

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.