vested with constituent Bodies, Board and Authorities of the University. The college would work as a Teaching Department of the University.
 4. as soon as the above mentioned institute admitted to the privileges of the University as its Constituent institutes all its assets and liabilities, the movable/immovable property with entire land, road and building etc. will stand as transferred to the University and will be treated as University property in all the records maintained by sponsoring body of P.K. University and concerning corporate account. The University will not be bound to pay any cost towards this

श्री. (अभिमान) राजपत्र-अध्यापक

श्री. (अभिमान) राजपत्र-अध्यापक

property. The decision regarding sale, mortgage, or major alteration of the existing movable and immovable property these institutes would be taken after the approval of the Sponsoring body. All provision of this Para is subject to the provision of relevant Act/Laws of the country/State.

5. The departments of the above mentioned institute would henceforth be called the University. The teaching department of the P.K. UNIVERSITY. SHIVPURI the Principal of the institute will be the Director of the institute.

6. Object of declaring as Constituent University department/ University Institute:-

The following shall be object of declaring as constituent college/Polytechnics

- a. To provide the desired environment and develop a framework to pursue a path of Excellence in Higher education.
- b. To create a desired environment and develop a framework to pursue a path of Excellence in Higher Education.
- c. To lay a firm and everlasting foundation for growth of quality technical education in the institution.
- d. To develop the institute as a model for Curriculum innovation and Examination reforms, development of professional and moral values in the faculty, student and the staff.
- e. To foster the growth of well-informed knowledgeable and talented manpower to work in knowledge technology driven systems and enterprises.
- f. To facilitate synergic partnership with the industries of the state and the country for further qualitative growth.
- g. For transforming technical education into a vibrant and dynamic system.
- h. To foster Research culture and promote industrial consultancy.
- i. To foster international and national collaboration for academic programme for research and development.

7. MANAGEMENT OF THE CONSTITUENT INSTITUTION

For all purses, the sustenance and development of the constituent institute shall be a responsibility of the university. In fulfilling responsibility, the P.K. UNIVERSITY shall:-

- a. Recruit and develop faculty of the constituent institution.
- b. Investment in the development of the institution.

- c. Encourage revenue generation in the institution through various means.
- d. Formulate the instituted budget and manage its finance provide good Governance to the institution.

8. STATUS OF THE STUDENT'S COURSE

The entire student admitted after proper functioning of the University as per ACT 2007 shall be treated as the student of the University. Constituent University department/ University Institute.

All the course of the concerned institute admitted to the privileges of the university, shall be continued and treated as the course of the university department/University Institute.

CAMPUSES UNDER P.K. UNIVERSITY: Following Institutes will be under P.K. UNIVERSITY

S.No.	Course Name	Institute
1.	Polytechnic Diploma, B.E. M.E. & Integrated Course	Institute of Engineering and Technology
2.	PGDBM, BBA, MBA	Institute of Management
3.	BA, MA	Institute of Art
4.	B.Sc. , M.Sc.	Institute of Science
5.	B.Com, M.Com.	Institute of Commerce
6.	D.Ed. B.Ed., M.Ed., MA(Education)	Institute of Education
7.	BCA, MCA, PGDCA	Institute of Computer Science & Application
8.	LLB, BALLB (Integrated 5 Year)	Institute of Law
9.	BSc (Nursing), MSc (Nursing.), GNM,	Institute of Medical Science
12.	D.Pharm, B. Pharm, M.Pharm.	Institute of Pharmacy
14.	B.Arch., M.Arch.	Institute of Architecture & Planning

Co-operation & collaboration with other universities & Institutes of higher education

The P.K. UNIVERSITY shall be signing MOU with National and International level Institute and universities for Co-operation & Collaboration for higher Education.

The Co-operation / collaboration shall be for

- (1) Skill up gradation of Faculty members
- (2) Running for twin Courses program at Graduate & Postgraduate Level
- (3) Exchange/partner of different degree program

Notwithstanding anything stated in this ordinance, for any unforeseen issue arising, and not covered by this ordinance, or in the event of differences of interpretation, the vice-chancellor may take a decision after obtaining, if necessary, the opinion / advice of a consisting of any or all the Directors of the school. The decision of the Vice-chancellor shall be final.

*ORDINANCE No. 11, of 2016***RESIDENCE OF STUDENT**

The university is called the rules for Hostel facility for student. The condition for providing residence facility is as under-

GENERAL

1. These rules may be called the rules for Hostels of the P.K. UNIVERSITY, SHIVPURI, M.P.
2. These rules shall be applicable to all the Hostels of the University.

ADMISSION

3. Application for admission to hostel shall be made on the prescribed form available at hostel office/office of the DSW on payment of fees as prescribed. The duly filled application form should reach hostel/DSW office before the prescribed date.
4. Incomplete or wrongly filled application form shall not be considered.
5. Such application for admission shall furnish a character certificate from the Head of the institute last attended along with application.
6. After an application has been admitted or readmitted he/she may be allotted a bed in a room by the warden.
7. Old hostellers seeking readmission must also apply for admission ensuring clearance of No Dues of previous year of any, than deposit their readmission dues.
8. No. student who has failed or dropped out in the examination or warned for any action shall be readmitted to the hotel.
9. The parents of the student shall submit a pass-port size colored photograph of the local guardian, duly signed by both (parents 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. No student shall be allowed to reside in any hostel after completion of his/her degree for which he/she was admitted. In the event to taking admission in other course in the university his/her admission in the hostel shall be considered afresh.
11. Initially a bonafide student may be considered for admission for one session only and in case of unsatisfactory conduct re-admission in the university shall not be considered.

- 12 Hostel rooms shall have to be vacated during summer vacation for maintenance. In exceptional cases student may be permitted to stay on payment of special charges to be decided by the Hostel Management Committee/
- 13 Students shall not be allowed to keep any furniture other than those provided by the hostel in their rooms without prior permission of the warden.
- 14 Music systems/radio/TV. are not allowed in the rooms, however it may be permitted with Earphone attachment.
- 15 Students shall cooperate in keeping the hostels and their surroundings clean by not disposing of garbage and waste materials here and there but in dustbins at designated places.
- 16 Hostellers shall be responsible for the security of their own property. They must not leave their room/ box unlocked in their absence. Luxury items are strongly discouraged and the management is not responsible for security/ safety problems arising out of this.
- 17 In case of any emergency during the night, the hostellers shall contact the hostel warden for help Girls may contact the warden through, the ayah/ chowkidar of the hostel. Local guardians/ parents of girls' hostellers may telephone the hostel warden and not the girls directly after 7:00 pm in case of emergency.

FEES, RENTS & OTHER CHARGES

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

CANTEEN

- 21 The facility of mess/ canteen shall be provided by the university on payment basis, cooking is strictly prohibited in the hostel.
- 22 Every hosteller shall be required to pay monthly mess charges in advance as notified by the hostel committee.

HOSTEL ROOM AND ALLOTMENT

- 23 The following priority is fixed for providing accommodation in the university hostel.
- (i) Undergraduate boys/ girls and whose parents are residing in rural areas and students belonging to economically weaker sections of the society shall be given preference over other boys/ girls.
 - (ii) Physically handicapped students
 - (iii) SC/ ST/ Other category of Students.
 - (iv) Students pursuing professional courses that require longer hour practical or fieldwork shall have priority over others.
 - (v) Local students (Staying within 15 kilometers from the campus), research scholars 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 a undertaking as per Performa approved by dean student welfare.

ATTENDANCE

- 24 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.
- 25 Attendance time for girls during summer-19:00h and for winter 18:00h.
- 26 Attendance time for boys 21:00h

HOSTEL MANAGEMENT COMMITTEES

- 27 There shall be Hostel management committee, standing committee for hostellers discipline and a hostel committee appointed by the Vice-Chancellor for the help of the warden for smooth running of the hostel. The term of the committee shall be one year, which may be extended by the Vice-Chancellor for another year.

(i) Hostel Management Committee

The committee shall comprise:

- | | | | |
|-----|---|---|----------|
| (a) | Dean Student Welfare | - | Chairman |
| (b) | Chief Wardens and all Warden | - | Member |
| (c) | One Student's representative from each hostel | - | Member |
| (d) | One Dean nominated by the Vice-Chancellor | - | Member |

(ii) Hostel Disciplinary Committee

There shall be a Hostellers Disciplinary Committee to deal with student's indiscipline and misconduct defined in the Hostel ordinance:

- | | | | |
|-----|---|---|----------|
| (a) | Dean Student Welfare | - | Chairman |
| (b) | One Dean nominated by the Vice-Chancellor | - | Member |
| (c) | Warden of concerned Hostel | - | Member |
| (d) | Chief Proctor | - | Member |

(iii) Hostel Committees

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

- | | | | |
|-----|--|---|----------|
| (a) | Hostel Warden | - | Chairman |
| (b) | One hostel Student representative approx. for 20-25- | - | Member |
| (c) | One hostel prefect and one-associate prefect for | - | Member |

Various functions like food, health and

Extracurricular activities.

MISCONDUCT & INDISCIPLINE

- 28 Gambling of any kind and use of liquor/ drugs and smoking etc. it strictly prohibited in the hostel and campus.
- 29 Guests of the opposite sex shall not be entertained in the hostel. The hostellers however may be permitted to meet their relatives at pre-permitted place during designated time.
- 30 Pornographic literature and exotic posters/ displays etc. are not permitted in the hostels.

- 31 No hosteller shall be allowed to change the room allotted in the hostel without prior permission of the warden. The warden may order at any time change of rooms or mutual exchange of rooms without assigning any reasons.
- 32 Use of electric heater & iron etc. are not allowed in the hostel. Heavy fine. May be imposed for violation of this rule.
- 33 Hostellers are strictly prohibited to keep firearms with them. No pets such as dog etc. are permitted to keep in the hostel by the hostellers. In exigencies all hostellers shall vacate their room at given order/time by the Vice-Chancellor/ Registrar for any reason whatsoever and hand over the charges of their rooms to the warden failing which warden shall be authorized to break open the locked room. The university shall accept no responsibility for the private property of the concerned students found in the rooms.
- 34 Hostellers shall not give shelter to any outsider; anyone found guilty on this account shall be severely punished including removal from the hostel of accommodation the university.
- 35 No meeting shall be held in the hostel premises without the prior permission of the warden.
- 36 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/ V.C. Also hostellers shall not cause damage or interfere in any manner with the notice board of the hostel.
- 37 There shall be no ragging what so manner/ from i.e. introduction etc. A breach of this rule shall be severely dealt with up to rustication.

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 hosteller or students, the display shall be on the notice board of the dean of student's welfare hostel office. No separate notice would be sent to them.

DISCIPLINARY ACTION

- 38 Every hosteller shall maintain a high standard of discipline, have respect for the tradition of the university and conduct in a dignified manner within and outside the hostel. They should do nothing, which may cause noise, disturbance or distraction in studies or may be deemed irregular in any way.
- 39 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.
- 40 Resort to any form of strike by the hosteller 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.

- 41 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. Depending upon the gravity of the misconduct committed by the hosteller matter can be brought to the notice of the chief proctor or Registrar of Vice-Chancellor who may pass order in writing for taking appropriate action.
- 42 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 hosteller. Such action taken however shall be brought to the notice of the Registrar/ Vice-Chancellor in writing.
- 43 Any hosteller found guilty of ragging indiscipline, defiance of order, 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.
- 44 No student shall be permitted to appeal against 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 Vic-Chancellor shall be final.

ORDINANCE No. 12, of 2016**DOCTOR OF PHILOSOPHY (Ph.D)****(Ordinance as per UGC Regulation 2009)**

The ordinance shall be called "Ordinance" governing doctoral degree. The ordinance will be governed on such rules & regulations as per approval from board of management of the university framed in accordance of regulation/ norms laid by UGC from time to time.

Eligibility for enrolment for doctor of philosophy (Ph.D.)

- 1.1 A candidate for enrollment for the degree of philosophy must, at the time of application, hold master's degree with at least 55% marks or an equivalent grade of University/ deemed university or any other university incorporated by any law for the time being in force and recognized by the university (Five percent marks will be relaxed for SC/ST/ Other category candidates).
- 1.2 A candidate shall ordinarily be permitted to work for Ph.D. degree in the subject in which he/she has obtained his/her master's or bachelor degree in Engineering/Technology/Applied Sciences or other streams. Provided that, research work leading to Ph.D. degree may be allowed in allied subjects of interdisciplinary nature of the same faculty or of allied faculties. Provided further that whether a subject is allied or not to the subject in which the candidate has done masters or bachelor degree in engineering/ Technology/ Applied Sciences or other streams, shall be decided by the Academic council.

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

- (i) His/ her qualification and experience.
- (ii) Proposed subject/ discipline along with the relevant faculty in which he/ she proposes to work.
- (iii) Proposed title of the Ph.D. thesis.
- (iv) Name of the Supervisor (along with name of co-supervisors, if any)

(Strictly from the university list of approved supervisors & co-supervisors) under whom he/ she wishes to work and the place/ places at which he/ she wishes to carry on investigations together with the consent of the supervisor and co-supervisor.

- (v) Certificate of qualifying the UGC / CSIR / DST/ National or state level fellowship /NET / GATE / GPATISLET, if any
- (vi) Letter granting teacher 's following, if any
- (vii) Address Contact number, mobile number, email- id & other contact details.

3 Availability of Seats.

Depending upon availability of Supervisor/Co-supervisor the number of seat shall be decided, provided that

- (i) A supervisor shall not have at a time, more than 08 Ph.D. scholars as supervisor 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 supervisor in case of other, in any university as less research centers in India and aboard. For that supervisor have to submit undertaking regarding total number of candidates he is supervising.
- (ii) The seats available with the supervisor should be manageable for him/her and also manageable for the concerned research centre.

4 Admission Procedure

- (1) The admission shall be made by the University, through an entrance test by the Admission Board following the norms prescribed by the UGC New Delhi. The board will perform the following work:
 - (i) To prepare panel of name of papers setters in various subject and submit them to the University.
 - (ii) To arrange for entrance test.
 - (iii) To arrange for interview.
 - (iv) To announce the names of candidates admitted along with the subject, place of research work, name of supervisor and of the thesis.
 - (v) To resolve problems, if any.
 - (a) Candidate who have qualified the UGC/CSIR/DST/National/State level Fellowship/GATE/GPAT SLET/NET/M.Phil. shall be admitted directly without the entrance test.

- (b) Candidate who has been awarded teachers fellowship by statutory bodies for during Ph.D. degree shall also be admitted directly without the entrance test.
- (c) All other candidates will be selected through entrance test.

5. Structure of Test

Entrance test will be conducted on following:

During Two Hour

Question Paper

Part 1 Research methodology

Part 2 Related Subjects

6. Interview and allotment

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

- (i) Vice chancellor or his nominee as chairman
- (ii) Dean of school
- (iii) One of the chairman of relevant (board of studies) to be nominated by the vice chancellor.
- (iv) One of the recognize supervisors in university teaching department in the subject to be nominated by the vice Chancellor.
- (v) One subject expert to be nominated by the vice chancellor.

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

(2) The interview shall be conducting in the University Teaching Department.

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

- (i) Candidate who have qualified UGC/CSIR/DST/National or state level Candidates who have been granted teacher fellowship by a statement body.
- (ii) Candidate who have been guaranteed teacher following by a statement body.
- (iii) Candidate according to merit list of the entrance examination.

(4) At the time of interview, the candidate are expected to discuss are expected to discuss their research interest/area, choice of supervisor and co-supervisor (if any)

For the candidates belonging to category as mentioned in Para 6(3) 1&2 , 100% weight shall be on the interview for the candidates mentioned in para 6(3) (111) the weight as of the interview marks shall be 40% where as 40% weight as shall be given to the return entrance exam. Conducted as per Para 5 and remaining 20% weight as shall be given to aggregate of qualifying P.G examination.

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

a. The candidate in category:

- (i) Of sub Para 6(3) above shall be admitted first, secondary the candidates in category .
- (ii) Shall be admitted in that order in thesis categories if there are more than one candidate having equal marks than merit shall be decide according to the percentage of marks at the qualifying PG examination

b. As possible the allotment board shall allot the preformed place of research work and the perform supervisor and co- supervisor if any shall also approve the purpose title of the these however, the candidate may change tile of his/her thesis, after prior approved by research degree committed (RDC), the candidate may however, be allowed to take another chance for allotment in next admission processed if he does not want to change preferences in the first instant.

(6) The admission process must be complete by the last date for admissions decide by the University for the Course.

(7) A merit list shall be prepared on the basic of entrance test an interview as mentioned in PARA 6(4) and shall be declare as the result for the entrance examination by register.

(7) Fees

Registration fee for Ph.D. program is to be paid to the university at the prevalent rates as announced by the university from time to time. The total program fee must be pain before submission of Ph.D. thesis.

(8) Course Work

(a) After having been admitted, each PhD. student shall undertake course work in the subject as per guideline of UGC of a minimum period of six months i.e. one semester. The course shall include curriculum on research methodology it may also involve reviewing of published ~~research~~ in the relevant field.

(b) Evaluation-

- (i) The course work shall carry does credit (1 credit- equal to 15 hours). The concerned department/school/institution shall decide the details of the course work, teaching schedule and evaluation.
- (ii) The details of the specific subject shall be decided by the department/school.
- (iii) The procedure for admission shall be laid down from time to time by the Academic Council.
- (iv) University examination shall be held at the end of the semester. The Scheme of examination shall be notified by the University.
- (v) A candidate shall be declared to have successful completed the course, if he/she has successfully passed semester examinations with minimum 65% or equivalent grade as mentioned above. Minimum 6 credits to be earned during the coursework for successful completion.

9.0 Research Centre

A candidate may pursue his research work Ph.D. degree in the university Teaching Department in the subject concerned.

Or

Research Centre i.e an organization of National or International repute (NIIT/IIT other academic institutions of national importance/Research. Organization of Government/repute corporate establishment with established R&D Laboratories etc.), recognized as a research Centre by the Academic Council: Provided that a M.O.U. shall have to sign between the University& the Institute / Organization.

- (a) After the M.O.U., the candidates may also be allowed by RDC to pursue research work at and industry of international repute involved in research and development activities in the subject and having sufficient R&D infrastructure for conducting research, which must be Government of India approved R&D infrastructure for conducting research, which must be Government on India approved R&D Centre and shall be recognized for this purpose by the BOM of the University.
- (b) A candidate permitted to work such Industry as stated in above para, having MOU with the University, shall be required to take at least one supervisor/co-supervisor from the industry such

supervisor/co-supervisor should be Scientist/Director of the R&D center not below the rank of the Associate., Professor of the university.

- (c) Candidate may also be permitted to work by RDC in research establishment of repute like CSIR Labs/ DRDO Labs or Labs 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 para, shall also be required to take at least one supervisor/co-supervisor from the establishment. Such supervisor/co-supervisor should be scientist/Director of the R&D Center not below the rank of Associate professor of the university.

10.0 Supervisor/Co-supervisor

- (a) The person recommended as supervisor/co-supervisor to guide the research scholar must be:
- (b) The professor in the University who has obtained a doctorate in the subject and has published at least five research papers on the concerned subject in peer reviewed standard journals of repute.

Or

- (c) An Associate Professor or Reader in the University who has obtained a doctorate degree in the subject and has published at least five research paper on the concerned subject in standard journals of repute.

Or

An Assistant Professor in the University who has obtained a doctorate degree in the subject and has published at least five research papers on the concerned subject in standard journals of repute and has at least three year teaching experience with PhD

Or

A director/ Scientist/ professor / or an equivalent cadre in an organization of national/ international repute not below the rank of an associate professor of the university, working as regular employee or retired and who has published at list five papers in peer reviewed standard journals of repute.

- (a) Provided further that a person who is himself registered for PhD degree of the University shall not be eligible to act as supervisor or member of any committee mentioned in this Ordinance.

- (b) A person who wants to get himself/herself recognized as a supervisor/co-supervisor shall apply in the prescribed Performa, duly forwarded by Head/Principle/Director of his institution. The case will be put up before the RDC which will decide about the recognition.

11.0 RDC

- (1) After successful completion of Pre PhD course work, the candidate shall be eligible to submit a synopsis (as per Appendix 1.) of his proposed research work along with the title of these (finally decided by candidate) duly forward by the supervisor by the supervisor and Head of the institution where the candidate is pursuing his/her research. The synopsis has to be submitted in ten copies, with Signatures of candidate, supervisor, co-supervisor and head of the institution on each of the copy on each of the page.
- (2) The candidate shall be required to make an oral presentation of the proposal work before the research Degree Committee (RDC) consisting of the following members:-
- (i) Vice Chancellor of his nominee- chairman.
 - (ii) Dean of the school concerned.
 - (iii) Chairman board of studies of the subject in the school.
 - (iv) Head of one professor of the university teaching department all in the case of non-availability of professor one associate professor of the university teaching department if the subject.
 - (v) One external subject expert of the rank of university professor to be appointed by the vice chancellor ordinary out of a panel of a 5 expert given by the dean of the school concerned external expert and to other members shell from the quorum.

Note-(a) on the request of the supervisor vice chancellor may permit him to be present and the observed during the oral presentation of his candidate.

- (b) No. T.A. and D.A shall be payable to candidate and supervision for attending the Recharge Degree Committee meeting.

The meeting of research Degree Committee (RDC) shall be held in the University office twice year. The Committee shall consider the application of the persons, who want to get recognized as supervisor/co-supervisor. Submitted under section 11 of this Ordinance and recommend the eligibility of the person for the appointment as supervisor / co-supervisor. The committee shall also prepare if

list for approved supervisors/co-supervisors, along with their specialization as per provision of this ordinance. This list shall be available with the registrar.

- (3) After approval by the RDC of the title of the thesis, synopsis, supervisor, co-supervisor (if any), and place of research work, the candidate shall be registered for PhD/degree from the date on which the candidate had deposited the registration fee and other fees mentioned in para 7 of this Ordinance, at time of admission and this date will be the "date of registration" of the candidate. The letter of registration shall be issued by the registration and sum to all those concerned. The candidate shall be enrolled as a student from the date of registration and will be required to pay regular tuition, library and laboratory fees (six monthly) to the university.
- (5) If the RDC makes any change only in the title of thesis, the approved changed title shall be communicated to the candidate in the meeting of the RDC if self. The letter of registration shall be issued mentioning the approved title.
- (6) If the RDC suggests any change in the synopsis, then the change required shall be communicated to the candidate by the Registrar. The candidate will be required to resubmit the synopsis (in Ten copies) as revised by him/her, incorporating the changes suggested by the RDC within 3 month time. The dean of the School shall examine the revised synopsis, he will approve the same. The letter of registration shall then be issued by the registrar.
- (7) 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.
- (8) If the RDC does not recommend a candidate for registration to Ph.D. degree, the candidate shall be communicated the same by the registrar. In case, only the caution money deposited by the candidate shall be refunded.

12.0 Period for submission of thesis

- (a) The candidate shall pursue his research at the approved place of research under the supervisor/co-supervisor on the approved subject. The candidate shall be permitted to submit his/her thesis not earlier than 24 month after successfully completion of course works at the research centre and not later five calendar year from the date of registration. In case a candidate does not submitted his/her thesis within five calendar year, from e date of registration and does not apply for extension in time, his/her registration shall and automatically cancelled.

Provided that the period for submission of thesis can be extended by one year by the Kulpati. If the candidate applies for extension at least one month before the expire of registration period together with a fee as prescribed by the University. In case candidate does not submit his/her thesis within the extended period his/her registration shall stand automatically cancelled.

Provide also that after the expiry of five years from the date of registration the Kulpati may permit a candidate to get registration on the same topic on payment of a re-registration fees as prescribed by the university the condition of minimum period of 24 month and attendance shall not apply to such re-registered candidate for summation of the thesis. For re-registration approval by RDC is not required. The candidate must submit the thesis within four years from the date on which the original registration expired. No. extension in this period is allowed. The registration will stand automatically canceled after 9 years from the date of original registration. After this period if a candidate desire to pursue research work for Ph.D. degree he will have to apply for registration as a fresh candidate.

(b) A teacher candidate with five years teaching experience at the time of registration can submit his/her thesis after 18 months instead of 24 months after successful completion of course work.

13. Change of Supervisor

Only under special circumstance, the candidate may be allowed to change the supervisor the vice chancellor on the recommendation of the committee constituted by the vice chancellor for the purpose. No change in the topic of research will be permitted due to change of supervisor.

14. Six Monthly Report

The university shall obtain every six month a record of attendance, progress report of the work of research scholar from his supervisor as per appendix for which shall be scrutinized by the dean of the school. Those candidates who fail to deposited fees, the vice chancellor on the recommendation of the dean of t he Facility may order the removal of the name of the scholar from the list of those registered for the Ph.D. degree.

15. Summary of thesis and Appointment of examiner

- (a) The candidate shall submit 10 copies of the summary of the thesis together with a list of research papers published of accepted publication in the peer reviewed standard journals of repute as approved the university from time to time though his her supervisor to the register about 3 months prior to the anticipated date of submission of thesis.
- (b) The supervisor shall submit to the register in a sealed cover a panel of at least 6 name of examiner actively engaged in the concerned area of research not below the rank of associate professor of a university. Teaching department for college professor, ~~from outside the~~

jurisdiction of this university. At least half of the name should be from outside the state another panel of the list 6 examiner, actively engaged in the concerned area of research and not below the rank of associate professor of a university. From outside the jurisdiction of this university shall be submitted by chairman board of studies examination committees of the concern department in which the candidate is perusing Ph.D.

- (c) In case the candidate related to the supervisor then the first panel of examiner shall be obtained from Head University teaching department of the subject concerned of a senior professor nominate by vice chancellor.
- (d) The vice chancellor shall appoint to examiners out of two aforesaid panel submitted by the supervisor and examination committee respectively. The consent of examiner shall be obtained by sending them the summary and list of publication.

Note: The summary shall be send by post airmail/ email.

16. Pre Submission Defense Committee

- (i) Prior submission of thesis, the candidate shall prepare a draft thesis and shall submit it in soft and hard copy in the prescribed format of the university.
- (ii) However prior to the submission of draft Ph.D. thesis and PSDC the candidate published at list two research paper in the peer reviewed standard journals of repute, as approved by the 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.
- (iii) The candidate shall make a Pre-submission Defense, base on that draft thesis, in the university teaching department in the subject or any place in the University premise fixed by the university for the purpose. Arrangement for this shall be made on a request from the candidate, duly recommended by the supervisor to the university in the Performa given in Appendix 5.

17.0 Submission of Thesis

1. After getting an approval from PSDC as mentioned in Para 15, the candidate can finalize his/her thesis.
2. The finalized thesis shall be typed set on a computer using standard software like MS word or Latex. It shall then be type written only on one side of pages. It may then be photocopied (Only one side of the pages) for producing multiple copies.
3. The Candidate shall submit the thesis to the university as follows:

-
- (i) Three hard bound copies of the thesis, and
-
- (ii). Soft copy in the form of CD (in Three copies)
-

4. In the thesis after the cover page, the forwarding letter/declaration/certificate mentioned in (a) (b) and (c) below must be given.

- (a) Thesis should be forwarded by head of the Department.
- (b) The thesis must be accompanied by a declaration form the candidate as per (appendix 2) that the thesis embodies his/her own work and he/she has worked under the supervisor at the approved place of work for the required period as per provisions of the Ordinance.
- (c) The certificate from the supervisor together with Co-supervisor, if any, as per (Appendix 3)

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

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

18.0 Evaluation of thesis and viva-voce examination

(i) On receipt of the thesis, required fee and no dues certificates, the thesis shall be send to the two examiners already Consented

(ii) The thesis to be accepted for the award of the Ph.D. degree must comply of the following conditions:

- (a) It must be a piece of research work characterized either by the discovery of the new facts or by a fresh approach towards the interpretation of fact. In either case. It should evince the candidate's capacity for critical examination and sound judgment.
- (b) It must be satisfactory in point of language and presentation of the subject matter.

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

(iv) (a) The examiner's may seek clarification of the subject matter of the thesis from the supervisor through the Registrar. This provision will be incorporated in the letter to be sent to the examiners while sending the thesis.

- (b) The Vice Chancellor may recall the thesis from an examiner, who fails to send the reports within three months of the date of dispatch of thesis or such other date as may be extended by the Vice Chancellor and appoint another Examiners from the panels of Examiners.
- (c) If one Examiner approves the thesis and the other rejects it or recommends for revision, the thesis shall be sent to the third Examiner, drawn from the panels of Examiners as constituted at par 15 (b) by the Vice chancellor, without the reports of earlier Examiner, the third Examiner shall be asked to give his/her opinion and his opinion shall be final.
- (d) 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 degree, the candidate shall be called upon to appear at the viva-voce Examination before a board of Examiners comprising of the Supervisor, Co supervisor (if any) and one of two Examiners (as per Para 14(b), selected by the Vice chancellor, who have accepted the thesis for the award of the Ph.D degree . In case the candidate is related to the supervisor, then the Vice chancellor shall appoint Head of Studies/ institution/ Chairman Board of studies of the subject concerned to act as Vice-voce examiner, in place of the Supervisor
- (e) The Supervisor/Head of the concerned Department/Chairman Board of Studies of the subject concerned, as the case, may be, shall be communicated the name of the external examiner appointed by Vice Chancellor to conduct the viva-voce examination. The same shall then contact the external examiner and fix up a date. Provided that in special circumstances, Kulapati may appoint alternate viva-voce examiner from the panel of examiner, if both the external examiners are not in a position to conduct the viva-voce examination.
- (f) The viva-voce examiner shall be conducted at the concerned department or at any place fixed by the University for the purpose. The date and time and place of open viva-voce examination shall be notified by the registrar on the University Notice board at least a week in advance. At the time of viva-voce examination, the board, of examiners shall be provided the reports of the examiners, which shall be returned along with the report of viva-voce examination to the Registrar to confidential cove.
- (g) The candidate shall present the work embodied in the thesis before the board of examiners, members of faculty research scholars and other interested persons present

in open viva. After the presentation of the research work the Board shall ask question together with those questions which have been given along with examiners reports. Others in the audience can also ask question and the candidate shall replay only those question which are permitted by the external examiner.

- (h) In case the viva-voce examination is not satisfactory, the candidate shall reappear for viva-voce examination within six months. Such candidates would be required to pay an additional fee as prescribed by the University for Second viva-voce Examination. The Same examiner/external examiner for second viva-voce examination shall be appointed by the Vice Chancellor as above. If the candidate fails to satisfy the viva-voce examiners a second time, his/her thesis shall be finally rejected.

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

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.

- (vi) 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.

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

In case the candidate is asked to revise the thesis under clause 17 iv.c and one of the examiners recommends again for revision of the revised thesis and the other accept the thesis shall rejected . if he accepts the thesis for the award then the candidate shall be awarded the Ph.D. degree on successful viva-voce examination as per provision of (clause 17 iv.d of the Ordinance).

In case a candidate is asked to further revise the thesis by the third examiner, as per provisions laid down under Para 17 iv.c, above thesis shall stand rejected. Second time revision is not permitted in any case and if so, the thesis shall automatically stand rejected.

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

19. Appearing in other examination

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

20. Publication of thesis

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

21.0 Award of Ph.D.

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

22.0 Reports of examiners

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

23.0 Withdrawal of degree

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

24.0 Notwithstanding anything stated in this Ordinance, for any unforeseen issues arising, and not covered by this Ordinance , or in the event of differences of interpretation, the Vice-Chancellor may take a decision after obtaining , if necessary , the opinion/advise of a Committee consisting of any or all the Directors of the Departments/Institution/Schools. The decision of the Vice-Chancellor shall be final.

25 The Reservation to SC/ST/Other category shall be applicable as per the provision of the State Government of Madhya Pradesh.

Appendix-1**PROFORMA FOR SYNOPSIS**

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

Signature of the Supervisor

Signature of the Candidate

Date.....

Date

Signature of Co supervisor (if any)

Date

Appendix-2**DECLARATION BY THE CANDIDATE**

I declare that the thesis entitled

Is my own work conducted under the supervision of Dr.....

(Supervisor/Co-Supervisor) at

(Center).....

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

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

Signature of the candidate

Date :

Place:

Appendix-3

CERTIFICATE OF THE SUPERVISOR CERTIFICATE

This is to certify that the work entitled is a
piece of research

work done by Shr./Smt./Ku. Under
My/Our Guidance and

Supervision for the degree of Doctor of Philosophy of.....
University (M.P.) India.

I certify that the candidate has put in an attendance of more than 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:

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
from..... to
of the research scholar.

1. Name of the research scholar
2. Subject
3. Topic registered for Ph.D Degree
4. Name of the Supervisor
5. Name of Co-Supervisor (if any)
6. Description of the guidance on the topic

Period with dates the Candidates has been
with the guide for research work(It may also
indicate the date of leave availed by the candidate
during the above period).

Remarks of the supervisor on the work done by the candidate on Topic.

Fees paid vide receipt No Date

Date:

Place :

(signature of head of institution where the

Candidate was registered for Ph.D.degree)

Signature of the Supervisor

Address:

Date:

Place:

Appendix - 5

FORWARDING LETTER OF HEAD OF INSTITUTION

The Ph.D thesis entitled

.....

..... Submitted by Shri/Smt./Ku.

is forwarded to the university in six copies. The candidate has paid the necessary fees and there are no dues outstanding against him/her.

Name Seal

Date:

Place:

(Signature of Head of institution where the

Candidate was registered for Ph.D. degree)

Signature of the Supervisor Date:

Date:

Address

Place:

.....

Appendix-6

EXAMINERS REPORTS ON Ph.D. THESIS

Title of thesis

.....

Name of candidate Shri/Smt./Ku.

Subject: Faculty

1. Thesis is recommended for them Award of Ph.D. degree. Yes/ No

2. The thesis be revised on the Lines Detailed

below

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

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

DETAILED REPORT

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

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

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

Date :

(Signature of the Examiner)

Place :

Full Name & Address

.....

Appendix-7

PROVISIONAL CERTIFICATE REGARDING AWARD OF Ph.D. DEGREE

This is to certify that vide notification no.

Dated of this university, the Board of Management has decided that the degree of Ph.D. in

(Subject) be awarded to

.....

The title of Ph.D. thesis is

.....

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

Registrar

Date:

ORDINANCE No. 13, of 2016**BACHELOR OF ENGINEERING (B.E) 4 YEAR DEGREE COURSE**

This ordinance shall be applicable to candidate admitted for Bachelor of Engineering (B.E.) degree

1.0 The first degree in Engineering of four-year (eight semesters) course, hereinafter called 4-YDC, shall be designated as BACHELOR OF ENGINEERING, in respective Branch.

1.1 This degree of Bachelor of Engineering (hereinafter called B.E) shall include the branches of Aeronautical, Architecture, Rural Technology, Civil, Mechanical, Electrical & electronics, Electronics & Communication, Electronics & Instrumentation, Information Technology, Computer Science and Engineering, Information Technology, Automobile, Chemical, Metallurgical, mining, Textile, Production engineering, fire technology & safety engineering, Instrumentation & Control, Electrical Engineering, Bio-Medical, Biotechnology & Industrial Engg. & Management, Nano-technology, Agricultural Engineering and more degrees Programme can also be offered under the Ordinance on the recommendation of the Board of Management of the University as per norms & Regulation of AICTE.

2.0 ADMISSIONS

2.1 Minimum qualification for admission to the first year B.E. shall be the Qualifying Higher Secondary School Certificate Examination(10+2) Scheme with Physics, Chemistry & Mathematics securing minimum 45% marks (5% will be relaxed for SC/ST other categories) conducted by M.P. Board of Secondary Education or an equivalent examination from a recognized Board/ University.

2.2 Candidate who has qualified the Diploma course in related branch of Engineering from M.P. Board of Technical Education, Bhopal or Equivalent shall also be eligible for admission to third semester of B.E Course.

2.3 Minimum qualification for direct admission to second year Bachelor of Engineering Course termed as lateral Entry. Shall be as per the prevalent norms of Government of Madhya Pradesh.

- 2.4 Non- resident Indian (N R I) candidates shall also be eligible for Admission to B.E. in accordance with directives of the Government Of Madhya Pradesh, provided they Satisfy the criterion of clause.
- 2.5 The admissions to B.E. course shall be governed by the rules of the Technical education and training department government of Madhya Pradesh Bhopal and/ or any other competent authority of the state Government of Madhya Pradesh.
- 2.6 Admission under this course will be made as follows:-
- I. In general the admission to B.E. Course shall be governed by the rules by D.T.E. or any other competent authority of three state of Madhya Pradesh.
 - II. The University may also conduct its own Entrance Examination for admission to its Engineering courses.
 - III. Enrollment/Registration number will be assigned to the student by the University after verification & submission of all the necessary documents/fees.
- 2.7 Admission process as framed by the University shall be applicable for all admission from time to time.
- 2.8 The fees for each course shall be decided by Board of Management of University the Number of seats in each courses will be as per Statute 28.

3.0 EXAMINATION – PROMOTION TO HIGHER SEMESTER AWARD OF CREDITS AND GRADES, DIVISION AND CONDONATION OF DEFICIENCIES

As per Ordinance No. 5

4.0 DURATION OF COURSE

- 4.1 One hour of conduct in Lecture (L)/Tutorial (T)/Practical (P) per week shall be equal to one credit as allotted in the respective schemes.
- 4.2 A candidate may provisionally continue to attend next higher year, even if, the result of qualification year/ semester has not been declared. However, subsequently if he/she is

not able to clear qualifying semester examination, the candidate cannot claim any right on the basis of his/her provisional admission.

- 4.3 The maximum duration of the course shall be eight years. However, for one mercy attempt can be granted to student by vice- Chancellor which should be not more than one year on satisfactory reasons.

5.0 MERIT LIST

Branch wise final merit list of first ten (10) candidates in the order of merit shall be declared by the University only after the main examination of the eighth and final semester for B.E. degree, on the basis of the integrated performance of all the four years. The merit list shall include the first ten candidates securing at least first division and passing all semesters in single attempts.

6.0 ATTENDENCE

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

7.0 MEDIUM OF INSTRUCTION AND EXAMINATION

- 7.1.1 The medium of instruction and examination shall be English throughout the course of study.
- 7.1.2 The subjects to be studied in different semester of Bachelor of Engineering include lab work, practical, Plant training; project etc. shall be as per the schemes, approved by Board of studies of the University on The basis of AICTE norms.
- 8.0 Notwithstanding anything stated in this Ordinance, for any unforeseen issues arising, and not covered by this Ordinance, or in the event of differences of interpretation, the vice-Chancellor may take a decision after obtaining, if necessary, the opinion / advice of a consisting of any or all the Directors of the Departments/ Institutions /Schools. The decision of the Vice-Chancellor shall be final.
- 9.0 The reservation to SC/ST/Other category candidates shall be applicable as per the norms of the State Government of Madhya Pradesh.

ORDINANCE No. 14, of 2016**BACHELOR OF PHARMACY (4 YEAR DEGREE COURSE)**

This ordinance shall be applicable to candidate admitted for Bachelor of Pharmacy (B.Pharm.) degree and shall be governed by rules & guidelines of pharmacy council of India.

1.0 The first degree in Pharmacy of four-year (Eight semesters) course, here in after called 4-YDC, shall be designated as Bachelor of Pharmacy (B.Pharm.) degree

2.0 ADMISSION

2.1 Passed 10+2 examination with Physics and Chemistry as compulsory subjects along with one of the Mathematics / Biotechnology / Biology / Technical Vocational subject. Obtained at least 45% marks (40% in case of candidate belonging to reserved category) in the above subjects taken together.

2.2 The minimum qualification for admission to the first year B.Pharm. shall be the qualifying Higher Secondary School Certificate Examination (10+2) scheme with Physics, Chemistry and Mathematics/ Biology securing minimum 45% marks (5% will be relaxed for SC/ ST/ other categories) conducted by M.P. Board of secondary Education or an equivalent examination from a recognized Board/ University.

2.3 Minimum qualification for direct admission to second year of B.Pharm. shall be 45% marks in Diploma in Pharmacy from any institution approved by the Pharmacy Council of India (PCI) and as per prevalent norms of government of Madhya Pradesh. Justification- B.Sc. student cannot admit directly into B.Pharm. II year.

2.4 Non-Resident Indian (NRI) candidates shall also be eligible for admission to B.Pharm. in accordance with directives to the Government of Madhya Pradesh, provided by the satisfy the criterion of clause 2.1.

2.5 The admission to Pharmacy course shall be governed by the rules of the Technical Education and Training Department, Government of Madhya Pradesh, Bhopal and/ or any other competent authority of State government of Madhya Pradesh.

2.6 The admission procedure will be as per decision of Board of Management of University.

2.7 The fees of the course shall be decided by board management & under of seats will be as per statute 28.

3.0 EXAMINATIONS-PROMOTION TO HIGHER SEMESTER AWARD OF CREDITS AND GRADES DIVISION AND CONDONATION OF DEFICIENCIES.

As per Ordinance No 5.

4.0 DURATION OF COURSE

- 4.1 There shall be at least fourteen weeks of teaching in every semester.
- 4.2 One hour of conduct in Lecture (L)/ Tutorial (T) / and at least 3 hours of Practical (P) per week shall be equal to one credit as allotted in the respective schemes.
- 4.3 A candidate may provisionally continue to attend next higher year, even if, the result of qualifying year/ semester has not been declared. However, subsequently if he / she is not able to clear qualifying semester examination, the Candidate cannot claim any right on the, basis of his/ her provisional admission.
- 4.4 The maximum duration of the course shall be eight years. However, for one mercy attempt can be granted by Vice Chancellor which should be not more than one year on satisfactory reasons.

5.0 EDUCATIONAL TOUR, PROJET WORK AND PROFESSIONAL TRAINING

5.1 EDUCATIONAL STUDY TOUR

For B.Pharm VI semester students an educational study tour to visit important manufacturing organization is compulsory. All students will have to submit a tour report after the study tour. The marks shall be awarded by the teacher-in –charge of the student's study tour. If a student is unable to go on Educational Study Tour, he will be awarded "Grade point-F" however there shall not be any restriction of minimum pass grade in the Educational Tour.

5.2 PROJECT WORK

For B.Pharm VII semester students a project work shall be compulsory. The project shall be undertaken in any of the areas of pharmaceutical Science. The project shall be made under the supervision and guidance of faculty members(s). The candidate shall present a seminar on his/her project work. Every candidate shall be required to submit the project report in triplicate. The marks shall be awarded by the project supervision and one external examiner.

5.3 PROFESSIONAL TRAINING

- 5.3.1 After examination of 7th semester a professional training in Industry / Hospitals/ pharmacy/ community/ pharmacy/ R&D of four weeks is mandatory for all

students. The report of the Professional Training shall be submitted by the candidate in triplicate, duly certified by the organization ne/she underwent his/her on training.

5.3.2 The viva-voce examination based on the industrial training shall be carried out by board of examiners consisting of:

- I. Head/Principal of the institute Chairman
- ii. The external examiner Member
- iii. The internal examiner Member

The marks shall be awarded by the board of Examiners.

6.0 MERIT LIST

Final merit list of first ten (10) candidates in the order of merit shall be declared by the University only after the main examination of the eighth and final semester for B.Pharm. Degree, On the basis of the integrated performance of all the four years. The merit list shall include the first ten candidates securing, at least first division and passing all semesters in single attempts.

7.0 ATTENDENCE

As per Ordinance 11 of clause 6.

8.0 MEDIUM OF INSTRUCTION AND EXAMINATION

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

8.2 The subject to be studied in different semester of bachelor of Pharmacy shall be as per the schemes, approved by board of studies of P.K. UNIVERSITY

9.0 Notwithstanding anything stated in this Ordinance, for any unforeseen issues arising, and not covered by this Ordinance, or in the event of differences of interpretation, the Vice –Chancellor shall be final.

10.0 The Reservation to SC/ST/other category candidates shall be applicable as per the norms of the State Government of Madhya Pradesh.

ORDINANCE No. 15, of 2016**MASTER OF ENGINEERING / ARCHITECTURE (ME/M.Arch.) 2 YEAR PG COURSE**

This ordinance framed in accordance with the norms/ guidelines /rules of AICTE/ Architect Council shall be applicable to candidate admitted for Master of Engineering /Master of Architecture (ME/M.Arch).

1. This ordinance shall be applicable to candidate admitted for Master degree courses in Engineering and architecture.
2. The Post Graduate course in Engineering /technology leading to the Degree of Master of Engineering/ Technology / Architecture (ME /M.Arch.) of the university. The course will be in the following subject.

Mechanical Engineering, Automobile Engineering, Civil Engineering, Electrical Engineering , Computer science , Information Technology, Thermal Engineering , Microwave Engineering ,software Engineering, Very large Scale Integrated System Engineering (VLSI), Digital Electronics and advanced communication , electronics Engineering, Instrumentation Engineering , System Management Engineering, energy Management Engineering ,future Studies & planning engineering , Power System Engineering ,Bio Informatics Engineering ,Network Management & Information System ,Information System ,Information architecture &software Engineering , Bio – Technology Engineering ,Astronomy and space ,Environment Engineering , Industrial Pollution and control Engineering, Master of Architecture , Printing and Media Engineering, Production Engineering, Irrigation Engineering ,Transport Engineering ,Structural Engineering , chemical Engineering, Agricultural Engg. CTM, CTA

The courses shall be offered as per AICTE norms.

The above courses shall be divided into four semesters in the case of full time candidate and six semesters in case of part time candidates. Each semester would be approximately of six months duration including vacation/ preparatory leave / examination / industrial training etc.

2 Admissions

Every applicant admission to ME//M.ARCH in 1st semester

- (i) Shall have passed B.E/ B.Tech / B.arch. or equivalent examinations approved by the AICTE in appropriate branch with at least 50% marks in the aggregate at the final year examination or any other qualification as recommended by AICTE for a particular course. Candidate belonging to SC/ST/ other categories will get a relaxation of 5% in the qualifying marks as mentioned above.
- (ii) Applicants possessing valid GATE score shall be given preference over to those candidates who do not possess GATE score for full time course.
- (iii) Applicants possessing the M.Sc. (Math's / physics/ Electronics / Computer Science / Information Technology)/ MCA [for M.E] in computer Science/ Computer Technology / Information Technology]degree
- (iv) All full time & part time sponsored candidates must have at least two years experience in the relevant field after passing the qualifying examination. However the Vice Chancellor can relax the experience in the case of sponsoring candidates.
- (V) Admission under these courses will be made as follows:
 - (a) The university will issues admission notification in news papers, on the University's website, notice board of the University and in order publicity media before the start of academic year.

- (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 three admission.
- (c) The candidates whose results of the qualifying exam are awaited can also apply who will be admitted provisionally. Such candidates however must produce the previous year mark sheet / school / collage certificate s as a proof of required eligibility criteria. The candidates so admitted shall have to be present mark sheet of the qualifying examination within month of the due date of admission otherwise the provisional admission granted to him will be cancelled.
- (d) The applicant form may be rejected due to any of the following reasons:-
- ⇒ The candidates do not fulfill the eligibility conditions.
 - ⇒ The prescribed fees are not enclosed.
 - ⇒ The application form is not signed by the candidate as his /her parent guardian, wherever required
 - ⇒ Supporting documents for admission are not enclosed.
- (e) Enrollment /registration number will be assigned to the student any the university after verification & submission of all the necessary document/fees.
- (f) Admission rules as framed by the university following the policy of the state Govt. / AICTE shall be applicable for all admission from time to time.
- (g) Number of seats & fee shall be governed by the provision of the statute no. 28.

3. EXAMINATIONS-PROMOTION TO HIGHER SEMESTER AWARD OF CREDITS AND GRADES, DIVISION AND CONDONATION OF DEEFICIENCIES

As per Ordinance No.5

4. No candidate shall be permitted to carry out a major project preferably in an industry or a professional R & D organization and to submit thesis unless he/she has passed all the preceding semester.
5. The attendance of regular students as per Ordinance 13 of clause 6 of the university.
6. The Fourth semester in the case of full time candidates and sixth semester in the case of part time candidates is the major project semester. During this semester the candidate shall devote himself for the research work in connection with any of the aspects of technology relevant to the course selected and assigned to him by the head of the department concerned in the collage. At the end of the semester the candidate shall submit here typed print copies of the major project report written by him, to the university through the director /principal of the collage, accompanied by the certificate from the head of the department and the project supervisor to the effect that it embodies actual work by the candidate and that the work has not been submitted earlier in part or full for the award of any other degree.
7. The maximum duration of the course shall be five years in the case of full time candidates and seven years in the case of part time candidates however one mercy attempts can be grant to candidates by the Vice- Chancellor which should be not more than one year on satisfactory reasons.
8. In the notification declaring the result of the final semester examination for the degree of M.E / M.Arch, the names of the first five candidates in order of merit in each post graduate course shall be notified by the university separately for full time and part time courses.

9. MEDIUM OF INSTRUCTION AND EXAMINATION

- 9.1 The medium of instruction and examination shall be English throughout the course of the study.
- 9.2 The subject to be studies in different semester of post. Graduate Course of Engineering/ technology / Architecture shall be as the schemes, approval by the board of studies of the University.
10. Not without understanding anything sated in this ordinance, for any unforeseen issues arising , and not covered by this ordinance , or in the event of differences of interpretation , the Vice-Chancellor may take a decision after obtaining , if necessary , the opinion / advice of a committee consisting of any or all the directors of the schools. The decision of the Vice-Chancellor shall be final.
11. The Reservation to SC/ST/ other category candidates shall be applicable as per the norms of the state government of Madhya Pradesh

ORDINANCE No. 16, of 2016**MASTER OF COMPUTER APPLICATION (MCA)****3 Year full time post Graduate course**

- 1.0 This ordinance framed as per rules / regulation / guidelines laid down by AICTE/UGC shall be applicable to the candidates admitted to Master of Computer Applications (MCA) course.
- 2.0 This ordinance shall be applicable to the candidates admitted in Three Year Master of Computer Applications course abbreviated as MCA

3.0 ADMISSIONS

- 3.1 A candidate seeking admission to M.C.A courses should be graduated from any Indian university or institute recognized by the university grants commission, New Delhi, as equivalent there to. The graduation should be with three year of regular study after passing senior secondary Examination (10+2) or its equivalent securing minimum 50% marks (5% will be relaxed for ST/SC/other categories) of an approved board with mathematics as compulsory subject at either (10+2) or Graduation level.
- 3.2 Non –Resident Indian (NRI) candidates shall also be eligible for admission to M.C.A in accordance with directives of the government of Madhya Pradesh Bhopal provided they satisfy the criterion of clause 2.1 above.
- 3.3 The admission to M.C.A courses shall be governed by the rules of the Technical Education and skill. Development by the state government of Madhya Pradesh for this purpose.
- 3.4 Admission under these course will be made as follows:
- (a) The University will issue admission notification in newspapers, on the university's website, notice board of the university and in Oder 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's university website / or the student will also be informed directly of their admission after the last due date of application.
- (c) The candidate whose results of the qualifying exam are awaited can also apply who will be admitted provisionally. Such candidates however must produce the previous year mark sheet school/ college certificates as proof of required eligibility criteria. The candidates so admitted shall have to be present mark sheet of the qualifying examination within a month of the due date of admission the provisional admission granted to him will be cancelled.
- (d) The application form may be rejected due to any the following reasons :-
- ⇒ The candidates do not fulfill the eligibility conditions.
 - ⇒ The prescribe fees is not paid.
 - ⇒ The application form is not signed by the candidates and his / her parent guardian, wherever required.
 - ⇒ Supporting documents for admission are not enclosed.
- (e) Enrollment / registration number will be assigned to the student by the university shall all be applicable for all admission from time to time.

3.5 fees for the courses shall be as per decision of board management of university and the number of seats as per statute 28

3.0 EXAMINATIONS- PROMOTION TO HIGHER SEMESTER AWARD OF CREDITS AND GRADES, DIVISION AND CONDONATION OF DEFICIENCIES

As per Ordinance No.5

4.0 RE- ADMISSION

- 4.1** Candidates who have discontinued the course during any semester may, on the recommendation of the Director / Principal of the college to take re-admission to the course at the beginning of the semester concerned in a subsequent Year, provided that the duration of course for such readmitted candidate shall be counted from the due date of his/ her first admission.

5.0 DURATION OF THE COURSE

- 5.1 One hour of the conduct lecture (L) / tutorial (T) / practical (P) per work shall be equal to one credit as allotted in the respective schemes.
- 5.2 The maximum duration of the course shall be six years. However for one mercy attempts can be given by the Vice-Chancellor of the university on reasonable ground.

6.0 MERIT LISTS

- 6.1 Merit list of first 10 candidates in the order of merit shall be declared by the university at the end of the sixth semester on the basis of the integrated performance of all the semesters, securing at least first division and passing all semester examinations in single attempts.

7.0 ATTENDENCE

As per Ordinance 11 of clause 6.

8.0 MEDIUM OF INSTRUCTION AND EXAMINATION

- 8.1 The medium of instruction and examination shall be English throughout the course of the study.
- 8.2 The subjects to be studied in the different of M.C.A of 3 years course shall be as per the schemes approved by the board of studies of the university.

9.0 not without understanding anything stated in this Ordinance , for any unforeseen issues arising , and not covered by this Ordinance , or in the event of differences of interpretation , the Vice-chancellor may take a decision after obtaining, if necessary , the opinion / advice of a committee consisting of any or all the directors of the schools. The decision of the Vice-Chancellor shall be final.

- 10.0 The reservation to SC/ ST / other category candidates shall be applicable as per the norms of the state Government of Madhya Pradesh.

ORDINANCE No. 17, of 2016**MASTER OF PHARMACY (2 YEAR POST GRADUATE DEGREE COURSE)**

This ordinance is framed as per the norms / guidelines / rules laid down by AICTE/PCI shall be applicable to candidate admitted for two year master of pharmacy degree course

1.0 The post graduate degree in pharmacy of two year duration shall be designated as M.Pharm.

2.0 ADMISSION

2.1 Every applicant for admission to first semester of M.Pharm. Shall have passed B.Pharm. Or equivalent examination approved by AICTE/PCI with at least 50% marks in aggregate. Candidates belonging to SC/ST/other categories will get 5% relaxation in qualifying marks.

2.2 Applicants possessing valid GPAT score is given preference over to those candidates who do not possess GPAT score.

2.3 For sponsored candidates the minimum qualification shall be B.Pharm. With 50% marks and at least two years of experience for sponsored candidates.

2.4 The admissions to M.Pharm. Course shall be governed by the rules of the technical Education department of govt. Of Madhya Pradesh, Bhopal and / or any other competent authorized by the state government of India for this purpose.

2.5 The admission procedure & fees shall be as per decision of board of management of the university & number of seats shall be as per statute 28.

3.0 EXAMINTIONS – PROMOTION TO HIGHER SEMSETER AWARD OF CREADITS AND GRADES, DIVISION ABD CONDONATION OF DEFICIENCIES

As per ordinance No.5

4.0 The third and fourth semester is for project work. During this semester the candidate shall devote him / her for the research work, in connection with any of the aspects of pharmaceutical science and assigned to him / her by the head of the department concerned in the respective college. At the end of the third semester the candidate shall submit the synopsis of his / her allotted research proposed and will appear in the Viva- voce examination. Prior to submission of dissertation, candidates shall present shall submit three typed or printed copies of the dissertation work written by him /her to the university through the director / principal of the college. The dissertation should be. Accompanied by the certificate from the head of the department and the project supervisor to the effect that it embodies actual work by the candidates and that the work has not been submitted earlier in part or full for the award of any other degree.

5.0 READMISSION

5.1 A candidate who has discontinued the course any semester may, on the recommendation of the director / principal of the college, be permitted to take re-admission to the course at the beginning of the semester concerned in a subsequent year, provided that the duration of course for such readmitted candidate shall be counted from the date of his / her first admission.

6.0DURATION OF COURSE

6.1 One hour of conduct in lecture (L)/tutorial (T) and six hours conduct in practical (p) per week shall be equal to one credit as allotted in the respective schemes. *

6.2 The maximum duration of the course shall be five years. However, for one mercy attempt can be granted to the student by the vice chancellor which should be not more than one year on satisfactory reason.

7.0 MERIT LIST

7.1 In the notification declaring the results of the final semester examination for the degree of M.Pharm the names of the first five candidates in order of merit shall be notified by the university, securing at least first division and passing all semester examination in single attempt.

8.0 ATTENDENCE

As per Ordinance 11 of clause 6

9.0 MEDIUM OF INSTRUCTION AND EXAMINATION :

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

9.2 The study to be studies in different semester of M.Phram shall be as per schemes approved by board of studies of the university

10.0 Notwithstanding anything stated in this ordinance , for any unforeseen issues arising, and not covered by this ordinance , or in the event of difference of interpretation , the vice-chancellor may take a decision after obtaining , if necessary , the opinion / advice of a committee constricting of any or all the directors of the schools. The decision of the vice-chancellor shall be final.

11.0 The reservation to SC/ST/other category candidates shall be applicable as per the norms of the state government of Madhya Pradesh.

ORDINANCE No. 18, of 2016**MASTER OF BUSINESS ADMINISTRATION (M.B.A)****(TWO/ THREE YEARS FT/PT COURSE)**

This ordinance framed as per rules / regulation / guidelines laid down by AICTE/UGC shall be applicable to the candidates admitted to master of business administration (M.B.A) course.

1.0 ADMISSION

1-Only such candidates of any faculty of a statutory university who have secured at least 50% marks in the degree examination or 50% marks at the post-graduate examination shall be eligible to apply for admission top M.B.A. (Full – time) course. The nature, scope and other necessary details of the admission test and the results of admission shall be such as may be decided and notified by the university from time to time. The admission shall be as per statute 28. Number of seats reservation and relaxations for SC, ST and other candidates will be as per M.P. government admissions rules.

A candidates seeking demission to three year part – time M.B.A programmed should be a graduate / post graduate in any discipline with at least second division/ marks from this university or any other statutory university. He / she should also have a minimum of two year's full time experience after graduation in executive position.

2.0 SEMESTER EXAMITNION

As per Ordinance 5 of the university

3.0 Fees shall be as per statute no.28.

4.0 SCHEME OF EVALUATION

The scheme of evolution external & internal assessment shall be as per decision of board of management on the recommendation of board of studies

5.0 MINIMUM PERCENTAGE OF MARKS TO PASS:

The minimum % of marks to pass the examination in each semester shall be 40% in each written paper and internal assessment separately 50% in the aggregate of each semester examination.

6.0 PRACTIAL TRAINING

- (a) Every full-time student of M.B.A programmed shall be required to undergo practical training for six to ten weeks, preferably during summer vacation, in a rogation and in the area approved by the head of institute.
- (b) A full- time student will write a report based on his/ her training & industrial visits organized by the institute from time to time.
- (c) A part- time students will submit a brief report/ project report based on the area of his / her specialization, preferably in the candidate own organization.
- (d) All such report shall be certified by the concerned rogation and the head of the department of PK UNIVERSITY institute. Such reports should be submitted in duplicate will be forwarded for evolution.
- (e) The report shall be evaluated by examiner approved by the viva-chancellor from the panel of examiners submitted by the institute / examination committee, for the purpose.

7.0 COMPREHENSIVE VIVA-VOCE

There will be a comprehensive viva-voce at the end of the second semester (for full-time

programmed)/ third semester (for part time programmed) to assess the students programs in core subjects and other functional areas.

The second compressive viva-voce will held at the institute of the fourth (full-time programmed /sixth semester) (part-time programmed) semester to assess the students overall performance, on conclusion to the programmed in general and to build confidence in them.

Total marks allocated to this 'HEAD' shall be divided equally between the above two.

The aforesaid comprehensive viva-voce shall be conducted by the institute with the help of examiners approved by the vice-chancellor from the panel of examiners submitted by the institute, for the purpose.

The marks & awarded to the students shall be on the record of the institute and shall be forwarded to the register of examination, for incorporation in the final result of the student.

8.0 RE-APPEAR CLAUSE

As per decided by the board of management on the recommendation of board of studies

9.0 AWARD OF DIVISION

No division shall be awarded in semester examination. Successful candidates in all four/six semester examinations well be classified on the basis of combined result of 1st, 2nd, 3rd and semester for full-time and 1st, 2nd, 3rd, 4th, 5th and 6th semester for part-time respectively as follows:

Candidates securing's 60% and above marks will be placed in second division.

10.0 The details of courses for two year M.B.A. degree will be decided by the board of management on the recommendation of board of studies & Academic council.

11.0 The other rules regarding attendance, examination, merit list etc will be as per Ordinance of the university from time to time for this purpose.

- 12.0** Not with understanding anything stated in this Ordinance, for any unforeseen issues arising and not covered by this Ordinance , or in the event of differences of interpretation, the Vice-Chancellor may take a decision after obtaining , if necessary , the opinion/ advice of a committee consisting of any or all the director of the schools. The decision of the Vice-Chancellor shall be final.
- 13.0** The reservation to SC/ST/other category candidates shall be applicable as per the norms of the state of Madhya Pradesh.

ORDINANCE No. 19, of 2016

DIPLOMA IN PHARMACY (D. Pharm) 2 YEAR DIPLOMA COURSE
AS PER RULE 91 OF PHARMACY COUNCIL OF INDIA

1. **ELIGIBILITY FOR ADMISSION-** No candidates shall be admitted to diploma in pharmacy unless he/ she had passed examination of 10+2 in science stream with. Securing 35% marks.
 - (a) Pre-degree examination any other qualification approved by the pharmacy council of India as equivalent to any of the above exam.
2. **DURATION OF THE COURSE-** with each academic year spread over a period of not less than one hundred and eighty working days in addition to 500 hours practical training spread over a period of not less than 3 months. The duration of the courses shall be for two academic years,
3. **ADMISSION OF CANDIDATES –** The diploma in pharmacy part-I shall be made in order of merit on previous qualify exam or by 'pre-pharmacy test' conducted in accordance with the scheme of examinations and syllabus laid-down by the university.
4. **FEES**

As per statute no.26
5. **COURSE OF STUDY**

The course study shall be as per decision of board of. Management on the recommendation of board of studies as per norms of pharmacy council of India.
After having appeared in part-II examination of diploma in pharmacy conducted

6. **PRACTICAL TRAINING:** Board / university or other examination body or any other course accepted as being by the pharmacy council of India, a candidate shall be eligible to undergo practical training in one or more the following institutions namely:

Hospital / dispensaries run by central state government /Municipal corporations / central government health scheme and employee's state insurance scheme. A pharmacy, chemist and druggist licensed under the drugs and cosmetics rules of state/ govt. Of India

7. **MODE OF EXAMINATIONS:**

(a) Each theory and practical examination in the subject mentioned shall be of three hours duration. A candidate who fails in theory or practical examination shall reappear in such theory or practical paper(s) as the case may be. Practical examination shall also consist of viva (oral) examination.

(b) Award of sessional marks and maintenance of records. A regular record of both theory and practical class work and examination conducted in an institution imparting training for diploma in pharmacy part-I and diploma in pharmacy part-II courses, shall be maintained for each student in the institution and 20 marks for each theory and 20 marks for each practical subject shall be allotted as sessional.

There shall be at least three periodic sessional examinations during each academic year. The highest aggregate of any two performances shall form the basis of calculating sessional marks.

The sectionals marks in the practical shall be allotted on the following basis:

Actual performance in the sessional examination 10

Day to day assessment in the practical class work 10

- (c) Minimum marks for passing the examination: a student shall not be declared to have passed diploma in pharmacy examination unless he/she secures at least 40% marks in each of the subject separately in theory examination, including sessional marks and at least 40% marks in each of the practical examination including sessional marks. The candidates securing 60% marks or above in aggregate in all subject in a single attempt at the diploma in pharmacy (part –I) or diploma in pharmacy (part-II) examination shall be declared to have passed in the first class the diploma in pharmacy (part-I) of diploma in pharmacy (part-II) examination, as the case may be. Candidates securing 75% marks or above in any subject or subjects provided he /she passes in all subjects in single attempts, will be given distinction in that subjects(s).
- (d) Eligibility for promotion to diploma in pharmacy (part. II): All candidates who have appeared for all the subjects and passed the diploma in pharmacy part-I class. However failure in more than two subjects (each Theory paper or practical examination shall be considered as a subject) shall debar him/her from promotion to the diploma in pharmacy part-II class. Such candidates shall be examined in the failing subjects only at subsequent. A candidates who fails to pass D. Pharm part-I exam, in four attempts shall not allowed to continue the course.
- (e) Improvement of sessional marks: candidates who wish to improve sessional marks can do so by appearing in two additional sessional during the next year academic year. The average score of the two examinations shall be the basis for improved sessional marks in theory. The sessional of practicals shall be improved by appearing in additional practical examinations. Marks awarded to a candidate for day to day

assessment in the practical class, cannot be improved unless he/she attends regular course of study again.

- (f) Certificate of passing examination for diploma in pharmacy (part-II): certificate of having passes the examination for the diploma in pharmacy part-II shall be granted by the examining Authority to a successful student.
- (g) Certificate of diploma in pharmacy: A certificate of diploma in pharmacy shall be granted by the examining Authority to successful candidate on producing certificate of having passed the diploma in pharmacy part-I and part-II and satisfactory completion of practical training for the diploma in pharmacy (part-III).
- (h) The chairman and at least one expert member of examining committee of the examining Authority concerned with appointment of examiner and conduct, of pharmacy examination should be persons possessing pharmacy Qualifications.

8 REGARDING EXAMINATION ATTENDANCE,

As per Ordinance No.5 of the university for this purpose.

Not with understanding anything stated in this Ordinance, for any unforeseen issues arising, and not covered by this Ordinance, or in the event differences of interpretation, the Vice-chancellor may take a decision after obtaining, if necessary, the opinion /advice of a committee consisting of any or all the directors of the schools. The decision of the Vice-Chancellor shall be final.

- 9** The reservation to SC/ST/other category candidates shall be applicable as per the norms of the state government of the Madhya Pradesh.

ORDINANCE No. 20, of 2016**DIPLOMA IN ENGINEERING (3 YEARS DIPLOMA COURSE)**

This ordinance framed as per rules / regulation / guidelines laid down by AICTE.

1.0 THREE YEARS DIPLOMA PROGRAMS

Here after referred as Diploma in disciplines of Engineering/Technology or Vocation/ Occupation based disciplines of three-year (six-semester) duration, herein after called 3-YDP, shall be designated as DIPLOMA in respective Branch. The fees for each course shall be decided by Board of Management of University the Number of seats in each course will be as per Statute 28.

1.1 This Diploma shall include the branches of Applied Videography, Architecture, Cement Technology, Computer Science and Engineering, Costume Design and Dress making, Electronics (Y-Scheme), Electronics & Telecommunication Engg., Food Technology, Garment Technology, Instrumentation / Engg., Interior Decoration and Design, Information Technology, Metallurgy, Mining and Mine Surveying, Modern Office Management, Opto-Electronics, Production Engg., Textile Design.

1.1 (a) This Diploma shall include the branches of Automobile Engineering, Chemical Engineering, Civil Engineering, Computer Science and Engineering, Information Technology, Construction Technology and Management, Electrical Engineering, Electronics & Telecommunication Engg., Mechanical Engineering, Refinery and Petro, Chemical Engineering, Plastic Technology, Printing Technology, Refrigeration and Air Conditioning Engineering, Textile, Technology Ophthalmic Technology, Architectural Assistantship, Architecture and Interior Design, Electronics and Instrumentation, Textile Engineering, Agricultural Engineering.

(b) This Diploma shall include the branches of computer' hardware and maintenance, electrical and electronics engineering, electronics

1.2 The studies and examinations of these Diploma programmes shall be on the basis of semester system.

2.0 RULES FOR ADMISSIONS

2.1 For admission to the first semester of the following Diploma programme, the minimum qualification shall be the passing of 10th std/ SSC examination scheme with Science (Physics and Chemistry) and Mathematics as main subjects conducted by MP. Board of Secondary Education or an equivalent examination from a recognized Board/University, at least 35% marks at the qualifying examination.

2.2 The minimum qualification for admission to the first semester of the following Diploma programmes :

Automobile Engineering Cement Technology, Construction Technology and Management food Technology, Garment Technology, Instrumentation Engg., Metallurgy, Mining and Mine Surveying, Opto-Electronics, Production Engg., Textile Design. Refinery and Petro Chemicals Engineering, Plastic Technology, Printing Technology, Refrigeration and Air Conditioning Engineering, Textile Technology, Ophthalmic Technology, Architectural Assistantship, Architecture and Interior design, shall be the passing of 10th class or higher under (10+2) Education scheme with Science (Physics and Chemistry) and Mathematics and by obtaining minimum 35% marks collectively in that, conducted by M.P. Board of Secondary Education or an equivalent examination from a recognized Board/ University.

Candidates for above programmes shall be admitted to the Colleges/Institutions by Merit based on the percentage of total marks obtained in Science (Physics and

Chemistry) and Mathematics in qualifying examination. Norms of statutory bodies will be applicable for SC/ST /Other category.

Women candidates are not eligible for admission to Mining and Mine Surveying Programme. Candidate seeking admission to Mining and Mine Surveying Programme should not be below the age of 16 years (for admission in Polytechnics of MP) on 1st January that year in which admission is sought. Candidates, who are not physically fit to work as per the standards of working in Mines, will not be eligible for admission. Candidates will be eligible for admission only after producing the required Medical certificate as per the standards of working in Mines.

2.3 The minimum qualification for admission to the first semester of the following Diploma programmes:

Costume Design & Dress Making, Interior Decoration & Design shall be the passing of 10th class or higher examination under (10+2) education scheme conducted. by M.P. Board of Secondary Education or an equivalent Examination from recognized Board/ university. Candidates for above programmes shall be admitted to the Colleges/Institutions by Merit based on the percentage of total marks obtained in qualifying examination.

2.4 The minimum qualification for admission to the first semester of the following Diploma programmes:

APPLIED VIDEOGRAPHY, ARCHITECTURE

Candidate shall have passed 12th class examination under (10+2) education scheme with Physics, Chemistry and Mathematics subjects obtaining minimum 50% marks collectively in that, conducted by M.P.Board of Secondary Education or an equivalent examination from a recognized Board/ University. Candidates for above programmes

shall be admitted to the Colleges/Institutions by Merit based on the percentage of total marks obtained in Physics, Chemistry and Mathematics in qualifying examination. SC/ST and OBC candidates are not required to obtain minimum 60% marks.

2.5 The minimum qualification for admission to the first semester of the following Diploma programmes:

MODERN OFFICE MANAGEMENT

Shall be the passing of 12th class examination under (10+2) education scheme with any subject group conducted by M.P. Board of Secondary Education or an equivalent from a Recognized Board/ University. Candidates for above programmes shall be admitted to the Colleges Institutions by Merit based on the percentage of total marks obtained in theory papers of qualifying examination.

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

2.6 No credit / relaxation or exemption in courses or duration shall be granted to candidates for pursuing Diploma programme of the University on the basis of their already possessing a Diploma in engineering/technology or any other discipline.

2.7 The head of college/ institutions shall send a complete list of all students admitted to various semesters of different programmers for the session as per academic calendar.

2.8 Lateral Entry:

Admission in 3rd Semester / 2nd Year by Lateral Entry School have passed 10+2(PCM) or 10th class with 2 years ITI course in particular Trade.

3.0 RULES FOR MAXIMUM DURATION OF THE PROGRAMMED

- 3.1 There shall be normally 90 days of teaching in every semester.
- 3.2 A candidate may provisionally continue his/ her studies in higher semester's class after the examinations of the semester he/she appeared are over. However, his/her eligibility shall be evaluated only after the results of semesters are declared in which he/she had appeared.
- 3.3 The maximum duration for passing all the courses (theory, practical and Industrial Training etc.) of the programme shall be SIX years for 3 years Diploma Programmers, no separate time will be given to students for medical or any reason,— whatsoever. Candidates debarred from examination due to UFM cases or any other reason will also have to clear their Diploma programme in the duration mentioned above. Names of those candidates, who are unable to clear their Diploma programme in the stipulated period, will be struck off from the roll list of the college and enrolment of the University.
- 3.4 If such a candidate decides again to enroll himself/herself for any of the Diploma programme, he/she will have to seek fresh admission as per the rule mentioned in clause 2.0 above and on seeking a fresh admission, such candidates will not be entitled for any credit or exemption from University for the courses passed by them in the previous Diploma programme of study.

4.0 RULES FOR EXAMINATIONS

- 4.1 There shall be University Examination at the end of each semester.
- 4.2 These Examinations common to all branches, shall be named as follows:

(a) **FIRST YEAR**

First Semester Diploma Exam. (Branch wise)

- Second Semester Diploma Exam. (Branch wise)

(b) SECOND YEAR

- Third semester Diploma Exam. (Branch wise)
- Fourth semester Diploma Exam. (Branch wise)

(c) THIRD YEAR

- Fifth semester Diploma Exam. (Branch wise)
- Sixth semester Diploma Exam. (Branch wise)

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

5.0 ELIGIBILITY FOR APPEARING IN THE EXAMINATION

5.1 A candidate who has filled up the examination form and deposited the required amount of examination fees will be eligible to appear in the EXAMINATION, provided he/she has completed the required 75% of attendance in each theory and practical subject and also completed the prescribed seasonal work i.e. TERM WORK (if any) and LAB WORK (if any) as provided in the scheme of examination and has secured 60% marks in each TERM WORK and LAB WORK.

5.2 A candidate who has filled up the examination form and deposited the required amount of examination fees but has not complete the required 75% of attendance in each theory and practical subject will be detained from appearing in the semester EXAMINATION and similarly if the candidate has not completed the sessional work i.e., TERM and LAB WORK (if any), will also be detained from appearing in the

semester examination. The completion of sessional works means that the candidate has successfully completed the sessional work by attending classes/ practical regularly and has secured a minimum of 60% marks in each and laboratory work.

The seasonal work (Term work / lab work, if any) must be completed and submitted in the institution at least 15 days before the commencement of theory examination.

5.3 A candidate, who has filled the examination form and deposited the required amount of examination fees and also completed the condition mentioned in Clause 5.1 but could not appear in the semester EXAMINATION. For appearing in the next semester Examination, he will have to fill up the examination form and deposit prescribed examination fees. Fees already paid by him/her for the earlier Semester Examination shall not be adjusted/ refunded.

5.4 A candidate who has neither filled the EXAMINATION form nor deposited the required amount of EXAMINATION Fees for the Semester Examination and/ or detained due to lack of prescribed attendance or submission of seasonal as prescribed in Clause 5.2 above will have no claim for appearing in the semester examination and such candidate will have to seek fresh admission in the same class in the next academic session as a regular candidate if he/she so desires and will have to repeat the course. The student will be granted re-admission by the principal of the concerned institution against the seats earmarked for the repeater candidate, if available.

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

6.0 RULES FOR PROMOTION TO HIGHER SEMESTER/CLASS.

- 6.1 A candidate who has appeared in First Semester Examination will be promoted to the Second semester irrespective of the number of Courses (subjects) cleared by him/her.
- 6.2 A candidate who has appeared in Second Semester examination will not be promoted to the third semester unless he/she clears all the theory papers and practical of first and second semester except eight subjects (irrespective of theory or practical) of first and second semester taken together. Theory and practical subject will be treated as separate subjects.
- 6.3 A candidate who has appeared in Third semester will be promoted from Third semester to Fourth semester irrespective of the number of courses (subjects) cleared by him/her.
- 6.4 A candidate who has appeared in Fourth semester examination will not be promoted to the Fifth semester unless he/she clears all the theory papers and practical of first to fourth semester except eight subjects (irrespective of theory or practical) of first to fourth semesters taken together. Theory and practical subject will be treated as separate subjects.
- 6.5 A candidate who has appeared in Fifth semester examination will be promoted to the Sixth semester irrespective of the number of courses (subjects) cleared by him/her.

7.0 RULES FOR PASSING EXAMINATIONS**7.1 BASIS OF MARKS**

- 7.1.1 The basis of marks obtained in each semester examination shall be the scheme of examination of courses for individual semesters as prescribed by respective Board of Studies and duly approved by Academic Council of University.
- 7.1.2 For the evaluation of End of the Semester exam in Practical, ~~one~~ external

examiner shall always be there from outside the College/Institution and one internal examiner from the College/ Institution.

7.1.3 In the schemes of Diploma programmes, where flexibility has been provided to students for selection of courses, once a student in a particular group of electives has made the choice of elective" course, it cannot be changed for future study/examination.

8.0 RULES FOR PASS

8.1 To pass the examination a candidate has to obtain a minimum of 60% marks in each seasonal work i.e. term work, class work and lab work. 33% marks in each theory paper, a minimum of 40% marks in each practical course.

8.2 There will be no minimum pass marks for the progressive assessment tests.

8.3 A candidate who has appeared in the sixth semester examination will be

(a) Declared passed, provided he/she has passed all the courses (subjects) of I to VI Semesters examinations.

(b) Declared failed if he/ she has failed in any number of courses (subjects) of sixth semester and/or of the previous semesters and number of failed courses (subjects). The students belonging to this category will be treated as ex— student for future examinations.

8.4. The final result of the candidate, who has appeared in the sixth and final semester examination will be with held if he/she has cleared all the courses (subjects) of sixth semester but has failed to clear any

Course/s (subject/s) of I to V semester examination.

9.0 RULES FOR AWARD OF DIVISION AND DIPLOMA

9.1 The final Division of the respective Diploma Programme will be awarded to the

students on the basis of aggregate marks obtained by him/her in final year. The result of the candidate will be declared on the basis of the marks secured by the candidate in fifth and sixth semesters taken together.

9.2 (a) A candidate securing 75% marks or above in aggregate will be awarded FIRST DIVISION HONOURS.

(b) A candidate securing 65% marks or more in aggregate but less than 75% will be placed in FIRST DIVISION.

(c) A candidate securing 50% marks or more in aggregate but less than 65% marks will be placed in SECOND DIVISION.

(d) Candidates securing less than 50% marks in aggregate but secures the minimum pass marks in each theory, practical subjects and Industrial training will be placed in PASS DIVISION.

9.3 A candidate who is either awarded compartment or declared failed and appears in the subsequent examination in compartmental /failed courses (subjects), he/she will also be awarded division consistent with his/her aggregate arrived at by adding the actual marks obtained by him/her in the compartmental or failed courses (subjects) when cleared by him/her.

9.4 Concerned Polytechnics/Institutions may issue a provisional statement of marks on demand to such students, who have cleared all the courses specified for that programme, till such time the University declares its result or issues original mark sheet of that Programme or College/Institute.

In case any discrepancy in respect of any candidate is noticed regarding his eligibility or otherwise even after declaration of result, the University reserves the right to amend or cancel the result of such candidate.

10.0 RULES FOR CONDONATION OF DEFICIENCY IN MARKS

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

- 10.1 Deficiency up to a total of 5 marks is condoned to the best advantage of the candidate for passing the examination, provided the candidate fails in maximum of two theory papers. This facility shall be available only to those candidates who pass that particular semester examination in full by availing 5 grace marks in the courses in which candidate has appeared in current examination.
- 10.2 While declaring result of the candidate no marks shall be added to or subtracted from the aggregate for the deficiency condoned as above. However, he/she will pass the course (subject) cleared through clause.
- 10.3 After condoning the deficiency the candidate's result shall be declared in the division, for which the aggregate obtained by him/her entitles.
- 10.4 One grace mark will be awarded to the candidate's result shall be declared in the division, for which the aggregate obtained by him/her entitles.

11.0 DECLARATION OF MERIT LISTS

- 11.1 Merit list of first 10 candidates in the order of merit shall be declared at the end of each semester in each branch from amongst the candidates who have passed in one attempt.
- 11.2 University shall declare the final Branch wise merit list only after the Mein examination of the sixth and final semester for DIPLOMA. The merit list shall include the first ten candidates securing at least First Division and passing all the semester' examinations in single attempts.

12.0 RULES FOR ATTENDANCE

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

12.2 If a student remains absent from classes, without assigning any reason, he/she will have to pay fine as prescribed by the University.

13.0 RULES FOR IMPROVEMENT OF DIVISION IN FINAL DIPLOMA

13.1 If a candidate has passed all the semester examinations in full, he/she be permitted in the that examination for improvement in division provided the candidates makes an application within Two Months from the date of passing/declaration of result of the said programmer. Candidates will be allowed to appear as an ex-student in all the theory examination of final year (5th & 6th semester) except Industrial training, of the respective Diploma programmer.

13.2 Re-evaluation and Re-totaling is not allowed in the cases of improvement in division.

14.0 RULES FOR PURSUING SECOND DIPLOMA PROGRAMME

Candidates are allowed to enroll for second diploma programmer of the University, after acquiring one Diploma of Engineering/Technology disciplines, but admission for above course is as per clause 2.0.

The University reserves the right to frame, amend or cancel any rule or a part there of at any time and the candidate shall be subjected to such rules made by the University form time to time.

15.0 The Reservation to SC/ST/Other category candidates shall be applicable as per the norms of the State Government of Madhya Pradesh.

ORDINANCE No. 21, of 2016**B.Sc. (NURSING) 4 YEAR DEGREE COURSE**

This ordinance framed as per rules / regulation / guidelines laid down by the Indian Nursing Council, New Delhi, shall be applicable to the candidates admitted to B.Sc. (NURSING) course.

1.0 AIMS & OBJECTIVES**1.1 AIMS**

The aims of the undergraduate nursing program are to:

- 1.1.1 Prepare graduates to assume responsibilities as professional, competent nurses and midwives in providing primitive, preventive, curative, and rehabilitative service.
- 1.1.2 Prepare nurse, who can make independent decisions in nursing situations, protect the right of and facilitate individuals and groups in pursuit of health, function in the hospital, community-nursing services, and conduct research studies in the areas of nursing practice. They are also expected to assume the role of teacher, supervisor, and manager in a clinical/public health setting.

1.2 OBJECTIVES

On completion of the four year B.Sc Nursing program the graduate will be able to:

- 1.2.1 Apply knowledge from physical, biological and behavioral sciences, medicine including alternative systems and nursing in providing nursing care to individuals, families and communities.
- 1.2.2 Demonstrate understanding of life style and other factors, which affect health of individuals and groups.
- 1.2.3 Provide nursing care based on steps of nursing process in collaboration with the individuals and groups.
- 1.2.4 Demonstrate critical thinking skill in making decisions in all situations in order to provide quality care.
- 1.2.5 Utilize the latest trends and technology in providing health care.
- 1.2.6 Provide primitive preventive and restorative health services in line with the national health policies and programmers.
- 1.2.7 Practice within the framework of code of ethics and professional conduct, and acceptable standards of practice within the legal boundaries.
- 1.2.8 Communicate effectively with individuals and groups, and members of the health team in order to promote effective interpersonal relationships and teamwork.
- 1.2.9 Demonstrate skills in teaching to individuals and groups in clinical/community health settings.
- 1.2.10 Participate effectively as members of the health team in health care delivery system.
- 1.2.11 Demonstrate leadership and managerial skills in clinical/community health settings.
- 1.2.12 Conduct need based research studies in various settings utilize the research findings to improve the quality of care.
- 1.2.13 Demonstrate awareness, interest, and contribute towards advancement of self and of the profession.

2.0 COURSE STRUCTURE

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

- 2.1 The duration of B.Sc. (N) course shall extend over a period of four years consisting named below:
- Basic B.Sc. (N) First Year
 - Basic B.Sc. (N) Second Year
 - Basic B.Sc. (N) Third Year
 - Basic B.Sc. (N) Fourth Year including internship.

3.0 ACADEMIC QUALIFICATION FOR ADMISSION

- 3.1 The minimum educational requirement shall be the passing of: Higher Secondary School Certificate Examination (10+2)

OR

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

OR

An equivalent with 12 years schooling from a recognized Board or University with Science (Physics, Chemistry, Biology) and English with minimum of 45% aggregate marks (PCBE).

4.0 CRITERIA FOR SELECTION

- 6.1 The candidate who fulfill the aforesaid academic qualification for admission
- 6.2 The minimum age shall be 17 years completed on or before Dec 31st of the year of admission.
- 6.3 The admission in B.Sc. (N) 1st year shall be based on the merit in the common entrance test or qualifying examination.
- 6.4 Candidate shall be medically fit.

5.0 COURSE DURATION

- 12.1 The duration of B.Sc. (Nursing) course shall be four years including internship.
- 12.2 The duration of each academic year of B.Sc. (Nursing) I,II,III, IV years shall be not less than 10 month.
- 12.3 The maximum period to complete the course successfully should not exceed 8 years from the date of admission.

6.0 COURSE COMMENCEMENT

- 6.1 The commencement of B.Sc. (N) 1st year shall start during the period of July/August of every year.
- 6.2 Vacation shall be granted maximum eight weeks duration between 2 academic years.
- 6.3 The subject to be studied in different academic year of B.Sc. (N) shall be as per scheme given as in subsequent sequence.

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

7.2 SCHEME OF EXAMINATION**B.Sc (N) First Year**

Paper No	Subject Theory	Assessment			Total
		Hours	Int	External	
1	Anatomy & Physiology	3	25	75	100
2	Nutrition & Biochemistry	3	25	75	100
3	Nursing Foundation	3	25	75	100
4	Psychology	3	25	75	100
5	Microbiology	3	25	75	100
6	English	3	25	75	100
7	Introduction to Computers	-	25	75	100
	Practical N Practical and Viva Voce Nursing Foundations	-	100	100	200

B.Sc. (N) Second Year

Paper No.	Subject Theory	Hours	Assessment		Total
			Internal	External	
8	Sociology	3	25	75	100
9	Medical Surgical Nursing (Adult including geriatrics)-I	3	25	75	100
10	Pharmacology,	3	25	75	100
11	Pathology & Genetics Community Health Nursing-I	3	25	75	100
12	Communication and Educational Technology	3	25	75	100
	Practical No. Practical and Viva Voce				
2	Medical- surgical Nursing (Adult including geriatrics)-I		100	100	200

B.Sc. (N) Third Year		Subject	Hours	Internal	Assessment External	Total
Paper No.	Theory					
13	Medical Surgical Nursing (Adult including geriatrics)-II		3	25	75	100
14	Child Health Nursing		3	25	75	100
15	Mental Health Nursing		3	25	75	100
Practical No.	Practical and Viva Voce					
3	Medical – Surgical Nursing (Adult including geriatrics)-II			50	50	100
4	Child Health Nursing			50	50	100
5	Mental Health Nursing			50	50	100

B.Sc. (N) Fourt Year

Paper No.	Subject Theory	Hours	Internal	Assessment External	Total	
16	Midwifery and Obstetrical Nursing	3	25	75	100	
17	Community Health Nursing-II	3	25	75	100	
18	Nursing Research & Statistics	3	25	75	100	
19	Management and Nursing	3	25	75	100	
Practical No.	Practical and Viva Voce					
6	Midwifery and Obstetrical Nursing			50	50	100
7	Community Health Nursing			50	50	100

7.3 University Examination

- 7.3.1 There shall be one Annual Univesity Examination at the end of each academic year.
- 7.3.2 There shall be provision for supplementary examination.
- 7.3.3 The University examination for theory subject shall be out of 75 marks.
- 7.3.4 The University Examination marks for Nursing Foundation (Practical & viva voce Paper I) & Medical Surgical Nursing – I (Practical and viva voce paper II) shall be out of 100 marks.
- 7.3.5 The University Examination marks for Medical Surgical Nursing –II (Practical and viva voce paper III), Child Health Nursing (Practical and viva voce paper IV), Mental Health Nursing (Practical and viva voce

- paper V), Midwifery and Obstetrical Nursing (Practical and viva voce paper VI) and Community Health Nursing (practical and viva voce paper VII) shall be out of 50 Marks.
- 7.3.6 Anatomy and physiology –Question paper will consist of Section A Anatomy of 37 marks and Section B physiology should be of 38 marks.
- 7.3.7 Nutrition and Biochemistry- Question paper will consist of Section A Nutrition of 45 marks and Section B Biochemistry of 30 Marks.
- 7.3.8 Pharmacology, Pathology and Genetics : Section A of Pharmacology with 38 marks, Section B of Pathology of 25 and Genetics With 12 marks
- 7.3.9 Nursing Research & Statistics-0Nursing Research Should be of 50 Marks and Statistics of 25 Marks.
- 7.3.10 Minimum pass marks shall be 40 % for English only.
- 7.3.11 Theory and Practical exams for Introduction to Computer will be conducted as Collage exam and marks to be sent to University for inclusion in the marks sheet.
- 7.3.12 Maximum number of candidate for practical examination should not exceed 20 per day.
- 7.3.13 All practical examinations must be held in the respective clinical areas.
- 7.3.14 Fourth year final examination to be held only after completion of internship.

7.4 Internal Examination

- 7.4.1 The assessment of academic growth of the student shall be done on the basis of three term examination and one Pre University Examination for theory and practical subjects.
- 7.4.2 The internal assessment marks for the theory subjects shall be out of 25 marks.
- 7.4.3 The internal assessment marks for the practical subjects shall be awarded on the basis of evaluation of performance of the student in the specific area/ field.
- 7.4.4 The internal assessment marks for Nursing Foundation (Practical & viva voce Paper I) & Medical Surgical Nursing-I (Practical and viva voce paper II) shall be out of 100 marks.
- 7.4.5 The internal assessment marks for medical Surgical Nursing (Adult including geriatrics)-II (Practical and viva voce paper III), Child Health Nursing (Practical and viva voce paper IV), Mental Health Nursing (Practical and viva voce paper V), Midwifery and Obstetrical Nursing (Practical and viva voce paper VI) and Community Health Nursing (practical ns viva voce paper VII) shall be out of 50 Marks.

7.5-Supplementary Examination

- 7.5.1 There will be only one mid-session Supplementary Examination held by the University ordinarily held in the month of September/October, However those who fail in supplementary exam they will appear in main exam.
- 7.5.2 The first year students will have to clear all first year subjects in a maximum limit of 4 attempts, after which they will not be allowed to continue their Basic B.Sc. (N) Course if, candidate fails in 4th attempt of 1st year.
- 7.5.3 Non appearance at an examination on grounds of sickness or otherwise, will be treated as one of the four attempts allowed for 1st year subjects.
- 7.5.4 If a first year candidate fails in midsession supplementary papers, candidates will be given an opportunity to appear in the main examination of 2nd year provisionally along with the backlog of last year subjects.
- 7.5.5 If a candidate fails in backlog subjects of the 1st year, the result of 2nd year examination for which candidate will be provisionally admitted will be treated as cancelled. The candidate will have to repeat her backlog subjects of 1st year in next midsession supplementary examination.
- 7.5.6 A candidate, who appears in 2nd year main examination and fails in any of the subjects will be permitted to appear in midsession supplementary examination and there after provisionally along with failed 2nd year subject, but if any candidates fails in 2nd year subject the candidates 3rd year result will be automatically cancelled. The same ruling will apply for the IVth year students also.

- 7.5.7 Only failed subjects will have to be repeated in mid-session supplementary or Supplementary Examination with the main annual examination.
- 7.5.8 The marks obtained by the candidate in the subjects passed in Supplementary Examination or additional attempts shall be taken into account as pass in the examination.

8.0 CRITERIA FOR PASSING

- 8.1 A Candidate has to pass in theory and practical exam separately in each of the paper.
- 8.2 A Candidate failing in more than two subjects will not be promoted to the next academic year.
- 8.3 Minimum pass marks shall be 50% in each of the theory and practical papers separately.
- 8.4 Minimum pass marks shall be 45% for Introduction to Computer.
- 8.5 If a candidate fails in either theory or practical paper he/she has to re-appear for both the papers (Theory and Practical).
- 8.6 Maximum number of attempts permitted for each paper shall be three including first attempt.

9.0 DIVISION & MERIT

- 9.1 Distinction 75% and above in any subject (First attempt only).
- 9.2 First Division – 60% and above in the aggregate of marks in all main subject.
- 9.3 Second Division – Less than 60% in the aggregate of marks in all main subjects.
- 9.4 Pass Class – Shall be awarded to the candidate passing with supplementary or more than one attempt.

10. ATTENDANCE

- 10.1 A candidate must have minimum of 80% attendance (irrespective of the kind of absence) in theory in each subject for appearing for examination.
- 10.2 A candidate must have 100% attendance in each of the practical area before award of degree.

11.0-APPOINTMENT OF EXAMINER / QUESTION PAPER SETTER

The appointment of examiner for the theory and practical examination shall be based on following rules.

- 11.1 Question paper setter/moderator/head evaluator shall be Professor, Associate professor or Lecturer with an experience of minimum 3 year teaching experience working in any nursing institute conducting nursing course can be appointed.
- 11.1 Practical examiner
- 11.2.1 One internal and one external examiner should jointly conduct practical examination for each student.
- 11.2.2 An examiner should be a lecturer or above in a college of nursing with M.Sc (N) in concerned subject and minimum of 3 years of teaching experience. To be an examiner for Nursing Foundations course faculty having M.Sc (N) with any specialty shall be considered.

12.0 REVALUATION /RE-TOTALING

- 12.1 Revaluation and re-totalling of marks is permitted for theory papers only. The University, on receipt of application within the stipulated time and remittance of a prescribed fee, shall permit a recounting of marks and/or revaluation for the subjects(s) applied.
- 12.2 The result after revaluation/re-totalling shall be declared as per prevailing revaluation/re-totalling rules and regulation of the PK University

13.0 CANCELLATION OF ADMISSION

The admission of a student at any stage of study shall be cancelled by the Vice Chancellor based on recommendation of Head of Institution, if;

13.1 Candidate is not found qualified as per INC/State Government norms and guidelines or the eligibility criteria prescribed by the University.
OR

13.2 Candidate is not able to complete the course within the stipulated time as prescribed in ordinance no. 55.
OR

13.3 Candidate is found involved in serious breach of discipline in the Institution or in the University campus.

14.0 SCHEME OF STUDIES

The subject to study in different academic year of B.Sc. (N) shall be as per the scheme given in subsequent sections.

(a)- Annual schedule of studies

1. Weeks available per year	=52 weeks	
2. Vacation	=8 weeks	
3. Gazetted holidays	=3 weeks	
4. Examination (Including preparatory)	=4 weeks	
5. Available weeks	=37 weeks	
6. Hours per week	=40 Hours	
7. Practical	=30 hours per wk	(5x6=30)
8. Theory	=10 hours per wk	(2x5=10)
9. Internship	=48 hours per wk	(8x6=48)
10. Hours Available per academic year	1480	
	(37wk x 40 hours)	

(b)- Distribution of Hours FIRST YEAR

Subject	Theory (in hrs.) (Class and lab)	Practical (in hrs.) (Clinical)	(In hrs)
English	60		
Anatomy	60		
Physiology	60		
Nutrition	60		
Biochemistry	30		
Nursing Foundations	265+200	450	
Psychology	60		
Microbiology	60		
Introduction to Computer	60		

**Hindi/Regional language	30		
Library work/Self Study Co-curricular Activities			50
Total hours=1480 Hrs.			50
	930	450	100

** (Optional)

SECOND YEAR

Subject	Theory (in hrs.) (Class and lab)	Practical (in hrs.) (Clinical)	(In hrs)
1-Sociology	60		
2-Pharmacology	45		
3-Pathology	30		
4-Genetics	15		
5-Medical Surgical Nursing I (Adult including Geriatrics)	210	720	
6-Community Health Nursing-I	90	135	
7-Communication and Educational	60+30		
8-Library Work/self Study			50
9-Co-curricular activities			35
Total hours=1480 hrs	540	855	85

THIRD YEAR

Subject	Theory (in hrs.) (Class and lab)	Practical (in hrs.) (Clinical)	(In hrs)
1-Medical-Surgical Nursing-II (Adult including Geriatrics)	120	270	
2-Child Health Nursing	90	270	
3-Mental Health Nursing	90	270	
4-Midwifery and Obstetrical Nursing	90	180	
5-Library work/self Study			50
6-Co-curricular activities			50
Total Hours	390	990	100

FOURTH YEAR

Subject	Theory (in hrs.) (Class and lab)	Practical (in hrs.) (Clinical)	(In hrs)
1-Midwifery and Obstetrical Nursing		180	
2-Community Health Nursing-II	90	135	
3-Nursing Research & Statistics	45		
4-Management of Nursing Services	60+30		

Total Hours 225 315
Total hours=540 hrs

Note :- Project Work To Be Carried Out During Internship

INTERNSHIP (INTEGRATED PRACTICE) Practical Hrs. 30 Hrs. /WK

Subject	Theory	Practical	In weeks
Midwifery and Obstetrical Nursing	-	240	5
Community Health Nursing –II	-	195	4
Medical Surgical Nursing (Adult and Geriatric)	-	430	9
Child Health Nursing	-	145	3
Mental Health Nursing	-	95	2
Research Project	-	45	1
Total Hours	-	1150	24

Total hours = 1690 hrs

Note:-

1. Internship means 8 hours of integrated clinical duties in which 2 weeks of evening and night shift duties are included.
 2. Internship should be carried out as 8 hours per day @ 48 hours per week.
 3. Students during internship will be supervised by nursing teacher.
 4. Fourth year final examination to be held only after completing internship.
- 15.0 The Reservation to SC/ST/Other category candidates shall be applicable as per the norms of the State Government of Madhya Pradesh.

ORDINANCE No. 22, of 2016**BACHELOR OF ARCHITECTURE 5 YEAR. DEGREE COURSE (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 Architect, New Delhi.

1.0 The first degree in Architecture of five -year (Ten semesters) course, here in after called 5-YDC, shall be designated as Bachelor of Architecture (B.Arch.)

2.0 ADMISSIONS

Admission of students to the Architecture Course under the faculty of Architecture will be governed by the following regulations.

2.1 The minimum qualification for admission to the first year B.Arch. course shall be qualifying Higher Secondary School Certificate Examination (10+2) with physics, chemistry and math's conducted by the MP. Board of Secondary Education or any other Board or University, recognized equivalent by the State Government of Madhya Pradesh with minimum of 45 % marks in aggregate and Mathematics as one of the subjects (5% will be relaxed for SC/STI other categories).

2.2 Candidates who have qualified the diploma course in any branch with 45% marks in aggregate from M.P. Board of Technical Education, Bhopal or any equivalent board recognized by AICTE shall also be eligible for admission to the third semester of B.Arch. course. The admissions to B.Arch. course shall be governed by the rules of the Technical Education Government of Madhya Pradesh Bhopal.

2.3 Candidate who has qualified the NATA Conduct by council of Architecture will only be eligible for admission.

2.4 Admission procedure will be as per decided of Board of Management of University.

2.5 The fees of course shall be decided by board of Management of University and number of seats will be as per statute 28.

3.0 EXAMINATIONS - PROMOTION TO HIGHER SEMESTER AWARD OF CREDITS AND GRADES, DIVISION AND CONDONATION OF DEFICIENCIES

As per Ordinance No. 5

4.0 DURATION OF COURSE

4.1 There shall be at least Sixteen weeks of teaching in every semester.

- 4.2 One hour of conduct of Lecture (L) / Tutorial (T) / Practical (P) shall normally be equal to one credit as shown in the schemes.
- 4.3 A candidate may provisionally continue to attend next higher year, even if the result of qualifying year I semester has not been declared. However, subsequently if he/she is not able to clear qualifying semester examination, the candidate cannot claim any right on the" basis of his/her provisional admission.
- 4.4 A candidate will not be promoted to group (b)[4th to 5th Year] until and unless he passes in group A 1st to 3rd year.
- 4.5 The maximum duration of the course shall be Nine Years. However, for one mercy attempt can be granted to student by Vice Chancellor which should be not more than one year on satisfactory reason.
- 4.6 A candidate will not be promoted to next higher class if he fails to pass core subject (Design & Building construction).

5.0 MERIT LIST

- 5.1 Final merit list of first ten (10) candidates in the order of merit shall be declared by the University only after the main examination of the tenth and final semester for B.Arch. degree, on the basis of the integrated performance of all the five years. The merit list shall include the first ten candidates securing at least first division and passing all semesters in single attempts.

6.0 ATTENDENCE

As per Ordinance 11 clause 6.

7.0 MEDIUM OF INSTRUCTION AND EXAMINATION

- 7.1 The medium of instruction and examination shall be English throughout the course of study.
- 7.2 The subjects to be studied in different semester of Bachelor of Architecture shall be as per the schemes, approved by the Board of Study of the UNIVERSITY.
- 8.0 Notwithstanding anything. stated in this Ordinance, for any unforeseen issues arising, and not covered by this Ordinance, or in the event of differences of interpretation, the Vice-Chancellor may take a decision after obtaining, if necessary, the opinion / advice of a Committee consisting of any or all the Directors of the Schools. The decision of the Vice— Chancellor shall be final.
- 9.0 The Reservation to SC/ST/Other category candidates shall be applicable as per the norms of the State Government of Madhya Pradesh.

ORDINANCE No.23, of 2016**BACHELOR OF LAWS (LL.B.) 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 (LL.B) degree.

1.0 ADMISSION:

1.1 A candidates who has scored minimum 45% in Bachelor degree is eligible for admission in Degree of Law. The admission will be on merit basis and other qualification as decided by Board of Management of University. For SC/ ST /Other category candidates the minimum percentage for admission will be 40%.

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. Provided that the admission criteria shall be as per the norms of BC.

Eligibility:—

1.2 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 thereof shall be admitted to the programme. The fees for each course shall be decided by Board of Management of University, the Number of seats in each course will be as per Statute 28.

2.0 Examination:—

2.1 There shall be the following three examinations for the Degree of Bachelor of laws, viz:-

- 1) LL.B (Part - I) Examination 1st & 2nd Semester
- 2) LL.B (Part- II) Examination 3rd & 4th semester
- 3) LL.B (Part - III) Examination 5th & 6th semester

2.2 Examination: Prosecution of a course of study for one academic year means at least 75 % attendance of the lectures and tutorials held in an academic session. The deficiency in attendance, if any, in the case of a student, may be condoned in accordance with the provisions of ordinance of the University in this behalf.

2.3 The strength as a section in a law class shall not exceed 80 student in any class.

3.0 Rules for Promotion to the next semester and higher class of 3YDC:

(i) From Odd semester to even semester:

A candidate who has appeared in the odd—semester of any particular year shall be promoted to an even Semester of that year (i.e. from I to II, from III to IV and from V to VI Semester) irrespective of failing in any number of theory and practical examination of that semester.

(ii) From Even semester to odd semester:

A candidate shall be entitled to carry a backlog of papers for his promotion from even semester to odd semester of next academic sessions, as under:—

(a) A backlog of two papers (Theory and/or Practical) for his promotion from Second Semester of LL.B. First Year to Third Semester of LL.B. Second Year.

(b) A backlog of four papers (Theory and/or Practical) (inclusive backlog of two papers of LL.B. First Year) for his promotion from Fourth Semester of LL.B. Second Year to Fifth Semester of LL.B. Final/Third year.

(iii) The minimum passing marks in each, paper shall be 40 marks and passing marks in aggregate shall be 50 percent of that Semester Examination.

(iv) A candidate shall be allowed to carry a particular semester if he has acquired minimum passing marks in all the papers of that semester and has failed in aggregate by reason thereof, such a candidate shall be allowed to reappear in semester examination in any number of papers of his choice in which he has acquired minimum passing marks in that semester in order to 'pass in aggregate in such semester examination but shall not be allowed to reappear in any paper in which he has already acquired passing marks, that "is 50% or more marks. A candidate shall not be permitted to appear/ reappear in any examination or any paper in which he has

been declared pass by the university, A for any purpose whatever.

4.0 Ex-studentship:

Subject to the general rule of promotion, from odd Semester to even Semester, a candidate shall become ex- student of LL.B. First Year, LL.B. Second Year and LL.B. Third/Final Year as under:

- (a) Ex-student in LL.B. First Year— If he carries backlog of three or more papers in First and/or Second Semester of LL.B. First Year.
- (b) Ex-student in LL. B. Second Year - If he carries backlog of three or more papers in Third and/ or Fourth Semester of LL.B. Second Year.
- (c) Ex-student in LL. B. Third/Final Year — if he carries a backlog of any paper in Fifth and Sixth Semester of LL. B. Third/Final Year.

5.0 A candidate failing in aggregate in any semester and carrying any semester by reason thereof in LL.B First Year, LL.B. Second Year and/ or LL.B. Year or after the declaration of his result of Sixth Semester of LL.B. Third/Final Year shall also be deemed to be, an Ex-student. He shall be entitled to pass the, backlog of semester for passing in aggregate.

6.0 Revaluation of answer books shall be allowed as per provision of ordinance No. 6 of University.

7.0 The subjects and papers for each year of LL.B. shall be prescribed by the Faculty of Law on the recommendations of the Board of Studies.

8.0 If not provided otherwise the candidates will have to pass separately in written papers and practical.

9.0 The minimum passing marks in each year's examination shall be 50 percent in the aggregate of all the papers and 40. percent marks in each individual paper. Division to successful candidates for the LL. B. degree will be assigned at the end of Final Year Examination on the basis of the aggregate. The total marks obtained by him at the LL.B. First Year; Second Year and Final Year Examinations i.e. all Six Semesters as under:

First Division 60 percent or above of the aggregate marks

Second Division 50 percent or above of the aggregate marks

Note (i) No third division shall be awarded

- (ii) Candidates who obtain 75 percent or more marks in aggregate shall be declared to have passed the LL.B degree course in First Division with distinction.
- (iii) V.C. Grace mark as per rule can be awarded.
- 10.0** Candidates appearing for the LL.B. Examination shall have the option of answering questions through the medium of Hindi. (Devnagri Script) or English.
- 11.0** In order to be successful in any of the LL.B part I the LL.B part II and the LL.B part III examination an examination must obtain at least 40% marks in each theory paper as also separately than tutorial work, practical Training etc. besides obtaining at least 48 % marks in the aggregate of all theory papers and tutorial work & practical Training etc.
- 12.0** Supplementary Examination and provision of grace mark shall be as per decision of Board of Management on the recommendation of Board of Studies.
- 13.0** Notwithstanding anything stated in this Ordinance, for any unforeseen issues 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 I advice of a Committee consisting of any- or all the Directors of the Schools. The decision of the Vice—Chancellor shall be final.
- 14.0** The Reservation to SC/ST/Other category candidates shall be applicable as per the norms of the State Government of Madhya Pradesh.

ORDINANCE No. 24, of 2016**BACHELOR OF EDUCATION (B.Ed.) 2 YEAR DEGREE COURSE**

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

1.0 The Duration of Degree of Bachelor of Education of the University shall spread over two academic year or four semesters. Which can be completed in a maximum of three years from the date of admission to the program As per NCTE norms

2.0 Candidate with at least fifty percent marks either in the bachelor degree and / or in the master's degree in Science/ Social Science / Humanity, Bachelor in Engineering or Technology with specialization in Science and Math's with 55% 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 or in Teaching Department of University, as deemed necessary.

Provided further that in the case of untrained teachers in Government schools, sponsored by the Government for B.Ed. training in the institution maintained by it, the requirement of division or Grade as prescribed by Para 2 above may be relaxed by the Vice Chancellor, on the recommendation of the Director /Principal of the institution concerned. The fees for each course shall be decided by Board of Management of University the Number of seats in each course will be as per Statute 28.

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

3.0 Working Days

- (a) There shall be at least two hundred working days each year exclusive of the period of examination and admission.
- (b) The institution shall work for a minimum of thirty six hours in a week (five or six days), during which physical presence in the institution of all the teachers and student teachers is necessary to ensure their availability for advice, guidance, dialogue and consultation as and when needed.
- (c) The minimum attendance of student-teachers shall have to be 80% for all course work and practicum, and 90% for school internship.

4.0 Candidates intending to present themselves at the examination shall submit through the Principal of the College, their applications on Prescribed forms, so as to reach the Registrar by the date fixed for the purpose, together with the fees as required by the rules in force for the time being and produce the following certificates from the

Principal of the college, via: Certificates.

- (i) Of good conduct I
- (ii) Of fitness to appear at the examination.
- (iii) Of having completed regular course of study by attending at least the minimum number of classes/ practices as required by Para 3 above.

5.0 Curriculum Transaction

- (a) Practical work to be performed by each student

Item	Essential (Numbers)
a - Lesson planning and teaching in real school teaching subject situation including internship	Thirty lessons — fifteen lessons each
b - Lesson planning and teaching in simulated situation teaching subject	Ten lessons - five lessons in each
c - Observation of lessons taught by fellow students teaching subject	Ten lessons — five lessons in each
d Action Research Project	1 (One)
e Stand alone experience of school organization	Two days -

f Field- specific community experience

Five days

(b) Supervision of Practice lesson

Out of prescribed practice teaching lessons at least 50% lessons would be supervised fully by the teacher educators and feedback given to the students orally as well as comments in writing. Record of lesson planning, teaching and supervision would be maintained.

6.0 (a) The examination shall consist of two parts, namely:—

(i) Part I - Theory

(ii) Part II — Practical and seasonal.

(b) The scope of studies in different papers shall be such as are prescribed by the Academic council, the Board of Studies and the Faculty of Education and published by a notification.

(c) (i) The written part of the examination shall be held in the month of April every year Actual date of Commencement of examination will be notified by the Registrar in advance

(ii) The practical part of the examination shall be arranged by the principal or the Head of the Department of Education, as the case may, before the written examination by such date as may be directed by the Registrar

From time to time

(d) Practical & sessional work shall be as decision of board of Management of the University

1.0 Division

(a) First Division with Honors: 75% and above.

(b) First Division: 60% and above but below 75% Second Division:
50% and above but below 60%

(c) An examinee obtaining 75% or more marks in the aggregate in theory and practically sessional combined shall be given distinction. The University is free to take any decision. Which is not covered by the ordinance as per needs.

8.0 The Principal of a college providing courses of B.ED. Degree shall send the statement

of marks obtained by the student of his college in theory & practical to the Registrar

9.0 Supplementary of Examination

(a) Candidates who are eligible to appear as supplementary candidates under the provision shall have to clear the supplementary in next three attempts immediately.

(b) An examinee who after having appeared in the examination but fails in not more than two papers and by not more than three marks but secures the minimum aggregate marks prescribed for a pass shall be entitled to a grace up to three marks in order to pass the examination .

10.0 The Vice- Chancellor may condone the deficiency of one marks in case candidate failing or missing a division by one marks subject to the condition that that where the deficiency of one marks is so condoned it shall nowhere be added.

11.0 The Registrar of University shall as soon as possible after the examination but not later than the 60th day from the date which the theory examination was complete publish the result of examination by announcing the roll nos. and names of successful candidates.

12.0 in the notification declaring result of the examination names of successful candidates who secure first division separately in each of part of examination shall be arranged in order of merit.

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

14.0 Legal jurisdiction

All matters of any dispute shall be limited to Shivpuri court only. The University reserves the rights to change configuration, courses, contents, fee structure, scheme of evaluation, time schedule of face to programme and examination as per need. ,

ORDINANCE No. 25, of 2016**BACHELOR OF BUSINESS ADMINISTRATION (BBA) 3 YEARS DEGREE COURSE**

This ordinance framed as per rules / regulation / guidelines laid down by UGC shall be applicable to the candidates admitted to Bachelor of Business Administration (B.B.A) course.

1.0 Admission

Candidates seeking admission to the first year of Bachelor of Commerce Course shall be required to have passed the higher Secondary Examination (10+2) M.P. Higher secondary Board or an examination recognized equivalent there to.

Selection for admission will be made through an Admission Test followed by a Group Discussion or on the basis of merit list.

2.0 Course Structure

The course structure and detailed syllabus shall be finalized by Board of Management on the Proposal of Board of Studies and the faculty from time to time.

3.0 The fees for each course shall be decided by Board of Management of University the number of seats in each course will be as per Statute 28.

4.0 Duration of course

(a) The Duration of Course will be 3 years spread to 6 semesters.

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

5.0 Examinations

Promotion to higher semester, award of credits and grades, division and condonation of deficiencies as per ordinance No. 5

6.0 Scheme of Evaluation

As per decision of Board of management on the recommendation of Board of Studies

7.0 Field Study

Every student of BBA Programme on his/her exposure through Industrial other related activities as assigned by principal/Head of the Department of the institute, the student should submit study report to the Head of Department between

8.0 Evaluation of Field Study Report

The Field Study Report shall be valued by the Examiner appointed by the University

9.0 Comprehensive Viva-Voce

There will be a comprehensive Vive-Voce at 6th semester to the student's over all progress and performance based on the subject as well as field study.

The comprehensive Viva-Voce shall be concern to be the institute as notified by the University with the help of the Examiners/Experts appointed by the university for the purpose from the External Examiners recommended by the Examination committee. The marks awarded to student on this score shall be on record of the concerned Institute/Department and forward to the Registrar for Incorporation in the final result of the student.

10 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 I advice of a Committee consisting of any or all the Directors of the Schools. The decision of the Vice-Chancellor shall be final.

11 Attendance

- (a) Minimum attendance-required for becoming eligible to appear in semester examinations for each theory and practical paper shall be 75%.
- (b) In case a student is short of attendance due "to illness; or participation in university I state/national level sports/extra- curricular activities etc., the following conditions shall apply.
 - (i) Shortage of up to 10% attendance may be condoned by the Head of the Department, on the specific recommendation of the Staff Council.
 - (ii) Shortage of up to a maximum of 25% may be condoned by the Vice Chancellor on the specific recommendations of the Head of the Department. ‘
- (c) Name of such student, who remains absent for consecutive 30 days without prior permission/ citing valid reasons, shall be struck of the attendance register and his/her admission shall stand cancelled. Readmission shall be done only after remitting the prescribed fee. However, the Department may not entertain candidate's request for re-admission if he/she fails to justify the reason for his/her absence, or on valid disciplinary ground.

12 The Reservation to SC/ST other category candidates shall be applicable as per the norms of the State Government of Madhya Pradesh.

ORDINANCE No. 26, of 2016**BACHELOR OF COMMERCE (B.Com) 3 YEAR DEGREE COURSE**

1.0 This ordinance framed as per rules / regulation / guidelines laid down by UGC shall be applicable to the candidates admitted to Bachelor of Commerce (B.com Plain and B.com with Computer Science).

2.0 Eligibility

Candidates seeking admission to the first year of Bachelor of Commerce Course shall be required to have passed the higher Secondary Examination (10+2) with Science and Commerce as main subject of M.P. Higher secondary Board or an examination recognized equivalent there to.

3.0 Admission Procedure

Admission under these courses will be made as follow:

- 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 students will be informed directly of their admission after the last date of application.
- c) The candidates whose results of the qualifying exam are awaited can also apply who will be admitted provisionally. Such candidates, however, must produce the previous year mark sheet School/ College certificates, as a proof for required eligibility criteria before the due date failing which, the provisional admission cannot be granted. The candidate so admitted shall have to be present mark sheet of the qualifying examination within a month of the due date of admission, failing which the provisional admission shall be cancelled.
- d) If a candidate admitted provisionally under (c) above could not obtain the marks to fulfill the requirements & eligibility criteria of the admission the provisional admission granted to him will be cancelled.
- e) The application form may be rejected due to any of the following reasons:
 - The candidate does not fulfill the eligibility conditions
 - The prescribed fees is not enclosed.

- The application form is not signed by the candidate and his/her parent guardian, wherever required.
 - Supporting documents for admission are not enclosed.
- f) Enrollment / Registration number will be assigned to the student by the University after verification & submission of all necessary documents/fees.
- g) Admission rules as framed by the University shall be applicable for all admissions from time to time

4.0 The fees for each course shall be decided by Board of Management of University the number of seats in each course will be as per Statute 28.

5.0 Duration of course

- (a) The Duration of Course will be 3 years spread to 6 semesters.
- (b) A candidate has to complete the entire course of under graduate degree within a maximum period of six years from the session of first admission.

6.0 Examinations

Promotion to higher semester, award of credits and grades, division and condonation of decencies as per ordinance No. 5

7.0 The scheme of course study and scope of courses study and scope of studies of various subject of B.com examination shall be as prescribed by the university from time to time printed in the prospectus conceded Field Study

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

9.0 Attendance

- (a) Minimum attendance-required for becoming eligible to appear in semester examinations for each theory and practical paper shall be 75%.
- (b) In case a student is short of attendance due "to illness; or participation in university I state/national level sports/extra- curricular activities etc., the following conditions shall apply.
- (i) Shortage of up to 10% attendance may be condoned by the Head of the Department on the specific recommendation of the Staff Council.

(ii) Shortage of up to a maximum of 25% may be condoned by the Vice-Chancellor on the specific recommendations of the Head of the Department. ‘

(c) Name of such student, who remains absent for consecutive 30 days without prior permission/ citing valid reasons, shall be struck of the attendance register and his/her admission shall stand cancelled. Readmission shall be done only after remitting the prescribed fee. However, the Department may not entertain candidate's request for re-admission if he/she fails to justify the reason for his/her absence, or on valid disciplinary ground

10.0 The Reservation to SC/ST other category candidates shall be applicable as per the norms of the State Government of Madhya Pradesh.

ORDINANCE No. 27, of 2016
BACHELOR OF ARTS (B.A.) 3 YEAR DEGREE COURSE

1.0 This ordinance framed as per rules / regulation / guidelines laid down by UGC shall be applicable to the candidates admitted to Bachelor of Arts (B.A) course.

2.0 Eligibility

Candidates seeking admission to the first year of Bachelor of Arts Course shall be required to have passed the higher Secondary Examination (10+2) of M.P. Higher secondary Board or an examination recognized equivalent there to. Selection for admission will be made through an Admission Test followed by a Group Discussion or on the basis of merit.

3.0 Admission Procedure

Admission under these courses will be made as follow:

- 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 students will be informed directly of their admission after the last date of application.
- c) The candidates whose results of the qualifying exam are awaited can also apply who will be admitted provisionally. Such candidates, however, must produce the previous year mark sheet School/ College certificates, as a proof for required eligibility criteria before the due date failing which, the provisional admission cannot be granted. The candidate so admitted shall have to be present mark sheet of the qualifying examination within a month of the due date of admission, failing which the provisional admission shall be cancelled.
- d) If a candidate admitted provisionally under (c) above could not obtain the marks to fulfill the requirements & eligibility criteria of the admission the provisional admission granted to him will be cancelled.
- e) The application form may be rejected due to any of the following reasons:
 - The candidate does not fulfill the eligibility conditions
 - The prescribed fees is not enclosed.

- The application form is not signed by the candidate and his/her parent guardian, wherever required.
 - Supporting documents for admission are not enclosed.
- f) Enrollment / Registration number will be assigned to the student by the University after verification & submission of all necessary documents/fees.
- g) Admission rules as framed by the University shall be applicable for all admissions from time to time

4.0 The fees for each course shall be decided by Board of Management of University the Number of seats in each course will be as per Statute 28.

5.0 Duration of course

- (a) The Duration of Course will be 3 years spread to 6 semesters.
- (b) A candidate has to complete the entire course of under graduate degree within a maximum period of six years from the session of first admission.

6.0 Examinations:

Promotion to higher semester award of credits and grades, division and coadunation of deficiencies as per ordinance No. 5

7.0 Every candidate for the B.A. examination shall be examined in

- (a) Compulsory subject: Foundation Course.
- (b) Any three of the following subjects.

A student shall be allowed to offer any one group from any of these groups.

- (1) Hindi Special or Urdu Special , Criminology, Mathematics
- (2) Political Science, Psychology, Philology, Linguistics
- (3) Economics, English Special, Sociology or maths.
- (4) History, Philosophy, Music, Anthropology.
- (5) Sociology, Ancient Indian History, Education.
- (6) Geography, Hindi Special or English Special, Political Science.
- (7) Home Science or Sociology, Political Science, Economics.
- (8) Sanskrit/Persian, Economics, Political Science.

(9) Political Science,-Sociology, Economics.

(10) Political Science, Economics, Sociology or Math's

8.0 The scope of studies of part I, II and III examination shall be as prescribed by the University / Central Board of Studies in the syllabus from time to time and printed in the prospectus for the examination concerned.

9.0 Notwithstanding anything stated in this Ordinance, for any unforeseen issues arising, and not covered by this Ordinance, or in the event of differences of interpretation, the Vice-Chancellor may take a decision after Obtaining, if necessary, the opinion I advice of a Committee consisting of any or all the Directors of the Schools. The decision of the Vice-Chancellor shall be final.

10.0 Attendance

- (a) Minimum attendance-required for becoming eligible to appear in semester examinations for each theory and practical paper shall be 75%.
- (b) In case a student is short of attendance due "to illness; or participation in university I state/national level sports/extra- curricular activities etc., the following conditions shall apply.
- (i) Shortage of up to 10% attendance may be condoned by the Head of the Department, on the specific recommendation of the Staff Council.
- (ii) Shortage of up to a maximum of 25% may be condoned by the Vice Chancellor on the specific recommendations of the Head of the Department.
- (c) Name of such student, who remains absent for consecutive 30 days without prior permission/ citing valid reasons, shall be struck of the attendance register and his/her admission shall stand cancelled. Readmission shall be done only after remitting the prescribed fee. However, the Department may not entertain candidate's request for re-admission if he/she fails to justify the reason for his/her absence, or on valid disciplinary ground.

11.0 The Reservation to SC/ST other category candidates shall be applicable as per the norms of the State Government of Madhya Pradesh.

ORDINANCE No. 28, of 2016**MASTER OF ARTS (M.A.) 2 YEAR PG DEGREE COURSE**

This ordinance framed as per rules / regulation / guidelines laid down by UGC shall be applicable to the candidates admitted to Master of Arts (M.A) course.

1.0 Eligibility:

A Candidates is eligible for admission for M.A. course, if he/she has passed Bachelor Degree of this University or any recognized statutory in India.

2.0 Admission Procedure

Admission under these courses will be made as follow:

- 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 students will be informed directly of their admission after the last date of application.
- c) The candidates whose results of the qualifying exam are awaited can also apply who will be admitted provisionally. Such candidates, however, must produce the previous year mark sheet School/ College certificates, as a proof for required eligibility criteria before the due date failing which, the provisional admission cannot be granted. The candidate so admitted shall have to be present mark sheet of the qualifying examination within a month of the due date of admission, failing which the provisional admission shall be cancelled.
- d) If a candidate admitted provisionally under (c) above could not obtain the marks to fulfill the requirements & eligibility criteria of the admission the provisional admission granted to him will be cancelled.
- e) The application form may be rejected due to any of the following reasons:
 - The candidate does not fulfill the eligibility conditions
 - The prescribed fees is not enclosed.
 - The application form is not signed by the candidate and his/her parent guardian. wherever required.
 - Supporting documents for admission are not enclosed.

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

3.0 The subject of the examination shall be of the following:----

- (i)English Literature (ii)Hindi Literature (iii) Economics (iv)Philosophy (v)political Science (vi)History (vii)Ancient Indian History, Culture and Archaeology (viii)Sanskrit Literature (ix)Mathematics(x) Geography (xi) Sociology (xii)Psychology (xiii) Business Economics (xiv) Music (xv) Public Administration (xvi) Rural Development (xvii) Master of Social Work (xix) Foreign Language (xxi) Drawing and Painting (xx) Education

Provided that board of Management of University on the Recommendation of Academic Council can add more subject for M.A. degree course as per UGC norms.

4.0 The fees for each course shall be decided by Board of Management of University the Number of seats in each course will be as per Statute 28.

5.0 Duration of course

- (a) The Duration of Course will be 2 years spread to 4 semesters.
- (b) A candidate has to complete the entire course of post graduate degree within a maximum period of Four years from the session of first admission.

6.0 Examination --- Promotion to higher semester award of credits and grades condonation of deficiencies as per Ordinance No.5

7.0 The other rules & regulation for Master Of Arts in different subject will be as per ordinance exists in this University for obtaining degree

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

9.0 Attendance

- (a) Minimum attendance-required for becoming eligible to appear in semester examinations for each theory and practical paper shall be 75%.
- (b) In case a student is short of attendance due "to illness; or participation in University I

state/national level sports/extra- curricular activities etc., the following conditions shall apply.

- (i) Shortage of up to 10% attendance may be condoned by the Head of the Department, on the specific recommendation of the Staff Council.
- (ii) Shortage of up to a maximum of 25% may be condoned by the Vice Chancellor on the specific recommendations of the Head of the Department.
- (c) Name of such student, who remains absent for consecutive 30 days without prior permission/ citing valid reasons, shall be struck of the attendance register and his/her admission shall stand cancelled. Readmission shall be done only after remitting the prescribed fee. However, the Department may not entertain candidate's request for re-admission if he/she fails to justify the reason for his/her absence, or on valid disciplinary ground.

10.0 The Reservation to SC/ST other category candidates shall be applicable as per the norms of the State Government of Madhya Pradesh.

ORDINANCE No. 29, of 2016**BACHELOR OF SCIENCE (B.Sc.) 3 YEARS DEGREE COURSE**

This ordinance framed as per rules / regulation / guidelines laid down by UGC shall be applicable to the candidates admitted to Bachelor of Science (B.Sc.) course.

1.0 Duration

Degrees of Bachelor of Science shall be 3 year duration & shall of part I, II and III (final). Maximum duration of course is 6 years.

2.0 Eligibility

Candidates seeking admission to the first year of Bachelor of Science Course shall be required to have passed the higher Secondary Examination (10+2) with Maths. And science as main Subjects of M.P. Higher secondary Board or an examination recognized equivalent there to.

3.0 Admission Procedure

Admission under these courses will be made as follow:

- 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 students will be informed directly of their admission after the last date of application.
- c) The candidates whose results of the qualifying exam are awaited can also apply who will be admitted provisionally. Such candidates, however, must produce the previous year mark sheet School/ College certificates, as a proof for required eligibility criteria before the due date failing which, the provisional admission cannot be granted. The candidate so admitted shall have to be present mark sheet of the qualifying examination within a month of the due date of admission, failing which the provisional admission shall be cancelled.

- d) If a candidate admitted provisionally under (c) above could not obtain the marks to fulfill the requirements & eligibility criteria of the admission the provisional admission granted to him will be cancelled.
- e) The application form may be rejected due to any of the following reasons:
- The candidate does not fulfill the eligibility conditions
 - The prescribed fees is not enclosed.
 - The application form is not signed by the candidate and his/her parent guardian, wherever required.
 - Supporting documents for admission are not enclosed.
- f) Enrollment / Registration number will be assigned to the student by the University after verification & submission of all necessary documents/fees.
- g) Admission rules as framed by the University shall be applicable for all admissions from time to time
- (h) The fees for each course shall be decided by Board of Management of University. The Number of seats in each course will be as per Statute 28.

4.0 Course for B.Sc.

4.1 Every candidate appearing at the B.Sc. Part I examination shall be examined in:

(a) Foundation Course (Compulsory) for all students.

(b) Any one of the following combinations:

- (i) Physics, Chemistry, Mathematics.
- (ii) Physics, Chemistry or Statistics, Geology
- (iii) Physics, Mathematics, Statistics
- (iv) Physics, Chemistry and Military Science
- (v) Physics, Mathematics, Military Science or Geology
- (vi) Physics or Chemistry, Botany, Zoology
- (vii) Physics or Chemistry, Botany, Geology
- (viii) Physics or Chemistry, Zoology, Geology
- (ix) Physics or Chemistry, Botany, Military Science
- (x) Physics or Chemistry, Zoology, Military Science
- (xi) Physics, Chemistry or Electronics, Mathematics
- (xii) Chemistry, Botany or Zoology, Environment
- (xiii) Physics, Computer Science, Mathematics

Provided that the courses of studies for Physics offering combination from (vi) to (x) shall be those prescribed for non-mathematical students (Group).

4.2 Every candidate appearing at the B. Sc. Part II and III (Final) shall be examined in General English or General Hindi

Any one of the following combinations:--

- (i) Physics, Chemistry and Mathematics
- (ii) Chemistry, Botany, Zoology
- (iii) Physics, Chemistry and Geology or Military Science
- (v) Chemistry, Zoology, Geology or Military Science
- (vi) Chemistry, Botany, Geology or Military Science

4.3 The candidates shall be required to offer the same combination of subjects at the B.Sc. Part III (Final) examination, as offered by them at the B.Sc. part II examination. The combination of subjects for the B.Sc. Part II class shall be from among the subjects offered by them at the B.Sc. part I.

Provided that a candidate may be permitted to offer Geology as one of the subjects for the B.Sc. Part II examination even if Geology was not one of his subject for the B.Sc. Part I examination. In such cases, the candidate shall be examined in the Geology paper prescribed for the B.Sc. part I examination in addition to the papers prescribed for the B.Sc. Part II examination and his result at Part II examination shall be declared only after he has passed in the paper prescribed for the Part I examination.

5.0 Minimum Marks to Pass Examination & Results

- (a) In order to pass at any of the Three Y.D.C. examinations, an examinee must obtain not less than 33% of the total marks in each subject. In subjects where both theory and practical examinations are provided, an examinee must pass separately in both theory and practical examination.
- (b) In determining the result of the part III examination, total marks obtained by the examinees at their Part II and Part III (Final) examinations in each subject and in the

aggregate shall be taken into account. No division shall be assigned on the result of the B.Sc. Part II examination. Provided that the marks obtained in General Hindi or General English of B.Sc. Part II and III (Final) shall not be taken into account in determining the division of a candidate at the B.Sc. Final Examination.

- (c) Successful examinees at the Part I, Part II and Part III (Final) examinations of three years degree course, obtaining 60% or more marks in aggregate of all three years shall be placed in the First division, similarly those obtaining less than 60% but not less than 45% marks in the second division and other successful examinees in the third division.
- (d) Any candidate who passed B.Sc. Part I examination of the UNIVERSITY may be allowed to offer additional subjects of B.Sc. part subject for qualifying for admission to Medical/Engineering colleges as the case may be at the next examination. If he secures the minimum pass marks in the subject as prescribed he shall be declared to have passed the examination.

6.0 The scheme and Course for B.Sc. degree shall be (on the recommendation of academic Council) of the University.

7.0 The attendance, Examination etc will be as per Ordinance of this University for this Purpose.

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

9.0 The Reservation to SC/ST/Other category candidates shall be applicable as per the norms of the State Government of Madhya Pradesh.

ORDINANCE No. 30, of 2016**MASTER OF SCIENCE (M.Sc.) TWO YEARS PG DEGREE COURSE**

This ordinance framed as per rules / regulation / guidelines laid down by UGC shall be applicable to the candidates admitted to Master of Science (M.Sc.)_course

1.0 The examination for the degree of Master of Science shall consist of two parts:-

- (a) The Previous examination, and
- (b) The Final examination

2.0 Qualification/ Admission

B.Sc. (Hons.)/ B.Sc. under at least 10+2+3 pattern securing a minimum of 45% Marks for General Category / OBC Category Students and Minimum of 40% Marks for SC/ST Category Students in the aggregate in Science subjects (considering all the three years of B.Sc. Course). The subject in which admission is sought must be Hons. subject at B.Sc. (Hons.) level/a subject studied in all the three parts at Graduate level.

- (a) A candidate who, after obtaining the degree of Bachelor of Science of the UNIVERSITY or any Statutory University in India, has completed a regular course of study for one academic year in a Teaching Department of the UNIVERSITY or in a constituent college of the UNIVERSITY shall be admitted to the Previous Examination for the Degree of Masters of Science.
- (b) A candidate who, after passing the M.Sc. Previous examination of the UNIVERSITY has completed a regular course of study for one academic year in a Teaching Department of the University or in a constituent college of the University, shall be admitted to the Final examination for the degree of Master of Science in the subject in which he has passed the previous examination.
- (c) A candidate who has passed the Previous examination for the Degree of Master of Science of another University may also be admitted to the Final Examination for the degree of Master of Science after obtaining necessary permission from the Vice-Chancellor provided that he had offered for the Previous examination of this UNIVERSITY and has attended a regular course of study for one academic year in a Teaching Department of the UNIVERSITY or in a constituent college of the UNIVERSITY.

3.0 Admission Procedure

Admission under these courses will be made as follow:

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

4.0 The fees for each course shall be decided by Board of Management of University the Number of seats in each comes will be as per statute 28.

5.0 Duration of course

- (a) The Duration of Course will be 2 years spread to 4 semesters.
- (b) A candidate has to complete the entire course of post graduate degree within maximum period of Four years from the session of first admission

6.0 Examination

- (a) The examinations shall be by Theory and practical including Sessionals, except in the case of Mathematics where the examination shall be by means of theory papers only.
- (b) Besides regular students and ex-students and subject to their compliance with this
- (c) The subject of examination shall be one of the following:
1. Mathematics
 2. Physics
 3. Chemistry
 4. Zoology
 5. Botany
 6. Geology
 7. Military Science
 8. Statistics
 9. Environmental Biology
 10. Micro Biology
 11. Electronics
 12. Food Science Technology

Provided that the Board of Management of the University can add more subjects.

- (d) Any candidate who has passed the M.Sc. examination of this UNIVERSITY in any subject, shall be allowed to present himself for examination in any one or more of the optional papers in that subject not taken by him at the said examination and if, successful will be given a certificate to that effect. Provided that no candidate shall be allowed to offer more than two additional papers in any one year and in subjects other than Mathematics, a candidate shall undergo a practical test in respect of the paper concerned.

Marks requires for passing the Examination.

- (a) For both the Previous and the Final Examinations, a candidate will be declared successful if he obtains at least 36% of the aggregate in the subject.

“ Provided that in subjects in which theory and practical examinations are held, an examinee must pass separately in both obtaining not less than 36% of the total marks in each.”

- (b) No division will be assigned on the result of the previous examination. The division in which a candidate is placed shall be determined on the basis of aggregate of marks obtained in both, the M.Sc. Previous and Final examination.

(c) Successful candidates who obtain 60% or more of the aggregate marks shall be placed in the First division those obtaining less than 60% but not less than 48% in the second division and all other successful candidates obtaining less than 48% in the third division.

7.0 Notwithstanding anything stated in this Ordinance, for any unforeseen issues arising, and not covered by this Ordinance, or in the event of differences of interpretation, the Vice-Chancellor may take a decision after Obtaining, if necessary, the opinion / advice of a Committee consisting of any or all the Directors of the Schools. The decision of the Vice—Chancellor shall be final.

8.0 Attendance

(a) Minimum attendance-required for becoming eligible to appear in semester examinations for each theory and practical paper shall be 75%.

(b) In case a student is short of attendance due "to illness; or participation in university I state/national level sports/extra- curricular activities etc., the following conditions shall apply.

(i) Shortage of up to 10% attendance may be condoned by the Head of the Department, on the specific recommendation of the Staff Council.

(ii) Shortage of up to a maximum of 25% may be condoned by the Vice Chancellor on the specific recommendations of the Head of the Department. ‘

(c) Name of such student, who remains absent for consecutive 30 days without prior permission/ citing valid reasons, shall be struck of the attendance register and his/her admission shall stand cancelled. Readmission shall be done only after remitting the prescribed fee. However, the Department may not entertain candidate's request for re-admission if he/she fails to justify the reason for his/her absence, or on valid disciplinary ground.

9.0 The Reservation to SC/ST/Other category candidates shall be applicable as per the norms of the State Government of Madhya Pradesh.

ORDINANCE No. 31, of 2016**MASTER OF COMMERCE (M.Com.) 2 YEARS PG DEGREE COURSE**

This ordinance framed as per rules / regulation / guidelines laid down by UGC shall be applicable to the candidates admitted to Master of Commerce (M.Com.)_PG_course.

1.0 The course for the degree in Master of Commerce spread over two academic year and examination shall consist of two parts:—

- (a) The previous examination, at the end of first year and
- (b) The final examination, at the end of second year

2.0 Duration of course

- (a) The Duration of Course will be 2 years spread to 4 semesters.
- (b) A candidate has to complete the entire course of post graduate degree within a maximum period of four years from the session of first admission

3.0 A candidates who, after having passed the final examination for the B.Com. Degree from this University or in a statutory University in India, has completed a regular course /study in the teaching department of the university or in a college affiliated to the university, in the in which he offers himself for examination, for one year, shall be admitted to the previous examination fees degree of Master of Commerce.

4.0 (a) A candidates who after passing the M.Com. Previous examination of the university has completed aregular course of study for one academic year in a teaching department of the university, in the subject in which he offers, himself for examination, for one academic year, shall be admitted to the final Examination for the degree of master of commerce.

(b) A candidate who has passed the previous examination for the degree of Master of Commerce of another university may also be admitted to the final examination for the degree of Maser of Commerce after obtaining necessary permission from the Vice Chancellor provided that he/she offered for his/her previous examination a course of study or an equivalent, standard with almost identical syllabus as is required for the previous examination of this university and has attended a regular course of student

one academic year in a teaching department of the university.

5.0 Admission Procedure

Admission under these courses will be made as follow:

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

6.0 The fees for each course shall be decided by Board of Management of University the Number of seats in each course will be as per Statute 28.

7.0 Besides regular students and ex—students and subjects to their compliance with this

ordinance, Non- collegiate Candidates shall be eligible for admission to the examination as per provisions of the ordinance related matter and provided that if they fulfill other conditions of ordinances.

8.0 (a) The scope of studies shall be as prescribed by the Academic Council on the recommendation of the boards of studies and the faculty of commerce from time to time and printed in the prospectus for the examination or published by notification.

(b) The examination shall be conducted by means of written papers. In both previous and in final examination there.

9.0 The written examination shall be held as far as possible in the months of March, April every year, the date of commencement thereof having been notified in advance and at such centers as may be appointed by the Board of Management of the University.

10.0 In order to be successful at any of the previous and final examination an examinee must obtain at least:—

(i) 20% of marks in each of the theory papers separately.

(ii) 36% of marks in the total of all theory papers taken together.

11.0 (a) Examinees of the previous examination obtaining mark not less than the minimum marks prescribed by foregoing paragraphs shall be declared to have passed the examination without any division being assigned to them.

(b) Successful candidates of the final examination shall be placed in a division on the basis of the total marks obtained at the previous and final examinations taken together, in accordance with the following scale;—

(I) Those obtaining 36% or more but less than 48% of marks in the aggregate third Division

(II) Those obtaining 48% or more but less than 60% of marks in the Aggregate Second Division

(III) Those obtaining 60% or more marks in the aggregate First Division

(c) In the case of a candidate permitted to appear, after having passed the previous examination of - another university, at the final examination of the

university, the total marks obtained at the previous examination shall be, if they are out of an aggregate maximum marks more or less than the aggregate maximum marks of the university, reduced or raised proportionately as the custom may be, so as to make them out of an equal aggregate maximum marks.

12.0 (a) A regular candidate of a college or of a teaching department of the university, who, on obtaining marks less than the minimum pass marks prescribed by foregoing Para 8, has been declared to have failed or who, after having been duly admitted to the examination fails on account of or a similar bonafied reason to appear there to may reappear at subsequently as an ex-student in accordance with the provisions an on fulfillment and the conditions of ordinance and regulations.

(b) An ex- student candidate for any of the examination shall offer the same papers which he/she had Previously offered as a regular candidate unless on account of a change in the scheme of examination the papers offered by hem/her earlier case to be a part of the examination or syllabus for the examination and he/she has been permitted by the Registrar to offer a different paper.

13.0 (a) Regular student's undergoing regular course of studies in a teaching department of the university, who have obtained not less than 60% marks M.Com. In (previous) examination may be permitted to offer at their final examination, dissertation or a project report in lieu of one of the theory papers from optional group, provided a provision for such dissertation project report has been made in the syllabus for the subject.

(b) On being permitted to offer a dissertation a student shall prepare it on a problem not dealt earlier, assigned to him /her by the head of the department. In the Institute or the university teaching department.

(c) A regular students who has been permitted to offer, under the provisions of sub Para (a) dissertation shall send, through the Principal of the college or the head of the department concerned, three printed or typed copies of it duly countanaigned by the supervisor so as to reach the Registrar by a data preceding by three week the date of concement of the writer examination, any dissertation received after such a date shall

not be accepted for the purpose of the examination.

- (d) An ex— student candidate for the final examination who was, a regular candidate from a college or a Teaching Department. Permitted, under the provisions of sub. Para (a) above, to offer a dissertation in lieu of an optional paper, may be on the recommendation of the head of the Department and Principal of the college of which she was regular student to submit either a revised dissertation on the same topic on which worked was done previously or a dissertation on a fresh topic assigned by the principal in consultation with the-head of the department in the college.

Provided (i) that the candidate shall apply for such permission from the Registrar, through the Principal of the college concerted at least three months before the date of commencement of the examination and if permitted, shall work for it under the guidance of a teacher in the department of the college as assigned by the Principal and (ii) that the candidate shall fulfill the conditions of foregoing subparagraphs (b) and (c).

- 14.0** A candidate who has passed the M.Com examination of the university may on submission of an application on prescribed form together with necessary fees, be allowed subject to the provisions of ordinances regulations and directives, to reappear at the examination in the same subject for purpose of improving his/her performance thereat.

Provided that a candidate who has been granted a permission for re-appearing at the examination may be

Treated, if he/she had been in the first instance, a regular student of a college or department ex-student candidate for the purpose of exemption from attending a regular course of studies again in the college or department or production of a residence certificate.

- 15.0** Registrar shall publish the results of the examination as soon as possible after the examination but not later than the 60th day from the date when the examination was over.

- 16.0** In the notification declaring the results of the final examination names of first ten successful candidates, separately in each subject, may be arranged in order of marks.

17.0 The other rules & regulation for master of commerce degree, & examination etc will be as per ordinance of university for this purpose from time to time or as per approval of Board of Management the University for this course.

Notwithstanding anything stated in this Ordinance, for any unforeseen issues arising, and not covered by this

Ordinance, or in the event of differences of interpretation, the Vice-Chancellor may take a decision after obtaining, if necessary, the opinion / advice of a Committee consisting of any or all the Directors of the. Schools. The decision of the Vice—Chancellor shall be final. '

18.0 Attendance

- (a) Minimum attendance-required for becoming eligible to appear in semester examinations for each theory and practical paper shall be 75%.
- (b) In case a student is short of attendance due "to illness; or participation in university I state/national level sports/extra- curricular activities etc., the following conditions shall apply.
 - (i) Shortage of up to 10% attendance may be condoned by the Head of the Department, on the specific recommendation of the Staff Council.
 - (ii) Shortage of up to a maximum of 25% may be condoned by the Vice Chancellor on the specific recommendations of the Head of the Department. '
- (c) Name of such student, who remains absent for consecutive 30 days without prior permission/ citing valid reasons, shall be struck of the attendance register and his/her admission shall stand cancelled. Readmission shall be done only after remitting the prescribed fee. However, the Department may not entertain candidate's request for re-admission if he/she fails to justify the reason for his/her absence, or on valid disciplinary ground

19. He Reservation to SC/ST/Other category candidates shall be applicable as per the norms of the State Government of Madhya Pradesh.

ORDINANCE No. 32, of 2016**MASTER OF EDUCATION (M.Ed.) 2 YEARS PG DEGREE COURSE**

The Ordinance framed as per rules! Regulations/ guidelines laid down by NCTE shall be applicable for award of Master of Education (M.Ed.) Course

1. 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 programmers':—

(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 I State Government, whichever is applicable. There shall be relaxation of five percent marks in favors of SC/ST/OBC and other categories of candidates.

iii) The candidate shall be granted admission according to approved of the University

iv) The fees for each course shall be decided by Board of Management of University the Number of seats in each course will be as per Statute 28.

2. Admission Procedure

Admission under these courses will be made as follow:

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 students will be informed directly of their admission after the last date of application.

c) The candidates whose results of the qualifying exam are awaited can also apply who will be admitted provisionally. Such candidates, however, must produce the previous year mark sheet School/ College certificates, as a proof for required eligibility criteria before the due date failing which, the provisional admission cannot be granted. The candidate so admitted shall have to be present mark sheet of the qualifying examination within a month of the due date of admission, failing which the provisional admission shall be cancelled.

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

3. Duration of the course

The M.Ed. programme shall be of duration of two academic years including field attachment for a minimum of 4 weeks and research dissertation. There shall be at least two hundred working days each year, exclusive of the period of admission and inclusive of classroom transaction, practicum, field study and conduct of examination. The institution shall work for a minimum of thirty six hours in a week (five or six days) during which faculty and students concerned with the conduct of the programme shall be available for interaction, dialogue, consultation and mentoring students. The minimum attendance of students shall be 80% for Theory Courses and Practicum, and 90% for field attachment.

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

4. Mode of Instruction

- i) The course of study shall include learning and teaching through Regular.
- ii) Instructions shall be imparted through lecture programmes, supplemented with written assignments, lesson packages and contact programmes.
- iii) Medium of instructions shall be Hindi/English.

5. Assignments

- i) During the period, assignments and lesson packages will from the study of the programme
- ii) Completed assignment's shall be deposited candidate in the intervening months. Assignments will serve as feedback and will be counted towards internal assessment in each paper.
- iii) The whole course in each paper will be divided into a number of units which shall be supplied the candidate from time to time.

6.. Scheme of Examination

- i) The scope of studies in different papers shall be such as is prescribed PK.

UNIVERSITY.

ii) The following shall be the scheme of examinations:

Part I- Theory (five papers)	500 marks.
Written assignments	100 marks.
Part II-Dissertations & viva Voce	200 marks
Total	800 marks

iii) Details of the scheme Examination/ Evaluation are as follows

Scheme of Examination/ Evaluation

(A) Papers	Maximum Marks			Minimum Marks		
	Ext.	Int	Total	Ext.	Int	Total
I	80	20	100	40	10	50
II						
III	80	20	100	40	10	50
IV	80	20	100	40	10	50
V	80	20	100	40	10	50
(B)Field work/ practical Seminar	50	50	100	25	25	50
(C). Dissertation Viva Voce	100	100	200	50	50	100
Grand Total			800			400

iv) A candidate must secure minimum pass in A & b par separately Division will be awarded on the basis of marks obtained in part I & part II taken together on the following basis:

First Division with Honors: 75% and above.

First Division 60%and above but below 75% second Division: 50% and above but below 60%

v) Viva voce examination will be conducted by a Board of two examiners appointed by

the University, one of whom shall be guide for dissertation as possible.

- vi Assignment and dissertation relating to part I & II of the examination will have to be submitted before the theory examination
- vii The Viva Voce examination shall be arranged by the university after the examination .
- viii The merit list of candidates securing first 10 positions in the first division will be notified by the University.

7. Ex- student

- i) A candidate failing in either or both of the two parts may reappear as an Ex student in the part concerned or in the whole as case may be, at a subsequent examination without being required to undergo regular course of studies again , subject to his/her complying with the provision of ordinance and regulation of PK UNIVERSITY from time to time

Provided that such advantage of appearing at the examination as Ex-student shall be admissible for a period of two year from the date when the candidate had appeared at the examination as a regular candidate

- ii) An Ex-student seeking permission for re-admission to a subsequent examination shall submit his /her application on prescribe form indicating the papers and parts of the examination intended to appear to the VICE-CHANCELLOR , before the date fixed for the purpose together with such fees and documents as are required of him/she shall be governed by the provisions of relevant ordinance of the University
- iii) Marks of internal assessment if they are above the minimum prescribed for a pass, shall be brought forward for the purpose of results at the subsequent examination.

8. Fees of the course

The candidate will have to pay fees as decided by the Institute authority as per prescribed time schedule.

- 9. University examinations will be conducted in Madhya Pradesh at suitable Centers as decided by the authorities of the University.

- 10. General: In all matters pertaining to the course, the decision of the Vice-chancellor of the University shall be final and as per Ordinance of the University for this purpose. Provided the norms laid down by NCTE and M.P. Govt. shall be the binding to the University.

- 11. 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 I advice of a Committee consisting of any or_ all the Directors of the Schools. The decision of the Vice-Chancellor shall be final.

12 Attendance

- (a) Minimum attendance-required for becoming eligible to appear in semester examinations for each theory and practical paper shall be 75%.
- (b) In case a student is short of attendance due "to illness; or participation in university I state/national level sports/extra- curricular activities etc., the following conditions shall apply.
 - (i) Shortage of up to 10% attendance may be condoned by the Head of the Department, on the specific recommendation of the Staff Council.
 - (ii) Shortage of up to a maximum of 25% may be condoned by the Vice-Chancellor on the specific recommendations of the Head of the Department.
- (c) Name of such student, who remains absent for consecutive 30 days without prior permission/ citing valid reasons, shall be struck of the attendance register and his/her admission shall stand cancelled. Readmission shall be done only after remitting the prescribed fee. However, the Department may not entertain candidate's request for re-admission if he/she fails to justify the reason for his/her absence, or on valid disciplinary ground

13. The Reservation to SC/ST/Other category candidates shall be applicable as per the norms of the State Government of Madhya Pradesh.

ORDINANCE No.33, of 2016**MASTER OF PHILOSOPHY (M. Phil)****(Ordinance as per UGC Regulation 2009)**

The Ordinance shall applicable for the Candidate admitted in MASTER OF PHILOSOPHY (M. Phil) degree.

1. ELIGIBILITY FOR ADMISSION:—

All candidates should have passed a two-year PG degree course after 3-year Bachelor's degree course and Higher Secondary course of 2-year duration after 10-year SSLC (i.e.10+2+3+2 years of study) or one year Pre-degree after 11-year SSLC (11+1+3+2) or 10-year SSLC plus 3-year Diploma plus two year UG degree and two year PG (10+3+2+2) or four year UG degree and one year masters degree (10+2+4+1). So candidates possessing a PG degree with 17 years of total duration of study alone are eligible for admission to Ph.D. programme.

(a) Candidates belonging to the following categories are eligible to register for M.Phil. (FullTime / Part Time) programme:

A candidate having a minimum 55% (for SC/ST candidates the minimum eligibility is 50%) marks and above in the Master's degree and working as Full-time Research Fellows/Technical Assistants/Research Assistants in time-bound Research schemes of one year duration or more in University Departments/Research Departments of Affiliated Colleges/Recognized Research Institutions.

(b) Candidates belonging to the following categories are eligible to register for M.Phil. (Part-Time) programme:

- i. Any person employed in any concern/organization/institution/ R & D Centres / Laboratories with a minimum of 55% of marks in the Master's degree. Such candidates shall produce a No-objection certificate from the Employer or Head of the Institution (in case of Educational Institutions).
- ii. Candidates working in colleges affiliated to Universities have to produce a No objection Certificate and service certificate from the Head of the Institution/University.
- iii. T.C. need not be insisted for admission to part-time M.Phil./Ph.D. programmers.

2. Selection of Candidates

Procedure for Admission The University should issue the notification through its website or advertise in the news papers for calling applications towards M.Phil./Ph.D. admissions. Admissions shall be made through a Common Eligibility Test followed by an interview.

The PG qualifying examinations marks converted to	: 50
Marks Common Eligibility Test	: 35
Marks Personal Interview	: 15 Marks
Total	: 100 marks

The M.Phil. degree holders of this University, who had already undergone entrance test need not appear for common eligibility test, but they have to attend interview. However the UGC/CSIR-NET/CSIR-JRF/SLET/Teacher fellowship cleared candidates /Scientists working in DRDO/Faculty of Air Force Administrative College/foreign candidates are exempted from appearing for the entrance test. Further, those candidates will be awarded 35 marks in lieu of eligibility test and be directly admitted to the doctoral programmes through interview.

Common Eligibility Test for M.Phil. & Ph.D. programme shall be conducted by the University during the month of June/July. The awarded marks may be used by the candidates for one academic year, i.e. they can use the same mark sheet for the ensuing September / April registration. The entrance test will be conducted at University main campus

Question Paper model: Written Examinations Format (PG Syllabus): Maximum Marks: 35; (50x0.7=35); Objective type (MCQ); Time: 1.30 hours

The candidates who has cleared the eligibility test shall approach the institute where the research supervisor in the specializations available in the Department and depending upon vacancy position under each research supervisor he/she shall be enrolled for Ph.D./M.Phil. programme.

The selection/interview committee for enrolling a scholar should be formed at the institute with the following members.

- 1) Principal/Dean of concerned discipline
- 2) Head of the Department / Head of the Division
- 3) The recognized guides of the Department / Division

3. DURATION

FULL – TIME: The duration of M.Phil. full time programme shall extend over a period of one academic year (12 months) commencing from 1 st September.

PART – TIME: The duration of M.Phil. part-time programme shall extend over a period of two academic years commencing from 1st September.

Maximum period for completion (including extension period) of the M.Phil. programme is two years in the case of Full-time candidates and three years in the case of Part-time candidates..

4. FEES & INTAKE:

The fees for each course shall be decided by Board of Management of University the Number of seats in each course will be as per Statute 28:

5. SUBJECT

Master of Philosophy Courses shall be started as per the availability of PG courses in the University.

6. Examination

- i. The examination shall be conducted generally by means of internal" assessment, three written theory papers, one of which shall be on methodology of research, a practical test, a thesis on research work and a viva voce exam.
 - ii. The Teaching Department shall organize during the session, adequate numbers of seminars new developments in the subject or interpretation of different research work and its data. It shall also arrange at least three tests on each of the theory papers and award grades best two of which shall be taken into account for purpose of working out the average Internal Assessment.
 - iii. The scope of studies in different subjects shall be as prescribed by the Academic council on the recommendation of the Boards of Studies and the Faculties concerned from time to time and published by a notification.
 - iv. The written part of the Examination shall be held as far as possible in March April every year the date of commencement thereof having been notified in advance and at such centers as may be approved by the university. Provided that the first year of Introduction of the course if the teaching start in a later part of a session the examination may be held at such other time, after completion of the course, as approved by the Vice Chancellor from time to time.
- (7) The Practical part of the Examination which shall be conducted jointly by a teacher of the Department and two External Examiners ~~appointed~~ for the purpose, may be

arranged either before or after the theory examination in accordance with the convenience of the Department concerned.

7. Research /Project Work

- (a) Every student admitted to the course shall be required to carry out research or project work under the supervision of a teacher in the teaching Department, on a problem assigned to him / her by the Head or die Department with the approval of the Research Degree committee in the subject constituted under the Ordinance of the University.
- (b) The candidate shall prepare a thesis on the research I project work done by him which must be characterized either by the discovery of facts or by a fresh approach toward the interpretation of facts capable in either case to advance knowledge in the subject.
- (c) The candidate shall submit three typed printed copies of the thesis through the Department so as to reach the office or the Registrar preceding by at least three weeks the date of commencement of the written examination, together with :

- (i) A declaration signed by him/ her that the thesis embodies the result of his/ her own work.
- (ii) A certificate from the supervisor to the effect that the thesis research conducted being the result of the candidates own work, is on a subject on which similar work has not been previously carried out.

Provided that the Vice- Chancellor may, on the recommendation of the Head of the Department, permit student who could not prosecute the research / project in time the period can be extended. '

8. (a) A student of University Teaching Department seeking admission to the examination for the degree of Master of Philosophy shall submit his/her application therefore on prescribed form to the office of the Registrar by the date fixed for the purpose, together with a fee as decided by University for the examination and also the following certificates from the Head of the Teaching Department Via:

- I. Good Conduct.
- II. Fitness to present himself I herself at the examination.
- III. Having attended the classes as per Ordinance of P.K UNIVERSITY.

Candidates who have not received certificates prescribed of foregoing clapse shall not be permitted to appear at the theory examination. All though he/she might have appeared to the practical examination which was conducted by the

department before the start of theory examination.

9. (a) After the copies of the thesis are received, Registrar shall send them to two external examiners for assessment for grade.
 - (b) The Viva voce test shall be conducted by (i) two external examiners and (ii) the supervisor of the research work, who shall jointly award a grade on the performance of the candidate at the viva voce test .
10. (a) In order to be successful at the Examination a candidate must obtain :—
 - (i) Grade not below B in theory papers.
 - (ii) Grade not below in B in practical.
 - (iii) Grade not below B in the thesis.
 - (iv) Grade not below B in the viva voce test.
 - (v) In overall grade not below B.
 - (vi) Grades, Grade points, grade point averages and overall Grades, wherever necessary, shall be computed in accordance with the provisions of the ordinance of the University relating to Grading and internal Assessment.
- (b) A candidate who has appeared at the examination shall be supplied with a Grade Card indicating, inter alias the Grades and Grade points obtained by him/ her in the internal assessment, theory papers, practical, thesis, viva voce and also the overall Grade and Grade point average, under the provisions of Ordinance of the University.
- (i) A candidate, who on obtaining a grade below the provision laid down in clause 9 sub clause (a) has been declared to have failed or who after having been admitted to the Examination fails on account of illness or a similar reason, to appear thereto, may reappear at it subsequently, as an ex-student in accordance with the provisions of ordinances and regulation of the University, provided he/she fulfils all such conditions laid down in this and other ordinances as are applicable to him/her from time to time .
- (ii) A candidate who has failed to obtain Grade B separately in the thesis and the viva voce. Test-shall not be permitted to re-appear at the examination as an ex-student.
- (iii) In the case of an ex-student candidate the grades and Grade points obtained by him / her previously in (a) internal Assessment and (ii) thesis shall be, if these were at least the minimum required for a pass, as laid-down in clause 9 above, carried over for the purpose of his/her result at the subsequent examination.
- (iv) An ex-student candidate shall be required to present himself/herself again before (i) a board of Viva voce examiners constituted as per the provisions of Examination.

11. The Registrar shall publish the results of the examination announcing the successful candidates and the overall grades obtained by them as soon as possible after the Examination is over but not later than the 60th day.
12. All candidates appearing in examination shall be required to abide by provisions and ordinance of the University and such other ordinance/ directives, if any, as are applicable to them.
13. 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 I advice of a Committee consisting of any or all the Directors of the Schools. The decision of the Vice-Chancellor shall be final.
14. **Attendance**
 - a) Candidates admitted to M.Phil. Full-time programme shall secure 75% attendance during the entire course, including short-term training programme, workshop, seminar, conference, etc. attended by them outside the University on the recommendation of the guide and with prior permission of the Head of University Department / Principal of affiliated college. The attendance may be calculated year-wise.
 - b) The Head of the University Department/Principal of affiliated college shall have the power to condone 10% of shortage of attendance and the condonation may be granted on the merit of the case. It cannot be claimed as a matter of right.
 - c) The Part-time candidates shall report to the guide at least thirty days in each year. This period may include holidays also.
 - d) Attendance for M.Phil. part-time candidates shall be maintained by the respective guides and submitted to the HOD once in six months.
 - e) The Part-time candidates shall take part in Departmental Seminars at least twice in a year.
 - f) If there is a shortage in attendance, due to availing of leave on medical grounds, the candidate's minimum period of research shall be extended accordingly, within the prescribed maximum period.
15. The Reservation to SC/ST/Other category candidates shall be applicable as per the norms of the State Government of Madhya Pradesh.

ORDINANCE No. 34, of 2016**POST GRADUATE DIPLOMA IN COMPUTER APPLICATION (PGDCA)****(Semester System)**

This Ordinance shall be applicable to candidates admitted for Post Graduate Diploma in Computer Application (PGDCA) degree course

1. The duration of the post graduate diploma in computer application shall be of one academic year, comprising of two semesters and a project work. The examination of the first semester shall ordinarily be held in the month of November/ December on suitable dates as fixed by Registrar of the university.

A supplementary examination for the first semester shall be held as decided by University the 2nd semester Examination will be held in April/May.

Maximum duration of course is 2 years from the date of first admission.

2. The candidates, who have passed the following examination of the University or an examination recognized University shall be eligible for admission to the first semester of course:-Minimum 45% Marks (40% for SC/ST/Other category) In B.Sc./B.A./B.Com./ B.E./M.Sc./M.A./M.B.A./M.Com.

3. Admission Procedure

Admission under these courses will be made as follow:

- 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 students will be informed directly of their admission after the last date of application.
- c) The candidates whose results of the qualifying exam are awaited can also apply who will be admitted provisionally. Such candidates, however, must produce the previous year mark sheet School/ College certificates, as a proof for required eligibility criteria

before the due date failing which, the provisional admission cannot be granted. The candidate so admitted shall have to be present mark sheet of the qualifying examination within a month of the due date of admission, failing which the provisional admission shall be cancelled.

- d) If a candidate admitted provisionally under (c) above could not obtain the marks to fulfill the requirements & eligibility criteria of the admission the provisional admission granted to him will be cancelled.
- e) The application form may be rejected due to any of the following reasons:
- The candidate does not fulfill the eligibility conditions
 - The prescribed fees is not enclosed.
 - The application form is not signed by the candidate and his/her parent guardian, wherever required.
 - Supporting documents for admission are not enclosed.
- f) Enrollment / Registration number will be assigned to the student by the University after verification & submission of all necessary documents/fees.
- g) Admission rules as framed by the University shall be applicable for all admissions from time to time
4. (a) A candidate shall be required to fulfill the following conditions for appearing in the first and second semester examinations:-
- (i) A good character certificate from the head of the department.
- (ii) 75% attendance of the full course of lectures delivered in each at par in practical , seminars, case discussion trip to computer centers etc.
- (b) A deficiency in the attendance for the prescribe course (Lectures/ practical/seminars/case discussions/visit to computer centers etc.) may be condoned as per provision of Ordinance of the University for the purpose.
- (c) A candidate shall be allowed to appear in the second semester examination only when he/she has passed the first semester examination.
5. A candidate, who has failed (or absented on exceptional cases) in the first semester examination may be provisionally allowed to attend the second semester course.
6. The Medium of instructions and examination shall be English/Hindi.

7. Every candidate shall be examined according to the scheme of examination of Ordinance of the University. The fees for each course shall be decided by Board of Management of University. The Number of seats in each course will be as per Statute 28.
8. The practical examination (including oral) shall be conducted by the two examiners i.e. one external to be recommended by the examination committee and one internal to be nominated by the head of the Department
9. (a) The subject of the project work Dissertation shall be approved by the Head of the Department of Computer Science & Applications.
(b) The candidate shall be required to carry out their project viva voce Examination. Examiner will be appointed by the Department of Computer Science & applications or any other department as approved by the head of the department under the supervision of faculty member appointed by the head of the department
(c) The candidate shall be required to submit three copies of the project report / dissertation with the certification from the supervisor. That the project work has been completed by the candidate himself / herself and he/she has attended the department of computer science and application or any other place of work for at least 60 hours In exceptional cases, the last date for submission of project report will be extended up to two months by the Vice-Chancellor on recommendations of the supervisor and head of the Department of computer science and applications.
(d) The project report /dissertation shall be evaluated by a board constituted by the Vice - Chancellor, which may consist of the follow members:
 - (i) External examiner at Professor level,
 - (ii) Head of the dept. of computer science applications, and
 - (iii) The supervision of the concerned project work.
 - (iv) If the project report / dissertation is disapproved by the internal examiner I Board of examiners, the candidate shall be to resubmit his/her project report / dissertation with in a period of three month.

10. No candidate shall be allowed more than two attempt as an ex-student in particular semester. If a candidate does not succeed in this attempt too, he/she will have to leave this course.
11. Result of at who the higher examination but failing in back papers of lower examination will be with held till he clears the lower examination.
12. The standard of passing shall be following:
In order to pass a PGDCA examination of any semester, a candidate must obtain at least. 40% of the maximum marks in each written paper
 - 1.40% of the minimum marks in each written paper
 - 2.60% of the maximum marks in seasonal work
 - 3.50% of maximum marks in practical examination
 - 4.50% of maximum marks in aggregation at the end of a academic session.
13. The Division will be awarded in First year of P.G.D.C.A. on the following basis. 75% of the aggregate and above: First division with honors
69% of the aggregate and above: first division
50% of the aggregate and above: Second division
- 14 Curriculum & related Regulations-
The Curriculum & related regulation of PGDCA will be as per schemes approved by the Board of Management of the University
15. Notwithstanding anything stated in this Ordinance, for any unforeseen issues arising, and not covered by this Ordinance, or in the event of differences of interpretation, the Vice-Chancellor may take a decision after obtaining, if necessary, the opinion / advice of a Committee consisting of any or all the Directors of the Schools. The decision of the Vice-Chancellor shall be final.
16. The Reservation to SC/ST/Other category candidates shall be applicable as per the norms of the State Government of Madhya Pradesh.

ORDINANCE No. 35, of 2016**BACHELOR OF COMPUTER APPLICATIONS (B.C.A)****(3 YEAR DEGREE COURSE)**

This ordinance framed as per rules / regulation / guidelines laid down by UGC shall be applicable to the candidates admitted to Bachelor of Computer Applications (B.C.A.) course. The course shall be equally distributed over three sessions of one Year each. The basic structure of the Programme is given below.

1. ELIGIBILITY

For admission to B.C.A programme, the candidates should have passed Senior Secondary Examination on the pattern of 10+2 with Science and Commerce as main subject from a recognized Board of Education or an equivalent examination recognized as equivalent thereto by the University with at least 45% marks in aggregate. In case of SC/ST/Other category candidates the eligibility requirement is a minimum of 40% marks in aggregate.

2. ADMISSION

Admission under these courses will be made as follow:

- 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 students will be informed directly of their admission after the last date of application.
- c) The candidates whose results of the qualifying exam are awaited can also apply who will be admitted provisionally. Such candidates, however, must produce the previous year mark sheet School/ College certificates, as a proof for required eligibility criteria before the due date failing which, the provisional admission cannot be granted. The candidate so admitted shall have to be present mark sheet of the qualifying examination within a month of the due date of admission, failing which the provisional admission shall be cancelled.
- d) If a candidate admitted provisionally under (c) above could not obtain the marks to fulfill the requirements & eligibility criteria of the admission the provisional admission granted to him will be cancelled.
- e) The application from may be rejected due to any of the following reasons;

- The candidate does not fulfill the eligibility conditions
- The prescribed fees is not enclosed.
- The application form is not signed by the candidate and his/her parent guardian, wherever required.
- Supporting documents for admission are not enclosed.
- f) Enrollment / Registration number will be assigned to the student by the University after verification & submission of all necessary documents/fees.
- g) Admission rules as framed by the University shall be applicable for all admissions from time to time

The intake will be decided as per Stature 28.

3. DURATION

- (a) The Duration of Course will be 3 years spread to 6 semesters.
- (b) A candidate has to complete the entire course of under graduate degree within a maximum period of six years from the session of first admission.

3. CANCELLATION OF ADMISSION

The admission of a student at any stage of study shall be cancelled if:

- I. He/ She is not found qualified as per the eligibility criteria prescribed by the University.
Or
- II. He / She is found unable to complete the course within the specified period for completion of the course
or
- III. He / She is found involved in creating indiscipline in the School/Institute or in the University.
or
- IV. He/ She is involved in ragging

4. APPLICABLE FEES

- i All the fees including the course fee and the examination fee shall be as determined by the University from time to time, will be payable by the students at the beginning of each semester.
- ii Registrar will notify the quantum of fees payable and the schedule of registration before the start of each semester.

Fees once paid, and the student has started attending the classes, is not refundable in any

case except for the caution money. In some cases of genuine hardship, the Vice-Chancellor may permit at his discretion, an extension in the last date of payment of fees. However, all the students will be required to pay the prescribed fee before the start of examinations. In case any student has been allowed to appear for the examinations, the results of such student shall be withheld till all his dues are cleared

The subjects to be studied in different sessions of B.C.A. of 3 Years course shall be as per the schemes approved by the Board of studies of the University from time to time.

The Courses are Theory & Practical based. In the First and Second year approximately 60 hours of practical time is required and in the final year approximately [20 hours of practical time is required. A student will not be eligible to appear in the term end practical examination if the percentage of attendance in practical session falls below 75% Similarly a candidate will not be eligible to appear ' in the term end theory examination if his/her attendance in Regular classes is less than 75% However in deficiency of attendance, the coadunation will be as per ordinance of as per approval of Board of Management of the University for this proposal. .

Overall Grading: the final score for each course is computed by combining continuous evaluation score and term end examination score.

The Practical and term-end exams will be scored on a numerical marking scheme. Any component which has not been attempted would be treated as having a score of 0 (Zero) marks. The requirement for passing a course would be at least 60% in continuous evaluation and 40% in the term-end with an overall average of 50%. Passing all the courses is mandatory for the award of the B.C.A.

In order to be able to appear for the term—end examination it is a necessary requirement that the students attend all classes according to the prescribed schedule. All the students will be required to give an undertaking to this effect and should it be later found that they had in fact not submitted the practical allotted as prescribed, the results for the Term-end examination will be treated as cancelled.

The practical examination will be of 1-5 hours duration depending upon the nature if practical Project Work: will required to be a combination of practical work and a project report would be expected to be of about 30 pages.

5. Award of Degree:-

Students successfully completing the programme shall be placed in various categories as indicated below.

First division with distinction

First division	75% or above
	60% or above and less than 75%
Second division	50% or above and less than 60%

Student having passed 10+2 examinations with Mathematics from any recognized University or Board shall be eligible for admission to the B.C.A. Programme. 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 in advice of a Committee consisting of any or all the Directors of the Schools. The decision of the Vice-Chancellor shall be final.

6. Attendance

- (a) Minimum attendance-required for becoming eligible to appear in semester examinations for each theory and practical paper shall be 75%.
- (b) In case a student is short of attendance due "to illness; or participation in university I state/national level sports/extra- curricular activities etc., the following conditions shall apply.
 - (i) Shortage of up to 10% attendance may be condoned by the Head of the Department, on the specific recommendation of the Staff Council.
 - (ii) Shortage of up to a maximum of 25% may be condoned by the Vice Chancellor on the specific recommendations of the Head of the Department. ‘
- (c) Name of such student, who remains absent for consecutive 30 days without prior permission/ citing valid/ reasons, shall be struck of the attendance register and his/her admission shall stand cancelled. Readmission shall be done only after remitting the prescribed fee. However, the Department may not entertain candidate's request for re-admission if he/she fails to justify the reason for his/her absence, or on valid disciplinary ground

7. The Reservation to SC/ST/Other category candidates shall be applicable as per the norms of the State Government of Madhya Pradesh. .

ORDINANCE No. 36, of 2016**FIVE YEAR LAW COURSE (BA. LL.B. (HONS)**

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. LL.B. (Hons) General

Rules:—

This Ordinance shall be applicable to candidates admitted for five year Law course BA.LL.B (Hons) degree

Programme:—

1. The Degree of Bachelor of law B.A.LL.B. (Hons) shall be a full time regular program comprise a course of study spread over a period of five academic years.

Maximum duration to complete the course is seven years from the date of first admission.

Admission:- -

2. (a) Candidate seeking admission to the B.A. LL.B.(Hons) 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 with 45% marks. However for SC/ST/Other category candidates the aggregate marks will be 40%. NR1 can be admitted directly on the basis of overall academic records & preference will be given to SAARC and developing countries with securing minimum 50% marks in aggregate.

(b) Duration of Course shall be of five Years spread to 10 Semester

(c) The fees for each course shall be decided by Board of Management of University the Number of seats in each course will be as per Statute 28.

3. Admission Procedure

Admission under these courses will be made as follow:

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

4. Promotion Rules:-

Rules for promotion to the next semester and higher class of Five year degree course

- (i) From odd semester to even semester :

A candidate shall who has appeared in the odd semester examination in any particular year shall be promoted to an even semester of the year, irrespective of failing in any number of theory paper and practical examination of that semester.

- (ii) From even semester to odd semester

A candidate who has appeared in the even semester examination in any particular year shall not be - promoted to next semester and higher class, if he carries a backlog of more than two papers.

III - VII

5. The minimum passing marks of each paper (Theory and Practical) shall be '40 marks and passing mark in aggregate ('Theory and Practical) shall be 50%.
6. The subjects and papers for each year of B.A.LL.B. (I-Ions) shall be prescribed by the faculty of Law on the recommendation of the Board of study. As per norms provided by BCI and UGC unless otherwise provided each paper will carry the written exam of 80 marks and internal assessment of 20 marks. The candidate will have to pass separately in written papers and internal assessment.
7. The minimum passing marks in each year examination shall be 50% in aggregate of all the papers and 40% marks in each individual paper. Division to successful candidate for the B.A.LL.B. degree will be assigned from total marks obtained at the B.A.LL.B. First year; Second year, Third year, Fourth year and Final year examinations i.e. all ten semesters as under. '

FIRST DIVISION WITH DISTINCTION: 75% more

FIRST DIVISION: 60% or above of the aggregate marks.

SECOND DIVISION: 50% or above of the aggregate marks.

8. Candidate appearing for B.A.LL.B. (Hons) examination shall have to answer the question in English or Hindi medium.
9. The rules are subject to change in accordance with the directives of Bar Council of India and instructions issued by Department of Higher Education, Govt. of MP. & UGC from time to time shall be adopted and notified by the University.
10. Regarding Attendance, merit list, condonation of deficiency etc will be as per Ordinance of University from time to time for this purpose.
11. Reservation as per M.P. Govt. norms.
12. Notwithstanding anything stated in this Ordinance, for any unforeseen issues arising, and not covered by this Ordinance, or in the event of differences of interpretation, the Vice—Chancellor may take a decision after obtaining, if ' necessary, the opinion I advice of a Committee consisting of any or all the Directors of the Schools. The decision of the Vice—Chancellor shall be final
13. Attendance

- (a) Minimum attendance-required for becoming eligible to appear in semester examinations for each theory and practical paper shall be 75%.
- (b) In case a student is short of attendance due "to illness; or participation in university I state/national level sports/extra- curricular activities etc., the following conditions shall apply.
- (i) Shortage of up to 10% attendance may be condoned by the Head of the Department, on the specific recommendation of the Staff Council.
- (ii) Shortage of up to a maximum of 25% may be condoned by the Vice Chancellor on the specific recommendations of the Head of the Department. ‘
- (c) Name of such student, who remains absent for consecutive 30 days without prior permission/ citing valid reasons, shall be struck of the attendance register and his/her admission shall stand cancelled. Readmission shall be done only after remitting the prescribed fee. However, the Department may not entertain candidate's request for re-admission if he/she fails to justify the reason for his/her absence, or on valid disciplinary ground

14. The Reservation to SC/ST/Other category candidates shall be applicable as per the norms of the State Government of Madhya Pradesh.

ORDINANCE No. 37, of 2016**DIPLOMA IN EDUCATION (D.Ed.) 2 YEAR DIPLOMA COURSE**

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

(1) Duration

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

(2) Qualification

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

(3) Admission procedure

Admission under this Course will make as follows:

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

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

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

- The candidates does not fulfill the eligibility conditions
- The prescribed fees is not enclosed
- The application form is not signed by the candidate and his/her parent guardian, wherever required
- Supporting documents for admission are not enclosed.

(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 State Council of Paramedical courses shall also followed.

(4) Academic Year

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

(5) Intake & Fees

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

(6) Course Structure

6.1 The Diploma in Education (D.Ed.) course shall consist of :

- a) Syllabus as prescribed by the University as per the guidelines of NCTE.
- b) Internship, lab work, practical, projects etc. as may be prescribed by the University.
- c) Such scheme of examination as prescribed, by the University from time to time.

6.2 The curriculum of the course shall be approved by the concerned Board of Studies and the Academic

Council of the University.

(7) Medium of Instruction and Examination

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

(8) Examination Scheme

As-per Ordinance No. 5

(9) Promotion to Next Year & Failed Candidate

A candidate may provisionally continue his/her studies in second year after the examination of the first year in which he/she appeared is over.

If a candidate fails in not more than one paper of the first examination but clears all the remaining papers of that examination. He/she will be allowed to appear in the supplementary examination, which shall be conducted to keep the term (ATKT) and promoted to the next year. Examination shall be conducted within 45 days of the declaration of the result. After clear that paper the student is allowed to promote in the second year.

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

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

(10) Allocation of Division

- a) First Division with Honors :75% and above
- b) First Division: 60% and above but below 75%
- c) Second Division: 50% and above but below 60%

(11) Merit List**(12) Maximum Duration of Completion of Course**

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

(13) Examination Centre

University examination centers will be notified by the University.

(14) General

In matters of admission, attendance, and examination and in all other matters not provided in this Ordinance, the course shall be governed by the provision of the relevant ordinance of the same in the University so far as they are not inconsistent with the provision of this ordinance.

(15) Notwithstanding anything stated for any unforeseen issues arising, and not covered 'by this Ordinance, or in the event differences of interpretation, the Vice—Chancellor may take a decision after obtaining, if necessary, the opinion / advice of a Committee consisting of any or all the Directors of the Schools. The decision of the Vice-Chancellor shall be final.

(16) Legal Jurisdiction

All matters of any dispute shall be limited to Shivpuri court only. The University reserves the rights to change configuration, courses, contents, fee structure, scheme of evaluation, time schedule of face to face programme and examination as per need.

(17) The Reservation to SC/ST/Other category candidates shall be applicable as per the norms of the State Government of Madhya Pradesh.

ORDINANCE No. 38, of 2016**BACHELOR OF HOTEL MANAGEMENT AND CATERING TECHNOLOGY (BHMCT)**

This ordinance framed as per rules / regulation / guidelines laid down by AICTE.

1. Eligibility for Admission:

10+2 or equivalent qualification, pass with at least 45% marks; relaxation for SC/ST/Other category candidates as per policy of Government of MP

2. Intake: 60 seats**3. Reservation:**

Reservation shall be applicable as per State Government/University norms.

4. Duration of the Course:

4.(a) Duration of the Course leading to the Degree of Bachelor of Hotel Management and Catering Technology (BHMCT) shall be of four academic years, spread-over eight semesters i.e., two semesters in each academic year: July to December & January to June, respectively.

4.(b) Maximum duration to complete the course shall be 8 years.

5. Admission

a) Admissions to BHMCT Course shall be based on the merit of the Entrance Test/marks in qualifying exams.

b) Counseling: List of candidates shall be displayed in the official website of the University, along with time, date and place of counseling. The candidates, short listed for counseling, shall also be informed to this effect through counseling letters.

c) In any eventuality, if entrance test is not conducted for some reasons, the admissions shall be made on the basis of the performance of the candidates in their qualifying examination (i.e., marks obtained' in 10+2 or equivalent)

6. Course Fee

a) The course fee, subject to approval of the Regulatory Commission, is to be remitted annually, shall be prescribed by the University from time to time. Information to this effect will be specifically incorporated in the Admission Bulletin/Brochure of the concerned Academic Year. The course fee shall have to be remitted by the students in the beginning of every academic year on duly notified dates. Candidates failing to deposit the fee in time shall be liable for penalty, as

prescribed by the university.

b) 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.

7. Teaching

In each, except, Eighth Semester, there shall be actual teaching for a minimum of 90 days, excluding admission, preparatory and examination period. The Eighth Semester shall be devoted to Industrial Training and final preparation of Dissertation and Training Report.'

8. Medium of Instruction:

Medium of Instruction in BHMCT course shall be 'English'. The condition of English medium has been laid-down in view of the industry 'requirement vis-a-vis better entrepreneurial employment opportunities for the incumbent students.

9. Attendance

(a) Minimum attendance-required for becoming eligible to appear in semester examinations for each theory and practical paper shall be 75%.

(b) In case a student is short of attendance due "to illness; or participation in university I state/national level sports/extra- curricular activities etc., the following conditions shall apply.

(i) Shortage of up to 10% attendance may be condoned by the Head of the Department, on the specific recommendation of the Staff Council.

(ii) Shortage of up to a maximum of 25% may be condoned by the Vice Chancellor on the specific recommendations of the Head of the Department. '

(c) Name of such student, who remains absent for consecutive 30 days without prior permission/ citing valid reasons, shall be struck of the attendance register and his/her admission shall stand cancelled. Readmission shall be done only after remitting the prescribed fee. However, the Department may not entertain candidate's request for re-admission if he/she fails to justify the reason for his/her absence, or on valid disciplinary ground.

10. Examination.

(a) Sessional Examination/Internal Assessment: In every semester, 30 marks shall be assigned for internal assessment/sessional examination, in each theory and practical subject/paper. The subject teacher shall conduct two sessional examinations of 15 marks each, on a date notified at

least one week in advance. Students failing to appear in the sessional or obtaining less than 40% marks in the internal assessment of any paper shall not be eligible to appear in concerned semester examination. The department shall have to preserve the records of internal assessment at least for six months from the date of the commencement of the concerned semester examination.

(b) Semester Examinations (Written/Theory Examination): Examination of odd and even semesters shall normally be conducted during the month of December and May, in that order. The question paper will be set by examiners appointed by the Vice—Chancellor on the recommendation of the Board of Studies. The pattern of the question paper will be prescribed and duly notified by the University from time to time. The weightage of each theory paper will be 70 marks.

(c) Practical Examinations:

Practical examinations may be normally convened before theory examinations. However, in Unavoidable circumstances, practical examinations can also be held after theory papers.

(d) Preliminary Industrial Training (Ten Weeks): The Student shall have to undergo a ten weeks

Preliminary industrial training in a leading hotel/resort property, duly approved by the institute. Though the institute may help the incumbent students in arranging their training in suitable institutions, the sole responsibility, in this context, will rest on the students.

They will have to submit a comprehensive training report on the format prescribed by the Department, at least one month before commencement of the examinations. Alongside the training report, candidates shall also have to submit Logbook incorporating details of day-to-day training in clause 7, training is in 8th Semester.

11 Notwithstanding anything stated in this Ordinance, for any unforeseen issues arising, and not covered by this Ordinance, or in the event of differences of interpretation, the Vice—Chancellor may take a decision after obtaining, if necessary, the opinion / advice of a Committee consisting of any or all the Directors of the Departments / Institutions Schools. The decision of the Vice—Chancellor shall be final

12 The Reservation to SC/ST/Other category candidates shall be applicable as per the norms of the State Government of Madhya Pradesh.

ORDINANCE No. 39 of 2016**MASTER OF SCIENCE IN NURSING M. Sc. (NURSING)****2 Years Post Graduate Course**

This ordinance framed as per rules / regulation / guidelines laid down by the Indian Nursing Council., New Delhi, shall be applicable to the candidates admitted to M.Sc.(NURSING) course

1.0 AIM AND OBJECTIVES**1.1 AIM****1.1.1**

The aim of the postgraduate program in nursing is to prepare to assume responsibilities as nurse Specialists, consultants, educators, administrators in a wide variety of professional settings

1.2 OBJECTIVES

On completion of the two year M.Sc. Nursing programme, that will be able to:

- 1.2.1 Utilize/apply the concepts, theories and principles of nursing science.
- 1.2.2 Demonstrate advance competence in practice of nursing. Practice as a nurse specialist.
- 1.2.3 Practical as a Nurse specialist.
- 1.2.4 Demonstrate leadership qualities and function effectively as nurse educator and manager.
- 1.2.5 Demonstrate skill in conducting nursing research, interpreting and utilizing the findings from health related research
- 1.2.6 Demonstrate the ability to plan and effect change in nursing practice and in the health care delivery system.
- 1.2.7 Establish collaborative relationship with members of other disciplines.
- 1.2.8 Demonstrate interest in continued learning for personal and professional advancement.

2.0 COURSE STRUCTURE

The post graduate degree in nursing two year course herein after designated as M. Sc. (Nursing).

- 2.1 The duration of M.Sc. (N) Course shall extend over a period of two years consisting named

below:

- i. M.Sc. (N) Ist Year
- ii. M.Sc. (N) IInd Year

3.0 ACADEMIC QUALIFICATION FOR ADMISSION

- 3.1 The candidate should be a Registered Nurse and Registered Midwife or equivalent with any State Nursing Registration Council.
- 3.2 The minimum education requirements shall be the passing of B. Sc. Nursing I B.Sc. Hons. Nursing I Post Basic B.Sc. Nursing with minimum of 55% aggregate marks.
- 3.3 The candidate should have undergone in B.Sc. Nursing / B.Sc. Hons. Nursing / Post Basic B.Sc. Nursing in an institution which is recognized by Indian Nursing Council.
- 3.4 Minimum one year of work experience after Basic B.Sc. Nursing.
- 3.5 Minimum one year of work experience prior or after Post Basic B.Sc. Nursing.
- 3.6 Candidate shall be medically fit.
- 3.7 5% relaxation of marks for SC/ST/Other category candidates may be given

4.0 CRITERIA FOR SELECTION

4.1 Entrance/selection test

Selection of the candidates should be based on the merit of the entrance examination or qualifying examination held by University or competent authority.

5.0 COURSE DURATION

- 5.1 The complete duration of M.Sc. (N) course shall be two years.
- 5.2 The duration of each academic year of M.Sc. (N) I & II shall be not less than 10 month.
- 5.3 The maximum period to complete the course successfully should not exceed 4 years from the date of admission.

6.0 COURSE COMMENCEMENT

- 6.1 The commencement of 1st year M.Sc. (N) shall start during the period of July /August of every year.
- 6.2 Vacation shall be granted maximum four weeks duration between 2 academic years.
- 6.3 The subject to be studied in different academic year of M.Sc. (N) shall be as per scheme given as in Subsequent sequence.

7.0 EXAMINATION

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

7.2 SCHEME OF EXAMINATION

First Year

Subjects	Theory		Practical		
	Hours	Internal	External Hours	Internal	External
Nursing Education	3	25	75	50	50
Advance Nursing	3	25	75		
Nursing Research and	3		25 ^(7.4.3)	75	
Clinical Speciality - 1	3	25	75	100	100
Total		100	300	150	150

Second Year

Subjects	Theory		Practical		
	Hours	Internal	External Hours	Internal	External
Nursing Management	3	25	75		
Dissertation & Viva				100	100
Clinical Speciality -II	3		25	100	100
Total		50	100	200	200

7.3 University Examination

7.3.1 Minimum pass marks shall be 50 % in each of the Theory and practical papers separately.

7.3.2 A candidate has to pass in theory and practical exam separately in each of the paper.

7.3.3 The University assessment marks for the theory subjects shall be out of 75 marks.

7.3.4 The University assessment marks for the theory subjects of Nursing Research and Statistics shall be given out of 75, consisting of Nursing Research 50 and Statistics 25 Marks.

7.3.5 The Practical examination marks for the University assessment shall be out of 100 marks except Nursing Education shall be out 50 Marks.

- 7.3.6 Candidate who fails in any subject shall be permitted to continue the studies into the second year.
- 7.3.7 The candidate shall not be allowed to appear for the Second year examination till such time that he /she passes all subjects of the first year M. Sc Nursing examination.
- 7.3.8 A candidate failing in more than two subjects will not be promoted to the IInd year.
- 7.3.9 Maximum no. of attempts per subject is three (3) inclusive of first attempt.
- 7.3.10 The practical examination should be done for 4 hours of practical examination per student.
- 7.3.11 Maximum number of students should not exceed more than 10 students per day per specialty.
- 7.3.12 The examination should be held in clinical area only for clinical specialties.
- 7.3.13 Maximum number of candidates for all practical examination should not exceed 10 per day.
- 7.3.14 The dissertation examination should be minimum 30 minutes Viva—voce per student.

7.4 Internal Examination

7.4.1 The internal assessment of the students is based on

Techniques	Weight age
• Two test	50
• Assignment	25
• Seminar / presentation	25

- 7.4.2 The internal assessment marks for the theory subjects shall be out of 25 marks.
- 7.4.3 The internal assessment marks for the theory subjects of Nursing Research and Statistics shall be given out of 25, consisting of Nursing Research 15 and Statistics 10 Marks.
- 7.4.4 The Practical examination marks for the internal assessment shall be out of 100 marks except Nursing Education shall be out of 50 Marks.
- 7.4.5 The internal assessment marks for the practical subjects shall be awarded on the basis of evaluation of performance of the student in the specific area / field.

7.5 Supplementary Examination

- 7.5.1 If a candidate fails in either theory or practical paper he/she has to re-appear for both the papers (Theory and practical).
- 7.5.2 There will be only one mid-session Supplementary Examination held by the University ordinarily held in the month of September I October. There will be another Supplementary Examination at the time of Annual main examination.
- 7.5.3 Non appearance at an examination on grounds of sickness or otherwise will be treated as one of the three attempts

7.6 Guidelines for Dissertation

7.6.1 Tentative Schedule for dissertation shall be as follows

7.6.1.1 Submission of the research proposal: End of 9th month of 1st year.

7.6.1.2 Submission of dissertation - Final: 'End of 9th month of 2nd Year.

7.6.2 Qualification of Research Guide

7.6.2.1 Main guide: Nursing faculty / nursing expert in the same clinical speciality holding Ph.D. I M. Phil or M. Sc. Nursing with a minimum of 3 years experience in teaching in the Post Graduate Programme in Nursing.

7.6.2.2 Co-Guide: A Co-Guide is a nursing faculty/expert in the field of study (may be from outside the college but should be within the city.)

7.6.2.3 Guide: Students Ratio: Maximum of 1:4 (including as co—guide)

7.6.3 There should be a research committee comprising of minimum 5 members chaired by the Principal, College of Nursing.

7.6.4 The research topics shall be approved by institutional research committee.

7.6.5 Administrative approval and ethical clearance should be obtained.

8.0 CRITERIA FOR PASSING.

8.1 Minimum pass marks shall be 50 % in each of the Theory and practical papers separately.

8.2 A candidate has to pass in theory and practical exam separately in each of the paper.

8.3 If a candidate fails in either theory or practical paper he/she has to re-appear for both the papers (Theory and practical).

9.0 DIVISION & MERIT

9.1 For declaring the rank aggregate of 2 years marks to be considered.

9.2 Classification of results

i.	Distinction	75% and above
ii.	First Division	60%— below 75%
iii.	Second Division	50% — below 60 %
iv.	50% pass in each of the theory and practical separately.	

10.0 ATTENDANCE

10.1 A candidate must have minimum of 80% attendance (irrespective of the kind of absence) in theory and practical in each subject for appearing for examination.

10.2 A candidate must have 100% attendance in each of the practical area before award of degree.

11.0 APPOINTMENT OF EXAMINERS

- 11.1 Question paper setter / moderator / head evaluator / Examiner shall have minimum years experience after M. Sc Nursing working in any nursing. Institute conducting nursing courses can be appointed.
- 11.2 Practical examiner One internal and one external examiner (outside the University) should jointly conduct practical examination for each student.
- 11.3 Evaluation of the Dissertation
- 11.3.1 Evaluation of the dissertation should be done by the examiner prior to viva.
- 11.3.2 One internal and one external examiner (outside the University) should evaluate dissertation and jointly conduct viva-voce for each student.
- 11.3.3 For Dissertation Internal examiner should be the guide and external examiner should be Nursing faculty / nursing expert in the same clinical specialty holding Ph.D. /M. Phil or M.Sc. Nursing with a minimum of 3 years experience in guiding the research projects for Post Graduate students of Nursing.

12 EVALUATION / RE-TOTALING

- 12.1 Revaluation and re-totaling of marks is permitted for theory papers only. The University, on application within the stipulated time and remittance of a prescribed fee, shall permit a recounting of marks and/ or revaluation for the subject(s) applied.
- 12.2 The result after revaluation/re-totaling shall be declared as per prevailing revaluation/re-totaling rules and regulation of the PK University.

13.0 CANCELLATION OF ADMISSION

The admission of a student at any stage of study shall be cancelled by the Vice Chancellor based on recommendation of Head of Institution, if;

- 13.1 Candidate is not found qualified as per INC/State Government norms and guidelines or the eligibility criteria prescribed by the University.

OR

- 13.2 Candidate is not able to complete the course within the stipulated time as prescribed in 5.3

OR

- 13.3 Candidate is found involved in serious breach of discipline in the institution or in the University campus.

14.0 SCHEME OF STUDIES**14.1 Annual schedule of studies**

i. Available	-	52 weeks
ii. Vacation	-	4 weeks:
iii. Examination	-	2 weeks
iv. Gazetted holidays	-	3 weeks
v. Total weeks available	-	43 weeks
vi. 40 hours per week	-	1720 hours
vii. Total hours for 2 years	-	3440 hours

14.2 The subject to study in different academic year of M.Sc. (N) shall be as per the scheme given in subsequent sections

Distribution of Hours**FIRST YEAR**

Paper No.	Subject	Theory	Practical
1.	Nursing Education	150	150
2.	Advance Nursing Practice	150	200
3.	Nursing Research and Statistics	150	100
4.	* Clinical Speciality -I	150	650
Total		600	1100

SECOND YEAR

No.	Subject	Theory	Practical
5.	Nursing Management	150	150
6.	Nursing Research (Dissertation)		300
7.	* Clinical Speciality- II	150	950
Total		300	1400

* Clinical Speciality - Medical Surgical Nursing (Cardio Vascular & Thoracic Nursing, Critical Care Nursing, Oncology Nursing, Neurosciences Nursing, Nephro-Urology Nursing, Orthopedic Nursing, Gastro - Enterology Nursing), Obstetric & Gynecological Nursing, Child Health Nursing (Paediatric), Mental Health Nursing (Psychiatric), Community Health Nursing

Note:-Educational visit 2 weeks.'

15. The Reservation to SC/ST/Other category candidates shall be applicable as per the norms of the State Government of Madhya Pradesh.

ORDINANCE No. 40, of 2016**GENERAL NURSING & MIDWIFERY (GNM) PROGRAMME****1. Admission to the Course:**

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

2. Admission Schedule and Receipt of Fees:

The admission schedule including last date for the receipt of admission forms and fees shall be fixed by the Vice-Chancellor from time to time.

3. Eligibility for Admission:

The eligibility criteria for admission shall be as under:

i. Minimum and Maximum age for admission will be 17 and 35 years. There is no age bar for ANM/LHV.

ii. Minimum education:

- a. 10+2 class passed preferably Science (PCB) & English with aggregate of 40% marks
- b. 10+2 in Arts (Mathematics, Biotechnology, Economics, Political Science, History, Geography, Business Studies, Accountancy, Home Science, Sociology, Psychology, Philosophy) and English Elective or Health care Science- Vocational stream ONLY, passing out from recognized Board under AISSCE/CBSE/ICSE/SSCE/HSCE or other equivalent Board.
- c. 10+2 vocational ANM under CBSE Board or other equivalent board from the school and recognized by Indian Nursing Council.
- d. Registered as ANM with State Nursing Registration Council.

iii. Student shall be medically fit.

iv. Students qualified in 10+2 Arts or Science examination. or Health care Science- Vocational stream ONLY conducted by National Institute of Open School.

v. Student shall be admitted once in a year.

4. Criteria for Selection

- 4.1 The candidate who fulfill the aforesaid academic qualification for admission.
- 4.2 Admission shall be based on merit of qualifying examination.
- 4.3 Candidate shall be medically fit
- 4.4 There shall be no upper age limit-for admission for trained Registered nurses.

5. Duration of the Course:

- i. The duration of the course shall be three and half years with Internship.
- ii. Maximum period to complete the course successfully should not exceed years from the date of admission.

6. Course Commencement

- 6.1 The commencement of first year GNM shall start during the period of July/August of every year.
- 6.2 Vacation shall be granted to the student as per Indian Nursing Council guideline.
- 6.3 The subject to be studied in different academic year of GNM shall be as per scheme given as in subsequent section.

7. Syllabus:

Syllabus of the course of GNM will be as per guidelines of Indian Nursing Council and as approved by the Board of Studies/Academic Council.

8. Clinical Postings:

Clinical postings will be according to master rotation plan in different clinical areas of hospital & community.

9. Examinations:

The examinations shall be held as per Scheme of Examinations as approved by the Board of Studies/Academic Council of the University.

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

- 9.1 There shall be one annual University Examination at the end of each academic year in the month of May/June.

- 9.2 The external Examination for practical subject shall be as per the scheme of Examination
- 9.3 A minimum of 50% marks in theory and practical is required to clear the Examination.
- 9.4 A Candidate has to secure minimum of 33% in English (qualify examination). The obtained marks shall be not be added in grand total.
- 9.5 Maximum number of students for practical examination should not exceed beyond 15-20 per day.

9.6 All practical examinations must be held in the respective clinical areas.

9.7 The duration of theory examinations shall be Three hours.

9.8 If a candidate fails in any number of subjects in main examination, he/she will be considered as supplementary candidate in subsequent examination.

9.2 Supplementary Examination:

9.2.1 There will be only one mid-session Supplementary Examination by the University generally held in the month of September / October of each year. However those who clear the supplementary exam will appear in the main exam.

9.3 Internal Examination

9.3.1 The assessment of academic growth of the students shall be done continuously and on day to day basis.

9.3.2 Internal assessment marks shall be on the basis of two term examination and one pre-university examination, class tests, theory and practical assignment and clinical performance.

9.3.3 The internal assessment marks for the theory subjects shall be out of 25 mark.s.

9.3.4 The internal assessment marks for the practical shall be out of 50 marks.

9.3.5 A candidate has to secure minimum of 50% marks in internal examination for qualifying/appearing in the external examination.

9.3.6 In case a candidate fails in any subjects there shall be provision of improvement in internal assessment marks and those marks will be considered in subsequent examinations.

10. Criteria for passing

10.1 A Candidate has to pass in theory and practical exam separately in each subject.

10.2 Minimum passing marks shall be 50% in each of the theory (i.e. internal assessment and university examination taken together) and practical (i.e. internal assessment and university examination taken together) papers separately.

10.3 A candidate has to secure minimum of 33% in qualifying subject (English) for passing.

10.4 If a candidate fails in either theory or practical paper he/she has to re-appear for both the papers (Theory and Practical).

10.5 A Candidate failing in any number of subjects will be promoted to the next year but the duration of completion shall not exceed then 6 years. '

10.6 Grace marks up to a maximum of 5 marks may be awarded to students who have fail in two Subjects but passed in all other subjects.

11. Division & Merit

- Distinction. - 75% and above in any subject (First attempt only)
- First Division — 60% and above in the aggregate of marks of all main subject.
- Second Division - 50% and above but less than 60% in the aggregate of Marks - of all main subjects.
- Pass- Shall be awarded to the candidate passing with Supplementary or more than one attempt

12. Setting of Question Papers:

The examiner(s) will set the question papers as per criteria laid down in the Scheme of Examinations as approved by the Board of Studies/Academic Council of the University.

13. Eligibility to Appear in the Examinations:

The following regular students shall be eligible to appear in the examination:

- i. The student should bear a good moral character.
- ii. The student must have minimum of 80% attendance (irrespective of the kind of absence) in theory and practical of the each subject for appearing in the examination.
- iii. The student must have 100% attendance in each of the practical areas before award of Diploma in GNM.
- iv. The student must secure at least 50% marks of the total marks fixed for internal assessment in Each subject, separately.

14. The Reservation to SC/ST/Other category candidates shall be applicable as per the norms of the State Government of Madhya Pradesh.