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# मध्यप्रदेश राजपत्र

## प्राधिकार से प्रकाशित

क्रमांक 51]

भोपाल, शुक्रवार, दिनांक 21 दिसम्बर 2012—अग्रहायण 30, शक 1934

## भाग ४

### विषय-सूची

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

### भाग ४ (क)—कुछ नहीं

### भाग ४ (ख)

### अध्यादेश

### उच्च शिक्षा विभाग

मंत्रालय, वल्लभ भवन, भोपाल

Bhopal, the 4th December 2012

No. R-578-CC-2011-XXXVIII.—In exercise of the powers conferred by sub-section (1) of Section 28 of the Madhya Pradesh Niji Vishwavidyalaya (Sthapna Avam Sanchalan) Adhinyam, 2007, the State Government hereby makes, the first ordinance of the Peoples University Sarvajanic Jankalyan Parmarthik Nyas Bhanpur, Bhopal (M. P.) is hereby published in the ordinary gazette as per the provision of the Madhya Pradesh Niji Vishwavidyalaya (Sthapna Avam Sanchalan) Adhinyam, 2007 under section 35. The first Ordinance of the University shall come into force from the date of notification.

### THE FIRST ORDINANCES

By order and in the name of the Governor of Madhya Pradesh,  
C. B. PADWAR, Dy. Secy.

# PEOPLE'S UNIVERSITY, BHOPAL

Established under M.P. Act No. 17 of 2007

## Ordinance No. 1

### ADMISSION, ENROLLMENT AND MIGRATION

#### 1.0 DEFINITIONS:

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

- 1.1 "Equivalent" examination means 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 People's University.

#### 2.0 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 31<sup>st</sup> July, and for special reasons with the approval of the Vice-Chancellor, by the 14<sup>th</sup> August of that year.

**Provided** where, 31<sup>st</sup> July or 14<sup>th</sup> 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 30<sup>th</sup> 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 (Pravesh ka Viniyaman Avam Shulk ka Nirdharan) Adhiniyam 2007 within One week from the last date of admission.'

2.10 The admission procedure as prescribed if any, by Medical Education departement Government of M.P. and other Regulatory State & Central bodies for professional & technical courses shall be followed.

### 3.0 LATE ADMISSIONS: *will*

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 ad prescribed by Competent Authority. No change thereafter shall be permitted.

### 4.0 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.

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

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

**5.0 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 remain 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.

**6.0 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 enrollment 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.

## 7.0 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.

## 8.0 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.

**Established under M.P. Act No.17 of 2007****Ordinance No. 2****UNIVERSITY EXAMINATIONS****1.0 DEFINITIONS :**

In this Ordinance and in all Ordinances and Regulations laying down conditions for appearing at an examination of the University for a Degree or a Diploma, either generally or for particular examination, unless there is anything repugnant in the subject or context:

- 1.1 "Regular candidate" means a person, who has attended a regular course of study in a University Teaching Department, School of Studies or Constituent College and seeks admission to an examination of the University as such.
- 1.2 "Ex-student /Repeater candidate" means a person, who was admitted to an examination as a regular candidate and was not declared successful thereat or was not able to appear in the examination though the admission card was correctly issued to him by the University and seeks admission again to the said examination.
- 1.3 "Non-collegiate candidate" means a person, who seeks admission to an examination of the University otherwise than as a regular candidate or Ex-student/Repeater candidate.
- 1.4 A "regular course of study" means:
- 1.4.1 In case of Faculties other than the Faculties of Medicine, Dental and Engineering, attend at least seventy five percent of lectures and practical separately have been conducted.
- 1.4.2 In case of the Faculties of Medicine and Dentistry, attendance of at least seventy five percent of lectures and eighty five percent of practical and clinical separately.
- 1.4.3 In case of the Faculty of Engineering and Pharmacy, attendance at least eighty five percent of lectures and practical/sessional work separately in a University Teaching Department, Schools of Studies, or College in each subject, which a candidate intends to offer for an examination.
- 1.4.4 "Forwarding officer" means:
- 1.4.4.1 In case of an ex-student candidate, the Principal of the college/HOD, where the candidate had prosecuted a regular course of study.

**2.0 ADMISSION OF A REGULAR CANDIDATE TO AN EXAMINATION OF THE UNIVERSITY:**

- 2.1 No regular candidate shall be admitted to an examination of the University unless he/she:
  - 2.1.1 Has been enrolled as a student of the University.
  - 2.1.2 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.
- 2.2 Where a candidate offers an additional/optional subject 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.
- 2.3 In computing the attendance for fulfillment of the condition regarding prosecution of regular course of study;
  - 2.3.1 Attendance at lectures delivered and practical/clinical/sessional, if any held during the academic session shall be counted.
  - 2.3.2 Attendance shall be calculated from the date of commencement of course.
  - 2.3.3 Attendance kept by a regular candidate in a higher class shall be counted towards percentage of attendance for the examination of the lower class to which he may revert as a result of his failure to pass in the second/supplementary examination.
  - 2.3.4 Attendance at N.C.C./N.S.S Camp during the session shall be taken as full attendance at Lectures/Practical on each day of camp and the days of journey to such camp.
  - 2.3.5 Participation as a member of a University/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 participation therein.
- 2.4 The aggregate number of lectures delivered and practical/clinical/sessional held in an academic session in a University Teaching Department, School of Studies or College for a Post-graduate degree examination in the Faculties of Arts, Social Science, Life Science, Home Science and Commerce and for LL.B. Examinations shall not be less than 180/90 where semester system is being followed.



- 2.5 For special reasons such as prolonged illness deficiency in percentage of attendance not exceeding ten percent of the total number of lectures delivered and practical/clinical/sessional held in each subject may be condoned by the Vice Chancellor.
- 2.6 Except as otherwise provided, a regular candidate for an examination shall on or before the last date notified by the Controller of Examination.
- 2.6.1 Submit an application for admission to the examination in the prescribed form through the Principal of the College/Head of the University Teaching Department or School of Studies indicating the subject or subject in which he desires to present himself for the examination.
- 2.6.2 Pay alongwith the application, the fee prescribed for the examination concerned together with a fee for the supply of marks obtained by him/her in each paper at the examination.
- 2.7 Application submitted by regular candidates together with the examination fee and marks fee shall be forwarded by the Head of Institutions, so as to reach the Controller of Examinations on or before the last date prescribed for the purpose by the University.
- 2.7.1 In case of each application, the Head of the Institutions, shall certify that the candidate;
- 2.7.1.1 Possesses the minimum academic qualification as prescribed by Regulatory Body, for appearing at the examination to which he seeks admission.
- 2.7.1.2 Is a good conduct.
- 2.8 The Principal of the Institutions, concerned shall send to the Controller of Examinations at least three weeks before the commencement of the examination concerned three separate lists as detailed below :-
- 2.8.1 **List A :** These candidates who have full filled the minimum criteria of prescribed attendance
- 2.8.2 **List B :** Of those candidates, whose attendance is short by not more than 10 percent for condonation by the Vice Chancellor , the Principal of the Institutions concerned are required to give specific reasons for condonation of shortage alongwith their recommendation.
- 2.8.3 **List C :**Of those candidates, whose shortage of attendance exceeds 10 percent and who are to be debarred from appearing at the examination.
- 2.9 The Head of the Institutions may detain a regular candidate from taking an examination if he does not pay out standing college dues, or does not return the college property and all the articles and uniforms issued to him for Sports or N.C.C. or N.S.S. or does not pay the cost thereof in case of loss, by one month preceding the examination or if the conduct of the student has been unsatisfactory between the time of submission of his application form to the Registrar for admission to the examination and the date of the commencement of the examination.

### 3.0 ADMISSION OF AN EX-STUDENT CANDIDATE TO EXAMINATIONS OF THE UNIVERSITY :

- 3.1 No ex-student /repeater candidate shall be admitted to an examination of the University unless he/she submits with his/her application for appearing in the examination:
- 3.1.1 The statement of marks (in original) obtained by him/her at the said examination issued by the University together with an attested copy thereof, or
- 3.1.2 In case he was duly admitted to the said examination as a regular candidate but could not appear thereat, a certificate from the Principal of the College last attended by him showing the year, the roll number and the examination to which he was admitted as a regular candidate.
- 3.2 No person shall be admitted as an ex-student/repeater candidate;
- 3.2.1 At any examination in the Faculty of Medicine or Dentistry.
- 3.2.2 At any examination in the Faculty of Engineering if he has failed to secure the minimum marks required for passing in the sessional.
- 3.2.3 In case of repeated student the norms of Statutory Bodies will always be followed.
- 3.3 An ex-student/repeater candidate for an examination shall :
- 3.3.1 Submit through the Head of the Institution, wherein he had prosecuted 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 University and specify therein.
- 3.3.1.1 Whether he/she is a candidate for the full examination or for supplementary examination.
- 3.3.1.2 The subject or subjects in which he/she desires to present himself/herself for the examination.
- 3.3.2 Submit with his application evidence or having been admitted to the examination earlier as required in paragraph 3 (1) above.
- 3.3.3 Attach with his application for admission to the examination, his/her latest passport size photograph duly attested by the forwarding Officer.
- 3.3.4 Pay the fee prescribed for the examination together with the additional fee of Rs. 100/- per the statement of marks obtained in each paper at the examination. Fees shall be paid through crossed Bank Draft in favour of the Registrar of People's University or in any other manner prescribed by the People's University.

- 3.4 An ex-student/repeater candidate shall offer the subjects or optional papers which he/she had previously offered as a regular candidate unless on account of a change in the scheme of examination the subject/paper offered by him earlier ceases to be apart of the scheme of examination or syllabus for the examination and he is permitted by the University to offer instead a different subject or paper.
- 3.5 An ex-student/repeater candidate will be required to appear in the examination in accordance with syllabus specifying the scope of studies in different subjects in force in the University.
- 3.6 Every ex-student/repeater candidate shall appear at the examination center at which the regular candidates from the college in which he had prosecuted a regular course of study shall be appearing.
- Provided** that, the Registrar may, for sufficient reasons, require or allow a candidate to change his/her Examination Center.
- 3.7 In the event of change of Regulations, scheme and contents in the Courses and introductions of Revised schemes, the old Regulations shall continue for two academic years or four University Examinations.
- 3.8. The students of old scheme will be permitted to appear in the University Examinations for next two academic years or four University Examinations to complete the respective subjects, failing which the students shall come under the new scheme.

#### 4.0 **ADMISSION OF A NON-COLLEGIATE CANDIDATE TO EXAMINATION OF THE UNIVERSITY:**

- 4.1 Subject to fulfillment of the requirements of Ordinance relating to the examination concerned, non-collegiate candidates shall be eligible to appear in B.A./B.Sc./B.Com/M.A./M.Sc.(Mathematics) M.Com examination and in all other examinations leading to a degree in the Faculties of Arts, Social Science and Commerce.
- 4.2 No non-collegiate candidate shall be admitted to an examination of the University unless such candidate, if he has offered a subject for such examination for which course of practical work is prescribed, has completed such work in an Institutions and submits to the Registrar before the last date notified by the University, a certificate of such completion from the Head of the Institutions.
- 4.3 Each non-collegiate candidate seeking permission for admission to an examination shall apply to the Registrar on or before the last date notified by the University in prescribed form through the Forwarding Officer i.e. the Principal/Dean of the College/HOD which the candidate chooses for Examination Center. The candidate shall submit with his application the original statement of marks obtained at the qualifying examination together with an attested copy thereof or at the examination in which he is to appear if he had failed at the examination earlier.
- 4.4 In the application for admission to the examination the candidate shall specify :

4.4.1 Whether he/she is a candidate for the full examination or for supplementary examination.

4.4.2 The subject or subjects in which he desires to present himself for the examination.

**Provided** that, no non-collegiate candidate shall be allowed to offer a subject or paper prescribed in the course of study unless the subject or paper is offered by a regular candidate.

4.5 A non-collegiate candidates shall pay with his application for admission to an examination the fee prescribed for the examination together with the following other fees :

4.5.1 Registration Fee Rs. 500/-

4.5.2 Permission Fee Rs. 250/-

4.5.3 Statement of Marks Fee Rs. 200/-

**Provided** that, a candidate who has been registered for an examination shall not be required to pay Registration Fee again for the same examination.

**Provided** also that, "Permission Fee" shall not be payable by a non-collegiate candidate who has been declared eligible for a Supplementary Examination appear the examination as a Supplementary Examination candidate.

**Note:** a. Permission Fee shall lapse to the University if the candidate fails or does not appear at the examination for which such permission was granted by the University.

b. All fees shall be paid through crossed Bank Draft drawn in favour of the Registrar of the People's University.

4.6 A non-collegiate candidate migrating from another University or Board of Secondary Education shall send with his application for admission to an examination, the migration certificate from the University or Board from which he is migrating and pay an immigration fee of Rs. 500/-

## 5.0 GENERAL CONDITIONS APPLICABLE TO ALL CANDIDATES

5.1 No candidate shall appear in more than one degree examination or in more than one subject for the Master's Degree (Previous or Final) in one and the same Academic Year.

5.2 A candidate who has passed the Bachelor's Degree Part I, or Part II Examination or the previous examination for a Master's Degree of another University may, with the permission of the Vice Chancellor be admitted to the next higher examination of the University for the Degree concerned provided the course offered by the candidate at such other University is equivalent to the course of the University for the Corresponding Examination.

- 5.3 No person who has been expelled or rusticated from any college or University or has been debarred from appearing at a University Examination shall be admitted to any examination during the period for which the sentence is in operation.
- 5.4 The Controller of Examination shall issue an admission card in favour of a candidate if;
- 5.4.1 The application of the candidate is complete in all particulars in accordance with the provisions applicable to him/her and in order.
- 5.4.2 The candidate is eligible for admission to examination, and
- 5.4.3 The fees as prescribed have been paid by the candidate.
- 5.5 Where the practical examination is held earlier than the examination in theory paper, a candidate shall not be treated as admitted to the examination until he/she is issued an admission card for appearing in the examination.
- 5.6 The admission card issued in favour of a candidate and also the permission given to non-collegiate candidate to appear at an examination may be withdrawn if it is found that :
- 5.6.1 The admission card was issued or permission was given through mistake and the candidate was not eligible to appear in the examination.
- 5.6.2 Any of the particulars given or documents submitted by the candidate in or with the application for enrollment, admission to a Institution or admission to an examination is false or incorrect.
- 5.7 The Registrar may, if he is satisfied that an admission card has been lost or destroyed, grant a duplicate admission card on payment of a further fee of Rs. 100/-. Such card shall show at a prominent place the word "Duplicate".
- 5.8 A candidate shall not be admitted into the Examination hall unless he/she produces the admission card before the Superintendent of the Examination Center or the invigilator or satisfies such Officers that it shall be produced. A candidate shall produce his/her admission card whenever required by the Superintendent or the invigilator.
- 5.9 In the Examination Hall the candidate shall be under the disciplinary control of the Superintendent of the Center and he/she shall obey his/her instructions. In the event of a candidate disobeying the instructions of the Superintendent or his/her indisciplined conduct or insolent behaviour towards the Superintendent or any invigilator, the candidate may be excluded from the days examination and if he/she persists in misbehaviour he may be excluded from the rest of the examination by the Superintendent of the Center.

- 5.10 If a candidate acts in a violent manner or uses force or makes a display of force towards the Superintendent or any invigilator at the center or in its precincts endangering the personal safety of either of them or acts in a manner lively to the authorities in the discharge of their duties, the Superintendent may expel the candidate from the center and he may take police help.
- 5.11 If a candidate brings any dangerous weapon within the precincts of the examination center he may be expelled from the center and/or handed over to the Police by he Superintendent.
- 5.12 A candidate expelled on the any of the grounds mentioned in (b) or (c) above will not be allowed to appear in the subsequent papers.
- 5.13 In every case where action is taken by the Superintendent under (a), (b) or (c) above, a full report shall be sent to the University and the Board of Management may according to the gravity of the offence, further punish a candidate by canceling his/her examination and/or debarring him from appearing at the examinations of the University for one or more years after giving the candidate an opportunity to show cause and considering any explanation submitted by the candidate.
- 5.14
- i. If a candidate is found guilty of using or attempting to use or having used unfair means at an examination such as copying book or notes 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 material connected with the examination or in any other manner whatsoever, the Board or the Committee on use of unfair means appointed for the purpose by the Board may cancel his examination and also debar him from appearing at the examination of the University for one or more years according to the nature of the offence.
  - ii. 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 was in any manner guilty of misconduct in connection with his/her examination and/or was instrumental in or had abetted the tempering of University records including the answer –books, mark sheets, result-charts, diplomas and the like.
  - iii. The Board may cancel the examination of a candidate and/or debar him/her from appearing at an examination of the Vishwavidyalaya for one more years, if it is discovered afterwards that the candidate had obtained admission to the examination by misrepresenting facts or by submitting false or forged certificate documents.
  - iv. When the University intends to award any of the aforesaid penalties under clause (i), (ii) or (iii) above it shall give the candidate concerned an opportunity to show cause in writing within fifteen days of the issue of such "show cause" letter as to why the proposed penalty may not be imposed on him and shall consider the explanation, if any, if filed within the specified time, before awarding the penalty.

- 5.15 A candidate, who due to sickness or other cause, is unable to present himself/herself at an examination, shall not receive a refund of his fee. Provided that, the Vice Chancellor may in a case in which he is satisfied about the genuineness, or merit of it, order for adjustment of the following portion of the fee towards the immediately next examination.

5.15.1 Examination Fee after deduction of 50%.

5.15.2 Full Fee for statement of marks.

Others fees paid by the candidate shall lapse to the University. Application for such adjustment from a candidate accompanied by a Medical Certificate of illness, if applicable, must be sent so as to reach the Registrar not earlier than 15 days and not later than 30 days from the date of commencement of the examination at which the candidate was to appear.

**Provided** however, that a candidate shall not be entitled to the adjustment of examination fee mentioned in the foregoing paragraph if he/she changes the Faculty or his/her subject in case of Post-graduate examination.

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

- 5.17 A candidate whose result has been declared may apply to the Registrar in the prescribed form within twenty days of the declaration of his result for the **reevaluation** of any of his answer books.

**Provided** that, no candidate shall be allowed to have more than two answer-books revalued.

**Provided** also that, no reevaluation shall be allowed in case of scripts of practical, field work, sessional work test and thesis submitted in lieu of a paper at the examination.

**Note : There shall be provision for re-totaling and reevaluation of written papers in the University Examination in Under Graduate Courses only.**

- 5.18 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 of Rs. 200/-

- 5.19 No Person, who is under sentence of expulsion or rustication from an Institution, and is debarred from appearing at an examination of the University for any period of time, shall be granted a Migration Certificate during the period for which the sentence is in operation.

- 5.20 Duplicate of University Degree/Diplomas Certificates shall not be granted except in cases in which the Vice Chancellor 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 real need for a duplicate. In such cases, a duplicate of the Degree/Diploma may be granted on receipt of fee of Rs. 500/-
- 5.21 The names of first 10% to a maximum of ten successful candidates in each regular who obtain first division in first attempt examination, other than second full examination, who obtain First Division shall be declared in Order of Merit for each class/subject as the case may be.
- 5.22 Notwithstanding anything contained in the concerned Ordinance, an examinee who fails by a total of not more than three marks in not more than two subject in any of the examinations, except where it is held on a Semester basis, but secures more than the minimum aggregate marks required to pass shall be given three grace marks to enable him to pass the examination. However, the provision of grace marks as given by Statutory Bodies will always be adhered to.
- 5.23 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 not condoned, one mark shall no where be added.
- Provide that, the benefit under this paragraph shall not be allowed to enable a candidate to get the benefit under paragraph 20.**
- 5.24 The scope of studies in different subjects for an examination shall be as prescribed by the University from time to time and printed in the prospectus for the examination concerned.
- 5.25 There shall be a second full examination as far as possible in August/September every year for candidates, who have failed earlier or having been admitted to the examination were unable to appear in the BA, B.Sc., B.Sc. (Home Science), B.Com and LL.B, examinations provided the examination concerned is not conducted on a Semester basis. Candidates who are declared eligible to appear at a Supplementary Examination shall also be eligible to appear as supplementary candidates in these examinations. Every candidate desirous of appearing at the Second Examination shall submit an application as indicated in this Ordinance with the requisite fees. The results of candidates appearing in the Second Examination shall be declared in accordance with the provisions of the Ordinances.
- 5.26 Such candidates as are eligible to appear in the Second Examination may be provisionally admitted to the next higher class in an Institution and their attendance in the higher class shall be counted in cases they are declared successful at the Second Examination. If the candidate fails at the Examination, the admission to the higher class shall be cancelled and the candidate shall revert to the lower class.



- 5.27 The following shall be eligible to appear at the Supplementary Examination.
- 5.27.1 Candidates who have failed at the BA, B.Sc., B.Sc(Home Science) or B. Com examination in not more than one subject or group as the case may be.
- 5.27.2 Candidates for examinations other than those enumerated in (a)above, who are declared eligible to appear at a Supplementary Examination in accordance with the provisions of the respective examination Ordinance.
- 5.28 In the case of a subject for Supplementary Examination in which there is also a practical test, candidate shall be required to appear in the written papers only if he has passed at the main examination in the practical test and in practical only if he has passed in the written papers. A candidate who has failed both, in written paper and practical test shall be examined in both the parts of the subject.
- 5.29 Except when provided otherwise in the Ordinance or the Regulation concerned, candidate who has been declared eligible for a Supplementary Examination may appear as a Supplementary Examination Candidate in the two examinations immediately following the examination in which he was declared to be so eligible and thereafter he shall be required to appear in all the papers at the next examination.
- 5.30 A candidate appearing in the Supplementary Examination shall be declared to have passed the examination if he secures the minimum pass marks in the subject or group as the case may be, except when provided otherwise in the examination Ordinance concerned. Such a candidate shall be deemed to have obtained only the minimum passing marks in the subject or group as the case may be and such minimum passing marks shall be taken into account in determining the division at the examination.
- 5.31 Members (other than local members) of the Authorities, Bodies and Committees of the University, Moderators, Examiners Inspectors etc. appointed to inspect colleges or Centers of Examination shall be paid traveling allowance and daily allowance for attending meetings or for journeys connected with examinations or the affairs (other than Convocation) of the University, at the rates and subject to the conditions, being paid to other Authorities, Officers, Teachers and employees of the University from time to time as prescribed in the Ordinances/Rules

**Established under M.P. Act No. 17 of 2007****Ordinance No. 3****THE CONDUCT OF UNIVERSITY EXAMINATIONS.****1.0****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.

**2.0 EXAMINATION CENTERS AND MANPOWER**

- 2.1 Controller of Examinations in consultation with the Registrar shall identify centers to conduct the University, Theory, Practical/ Clinical examinations in various Institutions for different courses and obtain VC's approval.
- 2.2 The examination centers for Theory examinations shall have adequate space and furniture for making arrangement for seating students allotted to the center.
- 2.3 The examination center 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 center.
- 2.7 The persons whose relative is appearing for the examination, shall no be assigned any responsibility of that examination or that Center.
- 2.8 The Controller of Examination with the approval of Vice-Chancellor may cancel an examination at all centers if it is satisfied that there has been a leakage of question paper/s or any other irregularity that warrants such a step.
- 2.9 The University may change the examination center of the examinee/ examinees irrespective of Institution to which they belong anytime it deems proper without assigning any reason.
- 2.10 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 examinee, who is unable to write himself/herself on account of temporally 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, Center 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 misbehavior, 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 misbehavior.

- 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 center, 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 Center (in normal course-Head of the Institution) at each center for the purpose of conducting Theory Practical / Clinical examinations.
- 2.22 Authorized Manpower required to conduct the theory examinations.
- 2.22.1 The Chief Superintendent for each center.
- 2.22.2 Superintendent for the center.
- 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 of answer books.
- 2.22.8 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 to conduct Practical/clinical examinations.
- 2.26.1 The chief superintendent for each center.
- 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

### **2.27 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, blank 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 behavior 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 Center 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 Center 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 center.
- 2.27.19.2 That the examinee showed a seriously aggressive attitude towards an Invigilator or a member of the staff entrusted with the examination work.
- 2.27.19.3 If, necessary, the Superintendent may get Police assistance. Where a candidates 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 a 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 Center 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 do not wish to continue writing. However their answer book and question paper shall be retained.

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 People's University.
- 2.30.3 External Examiner shall a full time teaching faculty from Universities other than the People's University.
- 2.30.4 Both Internal and External examiners shall possess 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 examinations 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-labeled 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 centers.

**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 candidates attendance of 65% and below 75%. Such students may submit documents in support of valid reasons for shortage. The Vice Chancellor may consider condonation 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

- 2.38.1 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.
- 2.38.2 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.
- 2.38.3 Group B- Creation of a nuisance or serious disturbance at the examination center 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.
- 2.38.4 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.
- 2.38.5 Group D- Indulging in malpractice and unfair means like copying and possessing of weapons in the hall/room. Such candidates may be booked 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 answer 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 a 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 centers 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.
- 2.41.3 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 centers well before commencement of practical/clinical examinations for valuation by the authorized examiner/examiners.
- 2.41.5 Chief Superintendents of centers shall get the answer books valued by the examiners in a common center 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 envelop 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 faculty 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 Retotaling and revaluation of written papers**

- 2.43.1 Provision of system of Retotaling 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 Retotaling 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 totaling 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 retotaling.
- 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 envelop 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.
- 2.42.13 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.
- 2.43.14 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.

**Established under M.P. Act No, 17 of 2007****Ordinance No. 4****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, Dussehra-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 1<sup>st</sup> 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 drawal 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 candidates appeared at the M.B.B.S, BDS, BE, B.Sc (.Nursing), BPT, B.Pharm and other courses run being 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.C.A. 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.

- 7.0 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 as 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) ----- संकाय (name of faculty)
- (iii) माह/वार्षिक परीक्षा
- (iv) प्रथम स्थान/द्वितीय (as the case may be)
- (v) ----- (short name of the recipient)

- 8.0 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.

**Established under M.P. Act No.17 of 2007****Ordinance No. 5****'ACADEMIC & RESEARCH ACTIVITY GRANTS'****1.0 PREAMBLE:**

- 1.1 Research forms a very vital part in progress and academic matters of an Institute. The University is keen on providing research facilities in its institutions. To succeed in its goal of High Quality Research, it is necessary that the management not only provides the infrastructure but also encourages the teachers and staff to participate in research activities for sharing and updating the knowledge.
- 1.2 Knowledge is dynamic and not static. Knowledge shall not be confined within the four walls. It shall be disseminated. Knowledge multiplies by many folds, if it is allowed to be shared in classes, clinics symposia, workshop, conferences and other scientific platforms.
- 1.3 Active research work, exposure to scientific seminars, workshops and symposia are important part of learning and spread of knowledge.
- 1.4 In view of the above the guidelines are framed for deputation of personnel for various conferences, continued education and quality improvement programme etc. The guidelines shall be known as Academic and Research Activity Grants (ARAG).

**2.0 CLASSIFICATION OF STAFF:**

The teaching staff is classified into the following groups:

- |         |   |   |
|---------|---|---|
| Group A | - | Heads of Institutions (Principals/Dean/Directors/HOD)                                   |
| Group B | - | Professors and Associate Professors / Readers   |
| Group C | - | Asst. Professors/ Sr. Lecturers (possessing P.G. Degree in the respective specialties). |

**3.0 FINANCIAL AIDS:****3.1 FOR RESEARCH WORK:**

- i. To encourage research activities, consolidated amount is granted as an aid for the projects
  - a. Quantum of grants is based on the requirements of individual projects.
  - b. The maximum amount shall not exceed Rs. 50,000/- per project.

- c. Staff is required to submit the details of project including aims and objectives, material and methods, ethical clearance etc. and provisional cost, report along with time frame.
- d. The project shall be submitted to the Head of Institution through the respective Heads of the Departments as per prescribed protocol.
- e. Research work forms the property of the Sponsoring Body/People's University. Research worker shall seek prior written permission for presentation/publication of the research work in part or full.
- f. If the work is not completed within stipulated time, Head of Institution may consider extending the time for a reasonable period, if required.
- g. The grant may be recovered in case the work is either abandoned or incomplete.
- h. Due credit shall be recorded in the research work. Publications on the role of the Sponsoring Body

### 3.2 FOR SCREENING COMMITTEE:

- i. The Head of Institution shall constitute a "Screening Committee" consisting of Head of Institution and two other senior faculty members.
- ii. The Screening Committee shall send its recommendation including Quantum of funds required to the management for the approval of grant.
- iii. The Management reserves its right to accept fully/partially the recommendations of screening committee.

### 3.3 PERMISSIONS/ SANCTIONS:

- i. The permission may be accorded to attend national conferences, continuing Education Programs, seminars, workshops and symposium etc. related to respective field of individuals.
- ii. Ordinarily the duration of such visits should not exceed more than two weeks.
- iii. Not more than 50% of teaching staff from the same department will be permitted to attend the conference at one time.

### 3.4 SANCTIONING AUTHORITY

- i. Sanctioning Authority will consists -
  - a. Vice Chancellor -Chairpersons
  - b. Nominee of Chancellor
  - c. Two Dean of Faculty – Nominated by Vice Chancellor
  - d. One Chairperson of Board of Studies - Nominated by Academic Council

- e. Chief Finance Officer & Accounts Officer- Member
- f. Registrar- Member Secretary

### 3.2 ELIGIBILITY OF STAFF:

#### i. For Head of the Institutions:

- a. Minimum service in the organization shall be one year.
- b. Eligible to attend one event in a year.
- c. Eligible for Airfare/First A.C fare from Bhopal to the place of event and back.
- d. Eligible for re-imbusement of registration fee in full.
- e. Eligible for grant of accommodation at actual or at the rate not more than Rs. 3,000/- per day.
- f. Eligible for additional grant of Rs. 3000/-, if he/she is presenting a scientific research paper.
- g. Re-imbusement will be done on production of tickets and receipts.

#### ii. For Professors/Associate Professors/ Readers:

- a. Minimum service in the organization shall be one year.
- b. Eligible to attend one event in a year.
- c. Eligible for II A.C fare from Bhopal to the place of event and back.
- d. Eligible for re-imbusement of registration fee in full but not exceeding Rs. 5,000/-
- e. Eligible for grant of accommodation at actual rate or at the rate not more than Rs. 2,000/- per day.
- f. Eligible for additional grant of Rs. 2,000/-, if he/she is presenting research paper/poster/table presentation.
- g. Re-imbusement will be done on production of tickets and receipts.

#### iii. For Assistant Professors / Sr. Lecturers:

- a. Minimum service in the organization shall be one year.
- b. Eligible to attend one event in a year.
- c. Eligible for II A.C fare from Bhopal to the place of event and back
- d. Eligible for re-imbusement of registration fee in full but not exceeding Rs. 5,000/-
- e. Eligible for grant of accommodation at actual or at the rate not more than Rs. 2,000/- per day.

- f. Eligible for additional grant of Rs. 1,500/-, if he/she is presentation research paper/paper/table presentation.
- g. Re-imburement will be done on production of tickets and receipts.

#### 4.0 PUBLICATIONS:

To encourage and appreciate the contribution of teachers in spread of research work through recognized journals, the University may grant financial aid.

- 4.1 An incentive of Rs. 5,000/- will be given on publication of research article in indexed Foreign journal.
- 4.2 An incentive of Rs. 3,000/- will be given on publication of research article in indexed Indian journal.
- 4.3 An incentive of Rs. 2,000/- will be given to review/general /case reports article published in indexed Foreign/Indian journals.
- 4.4 Teachers shall apply for the above incentives to Head of Institutions with five hard copies and one Soft copy of publication.
- 4.5 Incentives will be granted on the approval of Screening Committee.

#### 5.0 SPECIAL PERMISSION:

- 5.1 Deputation to international conferences etc, and relaxation of the above guidelines for re-imburement at higher value if any, shall be at the sole discretion of the Chancellor on the merits of each case.
- 5.2 The teaching faculty not covered under para 2 above for Academic & Research Activity Grant may also be considered by the Chancellor based on the recommendation of Vice Chancellor.

**Established under M.P. Act No.17 of 2007**

**Ordinance No. 6**

**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 Examination Fees
<b>A</b>	<b><u>DEGREE</u></b>	
I	MBBS	1500 Per Subject
II	BDS	1500 Per Subject
III	B.Sc. (Nursing)	1000 Per Subject
IV	BPT	1000 Per Subject
V	BE (Per Semester)	500 Per Subject
VI	B. Pharma (Per Semester)	400 Per Subject
VII	BHMCT (Per Semester)	500 Per Subject
VIII	B.Sc. (Electronic Media)	300 Per Subject
IX	BMLT	800 Per Subject
X	B.Sc (HN)	800 Per Subject
<b>Note:</b>		
1.	Late Fee	- Rs 500/-
2.	Special Late Fee	- Rs 1500/-
<b>B</b>	<b><u>POST GRADUATE</u></b>	
I	MD/MS/MDS	10000
II	M.Sc. (Medical Bio-chemistry) M.Sc. (Medical Microbiology)	4000
III	M.Sc. (Nursing)	4000
IV	M.Pharma (Per Semester)	3000
V	MBA (Per Semester)	3000
VII	MA(BJ)	2000
VIII	MJ	2000
IX	MA(MAMC)	2000
X	MAAPR	2000
<b>Note:</b>		
1.	Late Fee	- Rs 500/-
2.	Special Late Fee	- Rs 1500/-
<b>C</b>	<b><u>DIPLOMA/CERTIFICATES</u></b>	
I	DMLT	3000/-
II	DDT	3000/-



**Rates of other Fees**

S.No.	Items	Rates In Rupees
1.	Enrolment	200/-
2.	Degree with Postal Charges	500/-
3.	Duplicate Degree	1000/-
4.	Provisional Certificate in Lieu of Degree/Diploma	200/-
5.	Provisional Degree/Diploma Certificate (Duplicate)	400/-
6.	Migration	250/-
7.	Duplicate Migration	500/-
8.	Duplicate Mark Sheet	250/-
9.	Transcript of Mark sheet/Degree and other academic qualification per document	500/-
10.	Diploma Certificate	500/-
11.	Diploma Certificate (Duplicate)	1000/-
12.	Re-Totaling of marks in one subject	250/-
13.	Re-Totaling of marks in all subject	500/-
14.	Revaluation per Answer Book (Maximum Revaluation for two Answer Book is permissible)	500/-
15.	(I) Late fee for submission of Revaluation form up to 5 days	200/-
	(II) Late fee for submission of Revaluation form up to 10 days	300/-
	(III) Late fee for submission of Revaluation form up to 15 days	500/-
16.	Late fee for submission of Examination form up to last date	200/-
	Late fee up to 15 days before commencement of exam.	500/-
17.	Eligibility/forwarding fee for Ex. Student	200/-
18.	Immigration	500/-
19.	Student Welfare	500/-
20.	Book Bank for weaker sections	500/-
21.	Transfer Certificate	200/-
22.	Change Subject	200/-
23.	Change faculty	200/-
24.	Change Centre	1000/-
25.	Ph.D. Registration	10,000/-
26.	D.Sc/D.Litt Registration	2000/-
27.	D.Sc/D.Litt Thesis submission	10,000/-
28.	Ph.D. thesis Submission	10,000/-
29.	Extension of registration period of research degree for one year	2000/-
30.	Immigration fee for foreign students	2000/-
31.	Registration fee for foreign students including NRI/NRI sponsored at time of 1 <sup>st</sup> admission	5000/-
32.	Renewal of Registration for every subsequent year for NRI	1000/-
33.	Eligibility Certificate for foreign students	5000/-
34.	Eligibility late fees for foreign students	1000/-
35.	Eligibility late fees for local students	500/-

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

**Established under M.P. Act No. 17 of 2007****Ordinance No. 7****BACHELOR OF MEDICINE AND BACHELOR OF SURGERY(M.B.B.S.)****1.0 AIMS & OBJECTIVES****1.1 AIMS**

- 1.1.1 Graduate medical curriculum is oriented towards training students to undertake the responsibilities of a physician of first contact who is capable of looking after the preventive, promotive, curative & rehabilitative aspect of medicine.
- 1.1.2 With wide range of career opportunities available today, a graduate has a wide choice of career opportunities. The training, though broad based and flexible shall aim to provide an educational experience of the essentials required for health care in our country. Training is designed to meet internationally acceptable standards.
- 1.1.3 To undertake the responsibilities of service situations which is a changing condition and of various types, it is essential to provide adequate placement training tailored to the needs of such services as to enable the graduates to become effective instruments of implementation of those requirements. To avail of opportunities and be able to conduct professional requirements, the graduate shall endeavour to have acquired basic training in different aspects of medical care.
- 1.1.4 The importance of the community aspects of health care and of rural health care services is to be recognized. This aspect of education & training of graduates shall be adequately recognized in the prescribed curriculum. Its importance has been systematically upgraded over the past years and adequate exposure to such experiences should be available throughout all the three phases of education & training. This has to be further emphasized and intensified by providing exposure to field practice areas and training during the internship period. The aim of the period of rural training during internship is to enable the fresh graduates to function efficiently under such settings.
- 1.1.5 The educational experience shall emphasize health and community orientation instead of only disease and hospital orientation or being-concentrated - on-curative -aspects. As such all the basic concepts of modern scientific medical education are to be adequately dealt with.

- 1.1.6 There must be enough experiences to be provided for self learning. The methods and techniques that would ensure this must become a part of teaching-learning process.
- 1.1.7 The medical graduate of modern scientific medicine shall endeavour to become capable of functioning independently in both urban or rural environment. He/she shall endeavour to give emphasis on fundamental aspects of the subjects taught and on common problems of health and disease avoiding unnecessary details of specialization.
- 1.1.8 The importance of social factors in relation to the problem of health and diseases shall receive proper emphasis throughout the course and to achieve this purpose, the educational process shall also be community based than only hospital based. The importance of population control and family welfare planning shall be emphasized throughout the period of training with the importance of health and development duly emphasized.
- 1.1.9 Adequate emphasis is to be placed on cultivating logical and scientific habits of thought, clarity of expression and independence of judgment, ability to collect and analyse information and to correlate them.
- 1.1.10 The educational process shall be placed in a historic background as an evolving process and not merely as an acquisition of a large number of disjointed facts without a proper perspective. The history of Medicine with reference to the evolution of medical knowledge both in this country and the rest of the world shall form a part of this process.
- 1.1.11 Lectures alone are generally not adequate as a method of training and are a poor means of transferring/acquiring information and even less effective at skill development and in generating the appropriate attitudes. Every effort shall be made to encourage the use of active methods related to demonstration and on first hand experience. Students will be encouraged to learn in small groups, through peer interactions so as to gain maximal experience through contacts with patients and the communities in which they live. While the curriculum objectives often refer to areas of knowledge or science, they are best taught in a setting of clinical relevance and hands on experience for students who assimilate and make this knowledge a part of their own working skills.
- 1.1.12 The graduate medical education in clinical subjects shall be based primarily on out-patient teaching, emergency departments and within the community including peripheral health care institutions. The out-patient departments shall be suitably planned to provide training to graduates in small groups.
- 1.1.13 Clinics shall be organised in small groups of preferably not more than 10 students so that a teacher can give personal attention to each student with a view to improve his skill and competence in handling of the patients.
- 1.1.14 Proper records of the work shall be maintained which will form the basis for the students' internal assessment and shall be

available to the inspectors at the time of inspection of the college by the Medical Council of India.

- 1.1.15 Maximal efforts shall be made to encourage integrated teaching between traditional subject areas using a problem based learning approach starting with clinical or community cases and exploring the relevance of various preclinical disciplines in both understanding and resolution of the problem. Every attempt shall be made to de-emphasize compartmentalisation of disciplines so as to achieve both horizontal and vertical integration in different phases.
- 1.1.16 Every attempt shall be made to encourage students to participate in group discussions and seminars to enable them to develop personality, character, expression and other faculties which are necessary for a medical graduate to function either in solo practice or as a team leader when he begins his independent career. A discussion group shall not have more than 20 students.
- 1.1.17 Faculty member shall avail modern educational technology while teaching the students and to attain this objective, Medical Education Units/ Departments shall be established in the medical college for faculty development and providing learning resource material to teachers.
- 1.1.18 To derive maximum advantage out of this revised curriculum, the vacation period to students in one calendar year shall not exceed one month, during the 4 ½ years Bachelor of Medicine and Bachelor of Surgery (MBBS) Course.
- 1.1.19 Institution shall insure that adequate financial and technical inputs are provided.
- 1.1.20 History of Medicine the students will be given an outline on History of Medicine. This will be taught in an integrated manner by subject specialists and will be coordinated by the Medical Education Unit of the Institution.
- 1.1.21 The Institution shall have a curriculum committee which would plan curricula and instructional method which will be regularly updated.
- 1.1.22 Integration of ICT in learning process will be implemented.

## 1.2

### OBJECTIVES

At the end of undergraduate program, the medical student should be able to :

- 1.2.1 Recognize 'health for all' as a national goal and health right of all citizens and by undergoing training for medical profession fulfill his/her social obligations towards realization of this goal.
- 1.2.2 Learn every aspect of National policies on health and devote himself/herself to its practical implementation.
- 1.2.3 Achieve competence in practice of holistic medicine, encompassing promotive, preventive, curative and rehabilitative aspects of common diseases.

- 1.2.4 Develop scientific temper, acquire educational experience for proficiency in profession and promote healthy living.
- 1.2.5 Become exemplary citizen by observation of medical ethics and fulfilling social and professional obligations, so as to respond to national aspirations.
- 1.2.6 Be competent in diagnosis and management of common health problems of the individual and the community, commensurate with his/her position as a member of the health team at the primary, secondary or tertiary levels, using his/her clinical skills based on history, physical examination and relevant investigations.
- 1.2.7 Be competent to practice preventive, promotive, curative and rehabilitative medicine in respect to the commonly encountered health problems.
- 1.2.8 Appreciate rationale for different therapeutic modalities; be familiar with the administration of the "essential drugs" and their common side effects.
- 1.2.9 Be able to appreciate the socio-psychological, cultural, economic and environmental factors affecting health and develop humane attitude towards the patients in discharging one's professional responsibilities.
- 1.2.10 Possess the attitude for continued self learning and to seek further expertise or to pursue research in any chosen area of medicine.
- 1.2.11 Possess the attitude for continued self learning and to seek further expertise or to pursue research in any chosen area of medicine, action research and documentation skills.
- 1.2.12 Be familiar with the basic factors which are essential for the implementation of the National Health Programmes including practical aspects of the following:
  - Family Welfare and Material and Child Health(MCH)
  - Sanitation and water supply
  - Prevention and control of communicable and non-communicable diseases
  - Immunization
  - Health Education
  - IPHS standard of health at various level of service delivery, medical waste disposal.
  - Organizational institutional arrangements.
- 1.2.13 Acquire basic management skills in the area of human resources, materials and resource management related to health care delivery, General and hospital management, principal inventory skills and counseling.
- 1.2.14 Be able to identify community health problems and learn to work to resolve these by designing, instituting corrective steps and evaluating outcome of such measures.
- 1.2.15 Be able to work as a leading partner in health care teams and acquire proficiency in communication skills.

- 1.2.16 Be competent to work in a variety of health care settings.
- 1.2.17 Have personal characteristics and attitudes required for professional life such as personal integrity, sense of responsibility and dependability and ability to relate to or show concern for other individuals.
- 1.2.18 All efforts must be made to equip the medical graduate to acquire the practical skills.

## 2.0 COURSE STRUCTURE

### 2.1 TRAINING PERIOD AND TIME DISTRIBUTION

2.1.1 Every student shall undergo a period of certified study extending over 4 ½ academic years divided into 9 semesters, (i.e. of 6 months each) from the date of commencement of his study for the subjects comprising the medical curriculum to the date of completion of the examination and followed by one year compulsory rotating internship. Each semester will consist of approximately 120 teaching days of 8 hours each college working time, including one hour of lunch.

2.1.2 The period of 4 ½ years is divided into three phases as follows --

2.1.2.1 **Phase-I** (two semesters) - consisting of Pre-clinical subjects (Human Anatomy, Physiology including Bio-Physics, Bio-chemistry and introduction to Community Medicine including Humanities). Besides 60 hours for introduction to Community Medicine including Humanities, rest of the time shall be somewhat equally divided between Anatomy and Physiology plus Biochemistry combined (Physiology 2/3 & Biochemistry 1/3).

2.1.2.2 **Phase-II** (3 semesters) - consisting of para-clinical/ clinical subjects. During this phase teaching of para-clinical and clinical subjects shall be done concurrently. The para-clinical subjects shall consist of Pathology, Pharmacology, Microbiology, Forensic Medicine including Toxicology and part of Community Medicine.

The clinical subjects shall consist of all those detailed below in Phase III. Out of the time for Para-clinical teaching approximately equal time be allotted to Pathology, Pharmacology, Microbiology and Forensic Medicine and Community Medicine combined (1/3 Forensic Medicine & 2/3 Community Medicine). See Appendix-C.

2.1.2.3 **Phase-III** (Continuation of study of clinical subjects for seven semesters after passing Phase-I)

The clinical subjects to be taught during Phase II & III are Medicine and its allied specialties, Surgery and its allied specialties, Obstetrics and Gynaecology and Community Medicine.

Besides clinical posting as per schedule mentioned herewith, rest of the teaching hours be divided for didactic lectures, demonstrations, seminars, group discussions etc. in various subjects. The time distribution shall be as per **Appendix-C**.

The Medicine and its allied specialties training will include General Medicine, Paediatrics, Tuberculosis and Chest, Skin and Sexually Transmitted Diseases, Psychiatry, Radio-diagnosis, Infectious diseases etc. The Surgery and its allied specialties training will include General Surgery, Orthopaedic Surgery including Physio-therapy and

Rehabilitation, Ophthalmology, Otorhinolaryngology, Anaesthesia, Dentistry, Radio-therapy etc. The Obstetrics & Gynaecology training will include family medicine, family welfare planning etc.

- 2.1.3 The first 2 semester (approximately 240 teaching days) shall be occupied in the Phase I (Pre-clinical) subjects and introduction to a broader understanding of the perspectives of medical education leading to delivery of health care. No student shall be permitted to join the Phase II (Para-clinical/clinical) group of subjects until he has passed in all the Phase I (Pre-clinical subjects).
- 2.1.4 After passing pre-clinical subjects, 1 ½ year (3 semesters) shall be devoted to para-clinical subjects. Phase II will be devoted to para-clinical & clinical subjects, along with clinical postings. During clinical phase (Phase III) pre-clinical and para-clinical teaching will be integrated into the teaching of clinical subjects where relevant.
- 2.1.5 Didactic lectures shall not exceed one third of the time schedule; two third schedule shall include practicals, clinicals or/and group discussions. Learning process shall include living experiences, problem oriented approach, case studies and community health care activities.
- 2.1.6 The University shall organize admission timings and admission process in such a way that teaching in first semester starts by 1st of August each year.
- 2.1.7 Supplementary examination shall be conducted within 6 months. The students who pass the supplementary examination shall be allowed to appear in the second professional MBBS examination only after he/she completes the full course of study of three semesters (i.e. 18 months) for the second professional MBBS examination.

## 2.2 PHASE DISTRIBUTION AND TIMING OF EXAMINATION :-

6 MONTHS	6 MONTHS	6 MONTHS	
1	2		Ist professional examination (during second semester)
3	4	5	IIInd professional examination (during fifth semester)
6	7		IIIrd professional Part I (during 7th semester)
8	9		IIIrd professional Part II (Final Professional).

- 2.2.1 Passing in 1<sup>st</sup> Professional is compulsory before proceeding to Phase II training.

- 2.2.2 A student who fails in the II<sup>nd</sup> professional examination, shall not be allowed to appear III<sup>rd</sup> Professional Part I examination unless he passes all subjects of II<sup>nd</sup> Professional examination.
- 2.2.3 Passing in III<sup>rd</sup> Professional (Part I) examination is not compulsory before entering for 8th & 9th semester training, however passing of III<sup>rd</sup> Professional (Part I) is compulsory for being eligible for III<sup>rd</sup> Professional (Part II) examination.
- 2.2.4 During third to ninth semesters, clinical postings of three hours duration daily as specified in the Table below is suggested for various departments, after Introductory Course in Clinical Methods in Medicine & Surgery of two weeks each for the whole class.

TABLE

Total	3 <sup>rd</sup>	4 <sup>th</sup>	5 <sup>th</sup>	6 <sup>th</sup>	7 <sup>th</sup>	8 <sup>th</sup>	9 <sup>th</sup>	Total
Subject	Semes-ter (Wks)	Semes-ter (Wks)	Semes-ter (Wks)	Semes-ter (Wks)	Semes-ter (Wks)	Semes-ter (Wks)	Semes-ter (Wks)	(Wks)
General*** Medicine	6	-	4	-	4	6	6	26
Paediatrics	-	2	-	2	2	4	-	10
Tuberculosis and Chest Diseases	-	2	-	-	-	-	-	02
Skin & STD	-	2	-	2	-	2	-	06
Psychiatry	-	-	2	-	-	-	-	02
Radiology*	-	-	-	-	2	-	-	02
General **** Surgery	6	-	4	-	4	6	6	26
Orthopaedics**	-	-	4	4	-	-	2	10
Ophthalmology	-	4	-	4	-	-	2	10
Ear Nose and Throat	-	4	-	4	-	-	-	08
Obstetrics and Gynaecology including Family Welfare Planning	2	4	4	-	4	4	6	24
Community Medicine	4	4	-	4	-	-	-	12
Casualty	-	-	-	2	-	-	-	02
Dentistry	-	-	-	-	2	-	-	02
Total (in Weeks)	18	22	18	22	18	22	22	142

Clinical methods in Medicine and Surgery for whole class will be for 2 weeks each respectively at the start of 3rd semester

\* This posting includes training in Radiodiagnosis and Radiotherapy where existent.

\*\* This posting includes exposure to Rehabilitation and Physiotherapy.

\*\*\* This posting includes exposure to laboratory medicine and infectious diseases.

\*\*\*\* This includes maternity training and Family medicine and the 3rd semester posting shall be in Family Welfare Planning.



## 2.3 INTERNSHIP

2.3.1 **General** -- Internship is a phase of training wherein a graduate is expected to learn methods/modalities for actual practice of medical and health care and acquire skills under supervision so that he/she may become capable of functioning independently.

2.3.2 In order to make trained work force available, it may be considered as a phase of training wherein the graduate is expected to conduct actual practice under the supervision of a trained doctor. The learning methods and modalities have to be done during the MBBS course itself with larger number of hands on session, practice on simulators including zoes models.

### 2.3.3 Specific Objectives

At the end of the internship training, the student shall be able to:

2.3.3.1 Diagnose clinical common disease conditions encountered in practice and make timely decision for referral to higher level;

2.3.3.2 Use discreetly the essential drugs, infusions, blood or its substitutes and laboratory services.

2.3.3.3 Manage all type of emergencies-medical, surgical obstetric, neonatal and paediatric, by rendering first level care;

2.3.3.4 Demonstrate skills in monitoring of the National Health Programme and schemes, oriented to provide preventive and promotive health care services to the community;

2.3.3.5 Develop leadership qualities to function effectively as a leader of the health team organised to deliver the health and family welfare service in existing socio-economic, political and cultural environment;

2.3.3.6 Render services to chronically sick and disabled (both physical and mental) and to communicate effectively with patient and the community.

2.3.4 Time allocation to each discipline is approximate and shall be guided more specifically by the actual experience obtained. Thus a student serving in a district or taluk hospital emergency room may well accumulate skill in surgery, orthopaedics, medicine, obstetrics and Gynaecology and Paediatrics during even a single night on duty. Responsible authorities from the medical college shall adjust the intern experience to maximize intern's opportunities to practice skills in patient care in rough approximation of the time allocation suggested.

### 2.3.5 Internship – Time Distribution

#### 2.3.5.1 COMPULSORY

Community Medicine	2 months
Medicine including 15 days of Psychiatry	2 months
Surgery including 15 days Anaesthesia	2 months
Obst./Gynae. including Family Welfare Planning	2 months
Paediatrics	1 month
Orthopaedics including PMR	1 month
ENT	15 days
Ophthalmology	15 days
Casualty	15 days

2.3.5.2 Elective Posting (1x15 days) 15 days

Subjects for Elective posting will be as follows:

- Dermatology and Sexually Transmitted Diseases.
- Tuberculosis and Respiratory Diseases.
- Radio-Diagnosis
- Forensic Medicine
- Blood Bank
- Psychiatry

**Note:** Structure internship with college assessment at the end of the internship.

### 2.3.6 Other Details

2.3.6.1 All parts of the internship shall be done as far as possible in institutions of India. In case of any difficulties, the matter may be referred to the Medical Council of India to be considered on individual merit.

2.3.6.2 Every candidate will be required after passing the final MBBS examination to undergo compulsory rotational internship to the satisfaction of the College authorities and university for a period of 12 months so as to be eligible for the award of the degree of Bachelor of Medicine and Bachelor of Surgery (MBBS) and full registration.

2.3.6.3 The University shall issue a provisional MBBS pass certificate on passing the final examination.

2.3.6.4 The State Medical Council will grant provisional registration to the candidate on production of the provisional MBBS pass certificate. The provisional registration will be for a period of one year. In the event of the shortage or unsatisfactory work, the period of provisional registration and the compulsory rotating internship may be suitably extended by the appropriate authorities.

2.3.6.5 The intern shall be entrusted with clinical responsibilities under direct supervision of senior medical officer. They shall not be working independently.

2.3.6.6 Interns will not issue a medical certificate or a death certificate or a medico-legal document under their signature.

2.3.6.7 Adjustment to enable a candidate to obtain training in elective clinical subjects may be made.

2.3.6.8 One year's approved service in the Armed Forces Medical Services, after passing the final MBBS examination shall be considered as equivalent to the pre-registration training detailed above; such training shall, as far as possible, be at the Base/General Hospital.

### 2.3.7 Assessment of Internship

2.3.7.1 The intern shall maintain a record of work which is to be verified and certified by the medical officer under whom he works. Apart from scrutiny of the record of work, assessment and evaluation of training shall be undertaken by an objective approach using situation tests in knowledge, skills and attitude during and at the end of the training. Based on the record of work and date of evaluation, the Dean/Principal shall issue certificate of satisfactory completion of training, following which the University shall award the MBBS degree or declare him eligible for it.

2.3.7.2 Satisfactory completion shall be determined on the basis of the following:-

-- Proficiency of knowledge required for each case  
SCORE 0-5

-- The competency in skills expected to manage each case:

- a) Competency for performance of self performance,
- b) of having assisted in procedures,
- c) of having observed.

SCORE 0-5

-- Responsibility, punctuality, work up of case, involvement in treatment, follow-up reports.

SCORE 0-5

-- Capacity to work in a team (Behaviour with colleagues, nursing staff and relationship with paramedicals).

SCORE 0-5

-- Initiative, participation in discussions, research aptitude.

SCORE 0-5

Poor / Fair / below average / average / above average / excellent  
0      1      2      3      4      5

- 2.3.7.3 A Score of less than 3 in any of above items will represent unsatisfactory completion of internship.
- 2.3.7.4 Full registration shall only be given by the State Medical Council/Medical Council of India on the award of the MBBS degree by the university or its declaration that the candidate is eligible for it.

### 3.0 ACADEMIC QUALIFICATION AND SELECTION CRITERIA FOR ADMISSION

3.1 **Eligibility Criteria:** No Candidate shall be allowed to be admitted to the Medical Curriculum proper of first Bachelor of Medicine and Bachelor of Surgery (MBBS) Course until:

3.1.1 He/she shall complete the age of 17 years on or before 31st December of the year of admission to the MBBS Course.

3.1.2 He/she has passed qualifying examination as under:

3.1.2.1 The higher secondary examination or the Indian School Certificate Examination which is equivalent to 10+2 Higher Secondary Examination after a period of 12 years study, the last two years of study comprising of physics, Chemistry, Biology/Bio-technology and Mathematics or any other elective subjects with English at a level not less than the core course for English as prescribed by the National Council for Educational Research and Training after the introduction of the 10+2+3 years educational structure as recommended by the National Committee on education.

**Note:** Where the course content is not as prescribed for 10+2 education structure of the National Committee, the candidates will have to undergo a period of one year pre-professional training before admission to the Medical colleges.

Or

3.1.2.2 The Intermediate examination in science of an Indian University/Board or other recognized examining body with Physics, Chemistry and Biology/Bio-technology which shall include a practical test in these subjects and also English as a compulsory subject.

Or

3.1.2.3 The pre-professional/pre-medical examination with Physics, Chemistry and Biology/Bio-technology, after passing either the higher secondary school examination, or the pre-university or an equivalent examination. The pre-professional/pre-medical examination shall

include a practical test in Physics, Chemistry & Biology/Bio-technology and also English as a compulsory subject.

Or

- 3.1.2.4 The first year of the three years degree course of a recognized University, with Physics, Chemistry and Biology/Bio-technology including a practical test in these subjects provided the examination is a "University Examination" and candidate has passed 10+2 with English at a level not less than a core course.

Or

- 3.1.2.5 B.Sc examination of an Indian University, provided that he/she has passed the B.Sc examination with not less than two of the following subjects Physics, Chemistry, Biology(Botany, Zoology)/Bio-technology and further that he/she has passed the earlier qualifying examination with the following subjects - Physics, Chemistry, Biology/Bio-technology and English.

Or

- 3.1.2.6 Any other examination which, in scope and standard is found to be equivalent to the intermediate science examination of an Indian University/Board, taking Physics, Chemistry and Biology/Bio-technology including practical test in each of these subjects and English.

**Note:**

The pre-medical course may be conducted either at Medical College or a Science College.

Marks obtained in mathematics are not to be considered for admission to MBBS course.

After the 10+2 course is introduced, the integrated courses should be abolished.

- 3.2 Selection of Students:** The selection of students to M.B.B.S. course shall be based solely on merit of the candidate and determination of merit shall be on the basis of a competitive entrance examination conducted by the People's University/ any other Designated agency approved and authorized by the Peoples University or as decided by Statutory Body.

- 3.2.1 Procedure for selection to MBBS course shall be as follows :-

- 3.2.1.1 A candidate must have passed in the subjects of Physics, Chemistry, Biology/Bio-technology and English individually and must have obtained a minimum of 50% marks taken together in Physics, Chemistry & Biology/Bio-technology at the qualifying examination and in addition must

have come in the merit list prepared as a result of such competitive entrance examination by securing not less than 50% marks in Physics, Chemistry and Biology/Bio-technology taken together in the competitive examination.

- 3.2.1.2 In respect of candidates belonging to Scheduled Castes, Scheduled Tribes or other Backward Classes the marks obtained in Physics, Chemistry and Biology/Bio-technology taken together in qualifying examination and competitive entrance examination be 40% instead of 50% as stated above.
- 3.2.1.3 Provided that a candidate who has appeared in the qualifying examination the result of which has not been declared, he may be provisionally permitted to take up the competitive entrance examination and in case of selection for admission to the MBBS course, he shall not be admitted to that course until he fulfils the eligibility criteria.
- 3.2.1.4 Provided that the eligibility criteria for admission to persons with locomotory disability of lower limbs will be a minimum of 45% marks instead of 50% taken together in qualifying examination and competitive entrance examination for admission in MBBS course.

### 3.3 Migration

- 3.3.1 Migration from one medical college to other is not a right of a student. However, migration of students from one medical college to another medical college in India may be considered by the Medical Council of India only in exceptional cases on extreme compassionate grounds\*, provided following criteria are fulfilled. Routine migrations on other grounds shall not be allowed.
- 3.3.2 Both the colleges, i.e. one at which the student is studying at present and one to which migration is sought, are recognised by the Medical Council of India.
- 3.3.3 The applicant candidate should have passed first professional MBBS examination.
- 3.3.4 The applicant candidate submits his application for migration, complete in all respects, to all authorities concerned within a period of one month of passing (declaration of results) the first professional Bachelor of Medicine and Bachelor of Surgery (MBBS) examination.
- 3.3.5 The applicant candidate must submit an affidavit stating that he/she will pursue 18 months of prescribed study before appearing at IInd professional Bachelor of Medicine and

- Bachelor of Surgery (MBBS) examination at the transferee medical college, which should be duly certified by the Registrar of the concerned University in which he/she is seeking transfer. The transfer will be applicable only after receipt of the affidavit.
- 3.3.6 Migration during clinical course of study shall not be allowed on any ground.
- 3.3.7 All applications for migration shall be referred to Medical Council of India by college authorities. The Institution / University shall not allow migrations directly without the approval of the Council. Council reserves the right, not to entertain any application which is not under the prescribed compassionate grounds and also to take independent decisions where applicant has been allowed to migrate without referring the same to the Council.
- 3.3.8 Compassionate grounds criteria for migration as laid down by MCI -
- 3.3.8.1 Death of a supporting guardian.
- 3.3.8.2 Illness of the candidate causing disability.
- 3.3.8.3 Disturbed conditions as declared by Government in the Medical College area.
- 3.3.9 Migration of students from one medical college to another medical college may be granted on any genuine ground subject to the availability of vacancy in the college where migration is sought and fulfilling the other requirements laid down in the Regulations. Migration would be restricted to 5% of the sanctioned intake of the college during the year. No migration will be permitted on any ground from one medical college to another located within the same city.
- 3.3.10 Migration of students from one College to another is permissible only if both the colleges are recognized by the Central Government under section 11(2) of the Indian Medical Council Act, 1956 and further subject to the condition that it shall not result in increase in the sanctioned intake capacity for the academic year concerned in respect of the receiving medical college.
- 3.3.11 The applicant candidate shall be eligible to apply for migration only after qualifying in the first professional MBBS examination. Migration during clinical course of study shall not be allowed on any ground.
- 3.3.12 For the purpose of migration an applicant candidate shall first obtain "No Objection Certificate" from the college where he is studying for the present and the university to which that college is affiliated and also from the college to which the migration is sought and the university to which that college is affiliated. He/She shall submit his application for migration within a period of 1

within a period of 1 month of passing (Declaration of result of the 1st Professional MBBS examination) along with the above cited four "No Objection Certificates" to: (a) the Director of Medical Education of the State, if migration is sought from one college to another within the same State or (b) the Medical Council of India, if the migration is sought from one college to another located outside the State.

3.3.13 A student who has joined another college on migration shall be eligible to appear in the IInd professional MBBS examination only after attaining the minimum attendance in that college in the subjects, lectures, seminars etc. required for appearing in the examination prescribed under Regulation 12(1)

**Note-1:** The People's University /Institutions shall frame appropriate guidelines for grant of No Objection Certificate or migration, as the case may be, to the students subject to provisions of these regulations.

**Note-2 :** Any request for migration not covered under the provisions of these Regulations shall be referred to the Medical Council of India for consideration on individual merits by the Director (Medical Education) of the State or the Head of Central Government Institution concerned. The decision taken by the Council on such requests shall be final.

**Note-3:** The Institution shall send intimation to the Medical Council of India about the number of students admitted by them on migration within one month of their joining. It shall be open to the Council to undertake verification of the compliance of the provisions of the regulations governing migration by the Colleges at any point of time.

#### 4.0 COMMENCEMENT OF COURSE

4.1 The M.B.B.S. course shall commence with effect from 1<sup>st</sup> August of respective year or as per prevailing rules.

4.2 The last date up to which students can be admitted against vacancies arising due to any reason shall be 30<sup>th</sup> September of respective year or as per prevailing rules.

#### 5.0 REGULATION RELATING TO ASSESSMENT OF ACADEMIC GROWTH OF STUDENTS

5.1 Examination Regulations - Essentialities for qualifying to appear in professional examinations. The performance in essential components of training are to be assessed, based on:



month of passing (Declaration of result of the 1st Professional MBBS examination) along with the above cited four "No Objection Certificates" to: (a) the Director of Medical Education of the State, if migration is sought from one college to another within the same State or (b) the Medical Council of India, if the migration is sought from one college to another located outside the State.

3.3.13 A student who has joined another college on migration shall be eligible to appear in the IInd professional MBBS examination only after attaining the minimum attendance in that college in the subjects, lectures, seminars etc. required for appearing in the examination prescribed under Regulation 12(1)

**Note-1:** The People's University /Institutions shall frame appropriate guidelines for grant of No Objection Certificate or migration, as the case may be, to the students subject to provisions of these regulations.

**Note-2 :** Any request for migration not covered under the provisions of these Regulations shall be referred to the Medical Council of India for consideration on individual merits by the Director (Medical Education) of the State or the Head of Central Government Institution concerned. The decision taken by the Council on such requests shall be final.

**Note-3:** The Institution shall send intimation to the Medical Council of India about the number of students admitted by them on migration within one month of their joining. It shall be open to the Council to undertake verification of the compliance of the provisions of the regulations governing migration by the Colleges at any point of time.

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- 5.1 Examination Regulations - Essentialities for qualifying to appear in professional examinations. The performance in essential components of training are to be assessed, based on:

### 5.1.1 Attendance

75% attendance in a subject for appearing in the examination is compulsory inclusive of attendance in non-lecture teaching i.e. seminars, group discussions, tutorials, demonstrations, practicals, hospital (Tertiary Secondary, Primary) posting and bed side clinics etc.

### 5.1.2 Internal Assessment

5.1.2.1 It shall be based on day to day assessment (see note), evaluation of student assignment, preparation for seminar, clinical case presentation etc.:

5.1.2.2 Regular periodical examinations shall be conducted throughout the course. The questions of number of examinations shall be decided by the Institutions.

5.1.2.3 Day to day records shall be given importance during internal assessment

5.1.2.4 Weightage for the internal assessment shall be 20% of the total marks in each subject.

5.1.2.5 Student must secure at least 35% marks of the total marks fixed for internal assessment in a particular subject in order to be eligible to appear in final university examination of that subject.

5.1.2.6 Internal assessment shall relate to different ways in which students participation in learning participation in learning process during semesters in evaluated. Some examples are as follows:

- Preparation of subject for students seminar.
- Preparation of a clinical case for discussion.
- Clinical case study/problem solving exercise.
- Participation in Project for health care in the community (planning stage to evaluation).
- Proficiency in carrying out a practical or a skill in small research project.
- Multiple choice questions (MCQ) test after completion of a system/teaching.

Each item tested shall be objectively assessed and recorded. Some of the items can be assigned as Home work/Vacation work.

## 6.0 APPOINTMENT OF EXAMINERS

- 6.1 No person shall be appointed as an examiner in any of the subjects of the Professional examination leading to and including the final Professional examinations for the award of the MBBS degree unless he has taken atleast five years previously, a doctorate degree of a recognized university or an equivalent qualification in the particular subject as per recommendation of the Council on teachers' eligibility qualifications and has had at least five years of total teaching experience in the subject concerned in a college affiliated to a recognized university at a faculty position.
- 6.2 There shall be at least four examiners for 100 students, out of whom not less than 50% must be external examiners. Of the four examiners, the senior most internal examiner will act as the Chairman and co-ordinator of the whole examination programme so that uniformity in the matter of assessment of candidates is maintained. Where candidates appearing are more than 100, one additional examiner, for every additional 50 or part thereof candidates appearing, be appointed.
- 6.3 Non medical scientists engaged in the teaching of medical students as whole time teachers, may be appointed examiners in their concerned subjects provided they possess requisite doctorate qualifications and five year teaching experience of medical students after obtaining their postgraduate qualifications. Provided further that the 50% of the examiners (Internal & External) are from the medical qualification stream.
- 6.4 External examiners shall not be from the same university and preferably be from outside the state.
- 6.5 The internal examiner in a subject shall not accept external examinership for a college from which external examiner is appointed in his subject.
- 6.6 External examiners shall rotate at an interval of 2 years.
- 6.7 There shall be a Chairman of the Board of paper-setters who shall be an internal examiner and shall moderate the questions.
- 6.8 Except Head of the department of subject concerned in a college/institution, all other with the rank of reader or equivalent and above with requisite qualifications and experience shall be appointed internal examiners by rotation in their subjects; provided that where there are no posts of readers, then an Assistant Professor of 5 years standing as Assistant Professor may be considered for appointment as examiner.

## 7.0 UNIVERSITY EXAMINATIONS: THEORY AND PRACTICAL

- 7.1 Theory papers will be prepared by the examiners as prescribed. Nature of questions will be short answer type/objective type and marks for each part indicated separately. Question papers should preferably be of short structure/objective type.

- 7.2 Practicals/clinicals will be conducted in the laboratories or hospital wards. The objective will be to assess proficiency in skills, conduct of experiment, interpretation of data and logical conclusion. Clinical cases should preferably include common diseases and not esoteric syndromes or rare disorders. Emphasis should be on candidate's capability in eliciting physical signs and their interpretation. Clinical cases/practicals shall take into account common diseases which the student is likely to come in contact in practice. Rare cases/obscure syndromes, long cases of neurology shall not be put for final examination
- 7.3 Viva/oral includes evaluation of management approach and handling of emergencies. Candidates skill in interpretation of common investigative data, x-rays, identification of specimens, ECG etc. also is to be evaluated.
- 7.4 The examinations are to be designed with a view to ascertain whether the candidate has acquired the necessary for knowledge, minimum skills along with clear concepts of the fundamentals which are necessary for him to carry out his professional day to day work competently. Evaluation will be carried out on an objective basis.
- 7.5 Question papers should preferably be of short structure/objective type.
- 7.6 Clinical cases/practicals shall take into account common diseases which the student is likely to come in contact in practice. Rare cases/obscure syndromes, long cases of neurology shall not be put for final examination.
- 7.7 During evaluation it shall be ascertained if the candidate has acquired the desired practical skills.
- 7.8 There shall be one main examination in a year and a supplementary to be held not later than 6 months after the publication of its results. Universities Examinations shall beheld as under:-
- 7.8.1 First Professional:-  
In the second Semester of Phase 1 training, in the subjects of Anatomy, Physiology and Bio-Chemistry.
- 7.8.2 Second Professional:-  
In the Fifth Semester of Phase II training, in the subjects of Pathology, Microbiology, Pharmacy and Forensic Medicine.
- 7.8.3 Third Profesional :-  
Part I- in the Seventh Semester of Phase III, in the subjects of Ophthamology, Oto-rhyno-laryngology and Community Medicine.
- 7.8.4 Third Professional :-  
Part II-(Final Professional) – At the end of Phase III training in the subjects of Medicine, Surgery, Obstetrics & Gynecology and Pediatrics.

**Note :**

- a) Results of University examinations shall be declared before the start of teaching for next semester.
- b) Passing in Ist Professional is compulsory before proceeding to Phase II training.
- c) A student who fails in the IInd professional examination, should not be allowed to appear IIIrd Professional Part I examination unless he passes all subjects of IInd Professional examination.
- d) Passing in IIIrd Professional (Part-1) is compulsory for being eligible for IIIrd Professional (Part II) examination

**7.9 Distribution of marks to various disciplines:****7.9.1 First Professional examination:(Pre-clinical Subjects):-****7.9.1.1 Anatomy:**

Theory-Two papers of 50 marks each  
 (One applied question of 10 marks in each paper) 100 marks.  
 Oral(Viva) 20 marks  
 Practical 40 marks  
 Internal Assessment  
 (Theory-20; Practical-20) 40 marks  
 Total 200 marks

**7.9.1.2 Physiology including Biophysics**

Theory-Two papers of 50 marks each  
 (One applied question of 10 marks in each paper) 100 marks  
 Oral (Viva) 20 marks  
 Practical 40 marks  
 Internal Assessment  
 (Theory-20; Practical-20) 40 marks  
 Total 200 marks

**7.9.1.3 Biochemistry**

Theory-Two papers of 50 marks each  
 (One applied question of 10 marks in each paper) 100 marks  
 Oral (Viva) 20 marks  
 Practical 40 marks  
 Internal Assessment  
 (Theory-20; Practical-20) 40 marks  
 Total 200 marks

**7.9.1.4 Pass:** In each of the subjects, a candidate must obtain 50% in aggregate with a minimum of 50% in Theory including orals and minimum of 50% in Practicals.

**7.9.2 Second Professional Examination:  
(Para-clinical subjects)****7.9.2.1 Pathology**

Theory-Two papers of 40 marks each  
(One applied question of 10 marks in each paper) 80 marks  
Oral (Viva) 15 marks  
Practical 25 marks  
Internal assessment  
(Theory-15; Practical-15) 30 marks  
Total 150 marks

**7.9.2.2 Microbiology**

Theory-Two papers of 40 marks each  
(One applied question of 10 marks in each paper) 80 marks  
Oral (Viva) 15 marks  
Practical 25 marks  
Internal assessment  
(Theory-15; Practical-15) 30 marks  
Total 150 marks

**7.9.2.3 Pharmacology**

Theory-Two papers of 40 marks each  
Containing one question on clinical therapeutics 80 marks  
Oral (Viva) 15 marks  
Practical 25 marks  
Internal assessment  
(Theory-15; Practical-15) 30 marks  
Total 150 marks

**7.9.2.4 Forensic Medicine**

Theory-one paper 40 marks  
Oral (Viva) 10 marks  
Practical/Clinicals 30 marks  
Internal assessment  
(Theory-10; Practical-10) 20 marks  
Total 100 marks

**7.9.2.5 Pass:** In each of the subjects, a candidate must obtain 50 % in aggregate with a minimum of 50% in Theory including oral and minimum of 50% in Practicals/clinicals.

**7.9.3 Third Professional – Part I**

To be conducted during end period of seventh semester.

**7.9.3.1 Ophthalmology**

Theory : One paper 40 marks  
(should contain one question on pre-clinical and para-clinical aspects, of 10 marks)  
Oral (Viva) 10 marks

Clinical 30 marks  
Internal assessment 20 marks  
(Theory-10; Practical-10)  
Total 100 marks

#### 7.9.3.2 Oto-Rhino-Laryngology

Theory:One paper 40 marks  
(should contain one question on pre-clinical and  
para-clinical aspects, of 10 marks)  
Oral(Viva) 10 marks  
Clinical 30 marks Internal assessment 20 marks  
(Theory –10 Practical-10)  
Total 100 marks

#### 7.9.3.3 Community Medicine including Humanities

Theory : Two papers of 60 marks each 120 marks  
(includes problem solving, applied aspects of  
management at primary level including essential drugs,  
occupational (agro based) diseases, rehabilitation and  
social aspects of community).  
Oral (Viva) 10 marks  
Practical/Project evaluation 30 marks  
Internal assessment 40 marks  
(Theory -20; Practical-20)  
Total 200 marks

7.9.3.4 **Pass:** In each of the subjects a candidate must obtain  
50% in aggregate with a minimum of 50% in Theory  
including orals and minimum of 50% in  
practicals/clinicals.

### 7.9.4 Third Professional – Part II

Each paper shall have two sections. Questions requiring essay  
type answers may be avoided.

#### 7.9.4.1 Medicine

Theory- Two papers of 60 marks each 120 marks  
Paper 1- General Medicine  
Paper II- General Medicine (including Psychiatry,  
Dermatology and S.T.D.)  
(Shall contain one question on basic sciences and  
allied subjects)  
Oral (Viva) Interpretation of X-ray ECG, etc. 20 marks  
Clinical (Bed side) 100 marks  
Internal assessment 60 marks  
(Theory-30; Practical-30)  
Total 300 marks

#### 7.9.4.2 Surgery

Theory-Two papers of 60 marks each 120 marks  
Paper-1-General Surgery (Section 1)  
Orthopaedics (Section 2)  
Paper II-General Surgery including

Anaesthesiology, Dental diseases and Radiology.  
(shall contain one question on basic sciences and allied subjects)

Oral (Viva) Interpretation of Investigative data 20 marks

Clinical (Bed Side) 100 marks

Internal assessment 60 marks

(Theory-30; Practical-30) 60 marks

Total 300 marks

Paper 1 of Surgery shall have one section in Orthopaedics. The questions on Orthopaedic Surgery be set and assessed by examiners who are teachers in the Orthopaedic surgery.

#### 7.9.4.3 Obstetrics and Gynaecology

Theory Two papers of 40 marks each 80 marks

Paper I- Obstetrics including social obstetrics.

Paper II – Gynaecology, Family Welfare and Demography

(Shall contain one question on basic sciences and allied subjects)

Oral (Viva) including record of delivery cases(20+10) 30 marks

Clinical 50 marks

Internal assessment

(Theory-20; Practical-20) total 40 marks

Total 200 marks

#### 7.9.4.4 Pediatrics: (Including Neonatology)

Theory: One paper 40 marks

(Shall contain one question on basic sciences and allied subjects)

Oral (Viva) 10 marks

Clinical 30 marks

Internal assessment 20 marks

(Theory-10; Practical-10)

Total 100 marks

7.9.4.5 **Pass:** In each of the subjects a candidate must obtain 50% in aggregate with a minimum of 50% in Theory including orals and minimum of 50% in Practicals/clinicals.

#### 7.10 Criteria for passing

7.10.1 Results of University examinations shall be declared before the start of teaching for next semester.

7.10.2 Passing in Ist Professional is compulsory before proceeding to Phase II training.

7.10.3 A student who fails in the IInd professional examination, should not be allowed to appear IIIrd Professional Part I examination unless he passes all subjects of IInd Professional examination.

7.10.4 Passing in IIIrd Professional (Part-1) is compulsory for being eligible for IIIrd Professional (Part II) examination



**7.11 Division and Merit list**

7.11.1 The division shall be awarded only after 3<sup>rd</sup> part II university examination and shall be based on the aggregate marks obtained by the candidate at his /her successful attempts at the 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup> part I and 3<sup>rd</sup> part II M.B.B.S. University examinations. There shall be only three divisions as follows—

-- 1 <sup>st</sup> division with honors	:	75 % and above
-- 1 <sup>st</sup> division	:	60 % and above but below 75%
-- 2 <sup>nd</sup> division	:	50 % and above but below 60%

7.11.2 The merit shall be declared by the university after the declaration of result of 3<sup>rd</sup> Part II M.B.B.S. university examination on the basis of the integrated performance of all the four M.B.B.S. university examinations. The merit list shall include first 10 candidates securing at least 1<sup>st</sup> division and passing all M.B.B.S. university examination in first attempts with all subjects taken together.

**7.12 Condonation of deficiency in marks**

7.12.1 The grace marks up to a maximum of five marks may be awarded at the discretion of the University to a student who has failed only in one subject but has passed in all other subjects.

7.12.2 After condonation of marks the result of the concerned M.B.B.S. university examination shall be declared as " Pass by condonation" or "Pass by grace".

**8.0 REVALUATION / RE-TOTALING**

8.1 Re-totaling-The university on application and remittance of stipulated fees as prescribed by the university shall permit a recounting or opportunity to recount the marks received for various questions in an answer paper/papers for theory of all subject for which a candidate has appeared in the university examination. Any error in addition of marks awarded, if identified shall be suitably rectified.

8.2 Revaluation- Revaluation of theory papers in all years of study of the M.B.B.S. course shall be permissible by the university on application and remittance of the prescribed fees within the stipulated time. Such answer scripts shall be reevaluated by not less than two duly qualified examiners and the average obtained shall be awarded to the candidate and the result reconsidered accordingly.

**9.0 CANCELLATION OF ADMISSION**

9.1 The admission of the student at any stage of the study shall be cancelled by the Vice Chancellor based on the recommendation of the head of the institution if:

9.1.1 He/ She is not found to be qualified or eligible as per MCI norms and guidelines.

9.1.2 He/She is found to have produced false / forged documents or found to have used unfair means to secure admission.

9.1.3 He/ she is found to be involved in serious breach of discipline in the institution or the university campus.

**APPENDIX-A****Prescribed Teaching Hours :-**

Following minimum teaching hours are prescribed in various disciplines:

**A. Pre-Clinical Subjects : (Phase-1-First and Second Semester)**

Anatomy	:	650 Hrs.
Physiology	:	480 Hrs.
Biochemistry	:	240 Hrs.
Community Medicine	:	60 Hrs.

**B. Para-Clinical Subjects: (Phase-II-5th to 7th Semester)**

Pathology	:	300 Hrs.
Pharmacology	:	300 Hrs.
Microbiology	:	250 Hrs.
Community Medicine	:	200 Hrs.
		(including 8 weeks postings of 3 hrs each)
Forensic Medicine	:	100 Hrs.

Teaching of para-clinical subjects shall be 4 hrs per day in 3rd Semester and 3Hrs per day in 4th and 5th Semesters (See attached Time Table)

**C. Clinical Subjects**

1. Clinical postings as per chart attached.
2. Theory lectures, demonstrations and Seminars etc.in addition to clinical postings as under. The clinical lectures to be held from 4th Semester onwards (See attached Time Table)

Gen-Medicine	:	300 Hours
Gen. Surgery	:	300 Hours
Paediatrics	:	100 Hours
Orthopedics	:	100 Hours
T.B. and Chest	:	20 Hours
Ophthalmology	:	100 Hours
Psychiatry	:	20 Hours
ENT	:	70 Hours
Skin and STD	:	30 Hours
Radiology	:	20 Hours
Community Medicine	:	50 Hours
Dentistry	:	10 Hours
Anaesthesia	:	20 Hours
Obst & Gynae.	:	300 Hours

**Note**

This period of training is minimum suggested.

Adjustments where required depending on availability of time shall be made.

This period of training does not include university examination period.

Extra time available be devoted to other Sub-specialities.

Clinical methods in Medicine and Surgery for whole class will be for 2 weeks each respectively at the start of 3rd semester.

This posting shall include training in Radiodiagnosis.

This posting includes exposure to Rehabilitation Physiotherapy.

This posting includes exposure to laboratory medicine and infectious diseases.

This posting includes exposure to dressing and Anesthesia.

This includes maternity training and Family medicine and the 3rd semester posting shall be in Family Welfare Planning.

**Established under M.P. Act No.17 of 2007****Ordinance No. 8****BACHELOR OF DENTAL SURGERY (B.D.S.)****1.0 AIMS**

- 1.1 The dental graduates during training in the institutions should acquire adequate knowledge, necessary skills and such attitudes which are required for carrying out all the activities appropriate to general dental practice involving the prevention, diagnosis and treatment of anomalies and diseases of the teeth, mouth, jaws and associated tissues.
- 1.1.2 The graduate should also understand the concept of community oral health education and be able to participate in the rural health care delivery programmes existing in the country.

**1.2. GOALS OF EDUCATION AND TRAINING:**

The Dental curriculum shall be oriented towards educating students of B.D.S. Course to:

- 1.2.1. Take up the responsibilities of dental surgeon of first contact and be capable of functioning independently in both urban and rural environment.
- 1.2.2. Provide educational experience that allows hands-on-experience both in hospital as well as in community setting.
- 1.2.3. Make maximum efforts to encourage integrated teaching and de-emphasize compartmentalisation of disciplines so as to achieve horizontal and vertical integration in different phases.
- 1.2.4. Offer educational experience that emphasizes health rather than only disease. Teach common problems of health and disease and to the national programmes.
- 1.2.5. Use learner oriented methods, which would encourage clarity of expression, independence of judgement, scientific habits, problem solving abilities, self initiated and self-directed learning.
- 1.2.6. Use of active methods of learning such as group discussions, seminars, role play, field visits, demonstrations, peer interactions etc., which would enable students to develop personality, communication skills and other qualities which are necessary may be done.

- 1.2.7 Regular periodic assessment be done throughout the course. Examinations be designed with a view to assess not merely the knowledge but also practical and clinical skills, habits and values which are necessary for a graduate to carry out professional day to day work competently.
- 1.2.8. Establish a Dental Education Unit for faculty development, preparation of learning resource materials and for improving evaluation methods.

## 2.0 OBJECTIVES:

- 2.1 The objectives are dealt under three headings namely (a) knowledge and understanding (b) skills and (c) attitudes.
- 2.1.1 Knowledge and understanding: The graduate shall acquire the following during the period of training.
- 2.1.2 Adequate knowledge of the scientific foundations on which dentistry is based and good understanding of various relevant scientific methods, principles of biological functions and shall be able to evaluate and analyse scientifically various established facts and data.
- 2.1.3 Adequate knowledge of the development, structure and function of the teeth, mouth and jaws and associated tissues both in health and disease and their relationship and effect on general-state of health and also the bearing on physical and social well-being of the patient.
- 2.1.4 Adequate knowledge of clinical disciplines and methods, which provide a coherent picture of anomalies, lesions and diseases of the teeth, mouth and jaws and preventive, diagnostic and therapeutic aspects of dentistry. Adequate clinical experience required for general dental practice.
- 2.1.5 Adequate knowledge of biological function and behaviour of persons in health and sickness as well as the influence of the natural and social environment on the state of health so far as it affects dentistry.

## 2.2 SKILLS :

- 2.2.1 A graduate shall be able to demonstrate the following skills necessary for practice of dentistry.
- 2.2.2 Able to diagnose and manage various common dental problems encountered in general dental practice, keeping in mind the expectations and the right of the society to receive the best possible treatment available wherever possible.
- 2.2.3 Acquire skill to prevent and manage complications if encountered while carrying out various dental surgical and other procedures.
- 2.2.4 Possess skill to carry out required investigative procedures and ability to interpret laboratory findings.

2.2.5 Promote oral health and help to prevent oral diseases wherever possible.

2.2.6 Competent in control of pain and anxiety during dental treatment.

### **2.3 ATTITUDES :**

2.3.1 A graduate shall develop during the training period the following attitudes. Willing to apply current knowledge of dentistry in the best interest of the patients and the community.

2.3.2 Maintain a high standard of professional ethics and conduct and apply these in all aspects of professional life.

2.3.3 Seek to improve awareness and provide possible solutions for oral health problems and needs throughout the community.

2.3.4 Willingness to participate in the continuing education programmes to update knowledge and professional skills from time to time.

2.3.5. To help and to participate in the implementation of national health programmes.

## **3.0 COURSE STRUCTURE:**

### **3.1 INFRASTRUCTURE:**

The Infrastructure like staff, equipment, Instruments, Material, Books and Journals, space and clinical material shall be as per the stipulations of Dental Council of India from time to time.

### **3.2. AGE :**

He/She shall complete the age of 17 years on or before 31st December, of the year of admission to the BDS course;

### **3.3. ACADEMIC QUALIFICATION FOR ADMISSION :**

3.3.1. He / She shall have passed qualifying examination as under :-

3.3.1.1 The higher secondary examination or the Indian School Certificate Examination which is equivalent to 10 + 2 Higher Secondary Examination after a period of 12 years study, the last two years of study comprising of Physics, Chemistry, Biology and Mathematics or any other elective subjects with English at a level not less than the core course for English as prescribed by the National Council of Educational Research and Training after the introduction of the 10+2+3 years educational structure as recommended by the National Committee on education;

**Note:** Where the course content is not as prescribed or 10+2 education structure of the National Committee, the candidates will have to undergo a period of one year pre-professional training before admission to the dental colleges;

Or

3.3.1.2 The intermediate examination in science of an Indian University/ Board or other recognized examining body with Physics, Chemistry and Biology which shall include a practical test in these subjects and also English as a compulsory subjects.

Or

3.3.1.3 The pre-professional/ Pre-medical examination with Physics, Chemistry and Biology, after passing either the higher secondary school examination, or the pre-university or an equivalent examination. The pre-professional/ Pre-medical examination shall include a practical test in physics, Chemistry and Biology and also English as compulsory subjects;

Or

3.3.1.4 The first year of three year degree course of a recognized university, with physics, Chemistry and Biology including a practical test in three subjects provided the examination is a "University Examination" and candidate has passed 10+2 with English at a level not less than a core courses.

Or

3.3.1.5 B.Sc examination of an Indian University, provided that he/she has passed the B.Sc examination with not less than two of the following subjects Physics, Chemistry, Biology (Botany, Zoology) and further that he/she has passed the earlier qualifying examination with the following subjects-Physics, Chemistry, Biology and English.

Or

3.3.1.6 Any other examination which, in scope and standard is found to be equivalent to the intermediate sciences examination of an Indian University/ Board, taking Physics, Chemistry and Biology including practical test in each of these subjects and English.

### 3.4 ELIGIBILITY :

3.4.1 The candidate must have passed in the subject of Physics, Chemistry, Biology and English individually and must have obtained a minimum of 50% marks taken together in Physics, Chemistry & Biology at the qualifying examination and in addition must have come in the merit list prepared as a result of such competitive entrance examination,

by securing not less than 50% marks in Physics, Chemistry & Biology taken together in the competitive examination. In respect of candidates belonging to scheduled castes, scheduled tribes of any other categories notified by the Government the marks obtained in Physics, Chemistry & Biology taken together in qualifying examination and competitive entrance examination be 40% instead of 50% as stated above.

- 3.4.2 Provided that a candidate who has appeared in the qualifying examination the result of which has not been declared, he may be provisionally permitted to take up the competitive entrance examination and in case of selection for admission to the BDS course, he shall not be admitted to that course until he fulfills the ability criteria as per above regulations.
- 3.4.3 Marks obtained in Mathematics are not to be considered of admission to BDS course.

#### 4.0 CRITERIA FOR SELECTION :

- 4.1 Students for Bachelor of Dental Surgery (BDS) course shall be selected strictly on the basis of their academic MERIT and on the basis of merit as determined by the competitive entrance examination conducted by People's University/ any other designated agency approved and authorized by the People's University or as decided by Statutory Body.
- In case the merit list of competitive entrance examination is exhausted and seats are still available, the remaining vacant seats are shall be filled up on the basis of National/ State level test as decided by University.
- 4.3 The remaining vacant seats shall be filled up on the basis of marks obtained in the qualifying examination on the merit basis at college level.

#### 5.0 CANCELLATION OF ADMISSION & DISCHARGE FROM THE COURSE:

Admission shall be cancelled and discharged from the course on the written orders of the Vice Chancellor if :

- 5.1 Any student who does not clear the first BDS University Examination in all subjects within 3 years from the date of admission.
- 5.2 Any students who was found to have obtained admission in fraudulent manner, if the documents furnished for gaining admission by any student are found to be forged/ false/ doctored at any stage of study.
- 5.3 If any student is found to be involved in serious breach of discipline.

#### 6.0 MIGRATION:

- 6.1 Migration of the candidate from one Institute to other is not a RIGHT.
- 6.2 However Migration of student of BDS course under People's University to any other Recognised Institute in India or Students from any other Recognised Institute in India to People's University shall be governed by the Migration rules as laid down by Dental Council of India from time to time.

**7.0 DURATION OF THE COURSE:**

- 7.1 The undergraduate dental training programme leading to BDS degree shall be of 4 academic years with 240 teaching days in each academic year and 12 months of compulsory paid rotatory Internship training.
- 7.1.1 Candidates shall be permitted to undergo Twelve months of compulsory paid rotatory Internship training only after passing of all the subjects in final BDS course and it shall be done in a recognized Dental College/Institution as per the prescribed rules and regulations as laid down by the University from time to time.
- 7.2 During this period, the student shall be required to have engaged in full time study.

**Subjects of Study:****7.3 First Year**

- 7.3.1 General Human Anatomy including Embryology and Histology.
- 7.3.2 General Human physiology and Biochemistry, Nutrition and Dietics.
- 7.3.3 Dental Anatomy, Embryology and Oral Histology
- 7.3.4 Dental materials
- 7.3.5 Pre-Clinical prosthodontic and Crown and Bridge

**7.4 Second Year**

- 7.4.1 General Pathology and Microbiology
- 7.4.2 General and Dental Pharmacology and Therapeutics
- 7.4.3 Dental Materials
- 7.4.4 Pre clinical Conservative Dentistry
- 7.4.5 Pre clinical Prosthodontics and Crown & Bridge
- 7.4.6 Oral Pathology & Oral Microbiology

**7.5 Third Year**

- 7.5.1 General Medicine
- 7.5.2 General Surgery
- 7.5.3 Oral Pathology and Oral Microbiology
- 7.5.4 Conservative Dentistry and Endodontics
- 7.5.5 Oral & Maxillofacial Surgery



- 7.5.6 Oral Medicine and Radiology
- 7.5.7 Orthodontics & Dentofacial Orthopedics
- 7.5.8 Pediatric & Preventive Dentistry
- 7.5.9 Periodontology
- 7.5.10 Prosthodontics and Crown & Bridge
- 7.5.11 Public Health Dentistry

## **7.6 Fourth Year**

### **7.6.1 Part-I First six months**

- 7.6.1.1 Orthodontics & Dentofacial orthopedics
- 7.6.1.2 Oral Medicine & Radiology
- 7.6.1.3 Paediatric & Preventive Dentistry
- 7.6.1.4 Periodontology
- 7.6.1.5 Oral & Maxillofacial Surgery
- 7.6.1.6 Prosthodontics and Crown & Bridge
- 7.6.1.7 Conservative Dentistry and Endodontics
- 7.6.1.8 Public Health Dentistry

### **7.6.2 Part-II second six months**

- 7.6.2.1 Oral & Maxillofacial Surgery
- 7.6.2.2 Prosthodontics and Crown & Bridge
- 7.6.2.3 Conservative Dentistry and Endodontics
- 7.6.2.4 Paediatric & Preventive Dentistry

## **8.0 COURSE COMMENCEMENT:**

- 8.1 The B.D.S. course shall commence with effect from 1<sup>st</sup> August of respective year or as per prevailing rules.
- 8.2 The last date up to which students can be admitted against vacancies arising due to any reason shall be 30<sup>th</sup> September of respective year or as per prevailing rules.

## **9.0 EXAMINATIONS:**

- 9.1 Evaluation is a continuous process, which is based upon criteria developed by the concerned authorities with certain objectives to assess the performance of the learner. This also indirectly helps in the measurement of effectiveness and quality of the concerned B.D.S. programme.
- 9.2 Evaluation is achieved by two processes.

- 9.3 Formative or internal assessment: Formative evaluation is done through a series of tests and examinations conducted periodically by the institution.
- 9.4 Summative or university examinations: Summative evaluation is done by the university through examination conducted at the end of the specified course.

#### **10.0 METHODS OF EVALUATION:**

Evaluation may be achieved by the following tested methods:

- 10.1 Written test
- 10.2 Practicals / Clinical examination
- 10.3 Viva voce

#### **11.0 INTERNAL ASSESSMENT EXAMINATION:**

- 11.1 Minimum of 3 periodical internal assessment examination shall be conducted in each subject. If the teaching of subject is spread over in two years, at least one examination shall be conducted in first year of teaching.
- 11.2 Average marks of three examinations shall be computed for the University examinations.
- 11.3 The Internal assessment examinations shall be conducted in proper manner on the dates announced in the examination schedule prepared at Institution level.
- 11.4 Repeater students shall appear again in at least one internal examination held during six months. Higher of either new marks or old marks may be considered for University examinations

#### **12.0 CRITERIA FOR A PASS:**

- 12.1 To pass the examination in a subject a candidate shall secure a minimum of 50 % of the total marks in any subject computed as aggregate for (A) theory, i.e., written, viva voce and internal assessment and (B) Practicals/Clinicals including internal assessment, separately and 50 % in aggregate marks of A & B combined mentioned above.
- 12.2 In case of pre clinical Prosthetic Dentistry and Pre clinical conservative dentistry in II year BDS, where there is no written examination, minimum for pass is 50% of marks in Aggregate of Practical and Viva voce in University examination and Internal Assessment examination i.e. 50/100 marks.

#### **12.3 CLASS DECLARATION IN THE RESULTS :**

- 12.3.1 Class declaration is applicable to the candidates who are appearing for a whole (all the subjects) examination together in one and first attempt only.

- 12.3.1.1 Second Class: Total Aggregate marks above 50% and below 65% .

- 12.3.1.2 First class: Total Aggregate marks 65% and above and below 75%.
- 12.3.1.3 Distinction class: Total Aggregate marks 75 % and above.
- 12.3.2 Candidates as defined in ( 12.3.1 ) and who have passed the examination in any class and have secured marks of 75% & above in aggregate of individual subject/ subjects shall also be declared to have passed individual subject / subjects in DISTINCTION CLASS in the respective subject/subjects.
- 12.3.3 Candidates, appearing all the papers together or individual subjects in second and subsequent attempts shall be declared to have passed the examination in Pass class. There shall be no provision for declaration of Second, First and Distinction class, if even they secure requisite marks.
- 12.3.4 Grace Marks: Grace marks upto a maximum of 5 marks may be awarded to students who have failed only in one subject but passed in all other subjects. However the total marks obtained without grace marks shall not be altered.

#### 12.4 MERIT LIST IN THE UNIVERSITY:

- 12.4.1 University shall declare the list of students in Merit of maximum of 5% of regular candidates appearing in the examinations, among Constituent Institution/ Institutions
- 12.4.2 In each professional examination of regular batch.
- 12.4.3 Overall Merit in the University based on aggregate of marks of all the professional examinations together.
- 12.4.4 Student passing the examination with grace marks shall not be considered for award of merit.

#### 13.0 RE-TOTALING & RE-VALUATION:

- 13.1 Re-evaluation: The objective of re-evaluation is to ensure that the student receives a fair evaluation in the university examination and to minimize human error and extenuating circumstances. There shall be two mechanisms as prescribed by the People's University from time to time.
- 13.2 The facility of retotaling and revaluation shall be permissible only for written theory papers and not for Practical/ Clinical examinations.
- 13.3 The University on application and remittance of a stipulated fee as prescribed by the university, shall accord opportunity to recount the marks received for various questions in an answer paper/ papers for

theory of all subjects for which the candidate has applied for recounting. Error, if any in totalling of the marks shall be suitably rectified and results modified if necessary.

- 13.4 Re-valuation of theory papers in all years of study of the BDS course shall be permissible by the university on application and remittance of a prescribed fee. Such answer script shall be re-valuated by not less than two duly qualified examiners and the average of marks obtained in revaluation shall be awarded to the candidate and the result accordingly reconsidered.

#### **14.0 ATTENDANCE REQUIREMENT, PROGRESS AND CONDUCT:**

- 14.1 Minimum of 75% in theory and 75% attendance in practical /Clinical separately in each subject.
- 14.2 In case of a subject in which there is no examination at the end of the academic year/semester, the percentage of attendance shall not be less than 70%. However, at the time of appearing for the professional examination in the subject, the aggregate percentage of attendance in the subject should satisfy condition (14.1) above.
- 14.3 Failed/Detained students who are repeating the study shall in the same class, a minimum of 6% attendance in Theory and Practicals/Clinics separately.
- 14.4 The HOI shall certify the progress and conduct of the candidates based on the periodical assessment and monitoring.

#### **APPOINTMENT OF EXAMINERS :**

##### **15.0 EXAMINERS FOR THE UNIVERSITY EXAMINATIONS:**

Qualification and experience to be eligible for examinership for BDS examination.

- 15.1 There shall be two examiners. One internal from within the University and one external from outside the university.
- 15.2 Both the examiners shall be appointed by the University.
- 15.3 Shall possess M.D.S/MD/MS/Ph.D., Degree in the concerned specialty from a recognized Institution.
- 15.4 Shall possess a minimum of 4 years teaching experience in the specialty after PG qualification in the specialty in a Dental College / Medical College approved / recognized by the DCI / MCI.
- 15.5 In the Medical subjects, examiners shall be preferably from among the teachers teaching respective Medical subject/ subjects in any Dental College approved / recognized by the DCI.
- 15.6 Should be holding the post of a Reader or above in a Dental / Medical Institution approved / recognized by the DCI / MCI.
- 15.7 In case of Physiology and Biochemistry if Internal examiner is from Physiology, External examiner should be from Biochemistry or vice versa.

- 15.8 In case of Pathology and Microbiology if Internal examiner is from Pathology, External examiner should be from Microbiology or vice versa.
- 15.9 In case of Dental Materials, if internal is from Prosthodontics, external should be from Conservative Dentistry and vice versa.
- 15.10 Reciprocal arrangement of Examiners should be discouraged, in that, the Internal Examiner in a subject should not accept external examinership for a College from which External Examiner is appointed in his subject for the corresponding period.
- 15.11. No person shall be an Examiner to the same subject / Institution for more than 3 consecutive years. However, if there is a break of one year the person can be re-appointed. This provision may be relaxed with prior approval of Vice Chancellor.

#### **SCHEME OF EXAMINATIONS :**

#### **16. SCHEME OF UNIVERSITY EXAMINATIONS:**

- 16.1 The scheme of examination for B.D.S. Course shall be divided into Ist. B.D.S. professional examination at the end of the first academic year, 2nd B.D.S. professional examination at the end of second year, 3rd B.D.S. professional examination at the end of third, 4th BDS (Part -I) professional examination at the end of first term in final year and 4th B.D.S (Part-II) professional examination at the end of 4th year.
- 16.2 There shall be two examinations in each academic year (Regular & Supplementary)
- 16.3 The examination shall be open to a candidate who satisfies the requirements of attendance, progress and other rules as laid down by the University.
- 16.4 Any candidate who fails in one subject in an examination from 1st to 3<sup>rd</sup> BDS is permitted to go to the next higher class and appear for the subject in supplementary or subsequent examinations and complete it successfully before he is permitted to appear for the next higher examination.
- 16.4.1 The candidates failing in 2 or more subjects or not permitted to appear for any reason, shall repeat the study in the failed subjects.
- 16.4.2 Any candidate failing in any subject/subjects in part-I of final BDS shall be permitted to go to part-II and appear in Part-I and Part-II subjects together.

#### **SUBJECTS IN EACH PROFESSIONAL EXAMINATION:**

#### **16.5 I Year B.D.S.**

- 16.5.1 General Anatomy including embryology and histology
- 16.5.2 General human physiology and biochemistry
- 16.5.3 Dental Anatomy, Embryology and Oral Histology

**16.6 II Year B.D.S. Examination:**

A candidate who has not successfully completed the 1st B.D.S. examination can not appear, in the 2nd year B.D.S Examination.

16.6.1 General pathology and Microbiology

16.6.2 General and Dental pharmacology and therapeutics

16.6.3 Dental Materials

16.6.4 Pre Clinical Conservative - Only Practical and Viva Voce

16.6.5 Pre Clinical Prosthodontics - Only Practical and Viva Voce

**16.7 III Year B.D.S. Examination:**

A candidate who has not successfully completed the 2nd B.D.S. examination can not appear, in the 3rd year B.D.S. Examination.

16.7.1 General Medicine

16.7.2 General Surgery

16.7.3 Oral Pathology- and Oral Microbiology

**16.8 IV Year B.D.S. ( Part-I ) Examination at the end first term of final year:**

A candidate who has not successfully completed the 3rd B.D.S. examination can not appear, in the 4th year (Part-I ) Examination.

16.8.1 Oral Medicine and radiology

16.8.2 Public Health Dentistry

16.8.3 Orthodontics & dentofacial orthopaedics

16.8.4 Periodontology

**16.9 IV Year BDS Part-II Examination at the end of final year:**

16.9.1 Prosthodontics and Crown & Bridge

16.9.2 Conservative Dentistry and Endodontics

16.9.3 Oral and Maxillofacial Surgery

16.9.4 Paediatric & Preventive Dentistry

**17.0 SCHEME OF WRITTEN EXAMINATION:**

17.1 The written examination in each subject shall consist of one paper of three hours duration and shall have maximum marks of 70. The paper shall contain Section A & B with 30 marks each and Section C with 10 marks.

17.2 In all the subjects Section C shall contain 20 Objective type questions carrying ½ mark each. Section C shall be printed as a separate paper and shall be supplied to students after 30 minutes of commencement time of theory examination. The students shall answer Section C immediately and the papers shall be collected back after 20 minutes.

- 17.3 In the subjects of Physiology & Biochemistry and Pathology & Microbiology each paper will be divided into two parts with Physiology in part A and Biochemistry in part B, similarly Pathology in part A and Microbiology in part B with 30 marks each. Section C1 and C2 shall contain 10 Objective type questions from respective subjects.
- 17.4 The nature of questions set, will be aimed to evaluate students of different standards ranging from average to excellent.
- 17.5 The questions should cover as broad an area of the content of the course. The essay questions should be properly structured and the marks specifically allotted.

## 18.0 SCHEME OF PRACTICAL / CLINICAL EXAMINATION:

### Objective Structured Clinical Evaluation:

- 18.1 The clinical and practical examination should provide a number of chances for the candidate to express one's skills. A number of examination stations with specific instructions to be provided. This can include clinical procedures, laboratory experiments, spotters etc. Evaluation must be made objective and structured. The method of objective structured clinical examinations should be followed. This will avoid examiner bias because both the examiner and the examinee are given specific instructions on what is to be observed at each station.

### 18.2 Record & Log Books:

The candidate should be given credit for his/her records based on the scores obtained in the record. The marks shall form part of practical/clinical examination.

## 19.0 VIVA VOCE:

Viva voce is an excellent mode of assessment because it permits a fairly broad coverage and it can assess the problem solving capacity of the student. An assessment related to the affective domain is also possible through viva voce. It is desirable to conduct the viva voce independently by each examiner. In order to avoid vagueness and to maintain uniformity of standard and coverage, questions can be pre-formulated before administering them to each student. Twenty marks are exclusively allotted for viva voce and that can be divided equally amongst the examiners, i.e., 10 marks per examiner.

## 20.0 MARKS DISTRIBUTION IN EACH SUBJECT:

- 20.1 Each subject except pre-clinical Prosthodontics and pre-clinical Conservative dentistry in 2<sup>nd</sup> BDS, shall have a maximum of 200 marks as under:

### 20.2 THEORY 100

20.2.1 University written exam	70
20.2.2 Viva Voce	20
20.2.3 Internal assessment	10

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Total 100

**20.3 PRACTICAL/ CLINICAL 100**

20.3.1 University Exam 90

20.3.2 Internal assessment 10

<b>Total</b>	<b>100</b>
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**20.4 ONLY PRACTICAL AND VIVA VOCE IN UNIVERSITY EXAMINATIONS**20.4.1 Pre-clinical Prosthodontics in 2<sup>nd</sup> BDS20.4.2 Pre-clinical Conservative Dentistry in 2<sup>nd</sup> BDS

20.4.2.1 Internal Assessment - 20

20.4.2.2 Practical - 60

20.4.2.3 Viva Voce - 20

<b>100</b>
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**21.0 SCHEME OF WRITTEN PAPERS AND PRACTICAL / CLINICAL EXAMINATIONS IN VARIOUS SUBJECTS:****21.1 THEORY 100****21.1.1 University Written : 70 Mark**

21.1.1.1	Section –A .....	30
	2 long questions of 9 Marks each	18
	3 Short Notes of 4 marks each	12

21.1.1.2	Section–A .....	30
	2 long questions of 9 Marks each	18
	3 Short Notes of 4 marks each	12

21.1.1.3	Section- C- 10 Objective type questions .....	10
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**Note.** I year BDS- Section A -Physiology and Section B-Biochemistry  
 I year BDS- Section C1 -Physiology and Section C2-Biochemistry  
 II year BDS- Section A -Pathology and Section B- Microbiology  
 II year BDS- Section C1 -Pathology and Section C2- Microbiology

21.1.2 VIVA .....	20
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21.1.3 Internal Assessment Examination.....	10	Total 100
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**21.2. PRACTICALS / CLINICALS EXAMINATION**

21.2.1 University examination .....	90
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21.2.2 Internal Assessment Examination .....	10
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<b>Total</b>	<b>100</b>
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## 22.0 ASSIGNMENTS AND DISTRIBUTION OF MARKS IN PRACTICAL / CLINICAL EXAMINATIONS IN VARIOUS SUBJECTS

### 22.1. HUMAN ANATOMY, EMBRYOLOGY, HISTOLOGY & MEDICAL GENETICS

22.1.1 Record / Journal Book 10 Marks

#### 22.1.2 Practicals

##### 22.1.2.1 Gross Anatomy

22.1.2.1.1 Spotters carrying 2 marks each  
2 x 10 = 20 marks

22.1.2.1.2 Discussion on ONE given dissected specimen = 20 marks

22.1.2.1.3 Surface Anatomy 10x1 = 10 marks

##### 22.1.2.2 Histology

Drawing, labeling, Identification of 10 Slides of 4 mark each = 40 marks

## 22.2 GENERAL HUMAN PHYSIOLOGY

22.2.1 Record/ Journal Book .....5 Marks

22.2.2 Practicals 40 Marks

22.2.2.1 Major Experiments..... 30 Marks

Any one of the Major Experiments  
R.B.C. Count, W.B.C. Count.  
Differential Count,  
Blood Pressure Recording

22.2.2.2 Minor Experiments..... 10 Marks

Any one of the minor Experiments  
Determination of Blood Groups  
Determination of Bleeding & Clotting time  
Haemoglobin Estimation

## 22.3 BIOCHEMISTRY

22.3.1 Record/ Journal Book .....5 Marks

22.3.2 Practicals 40 Marks

22.3.2.1 One procedure for quantitative estimation = 20 marks

22.3.2.2 One procedure for qualitative analysis = 20 marks

## 22.4 DENTAL ANATOMY, EMBRYOLOGY AND ORAL HISTOLOGY

22.4.1 Record/ Journal Book ..... 10 Marks

22.4.2	Practicals	80 Marks
22.4.2.1	Carving and polishing of a tooth	30 marks
22.4.2.2	Drawing, labeling, Identification of 10 Slides of 3 mark each	30 marks
22.4.2.3	Spotters (Teeth, Models ) 10X2	20 Marks
<b>22.5</b>	<b>GENERAL PATHOLOGY</b>	
<b>22.5.1</b>	Record/ Journal Book .....	5 Marks
<b>22.5.2</b>	Practicals.....	40 Marks
22.5.2.1	Identification and description of	
22.5.2.1.1	Haematology slides - 2- (3 marks each)	
22.5.2.1.2	Histopathology slides-3- (3 marks each)	
22.5.2.1.3	Specimens- 2 - (3 marks each)	
22.5.2.1.4	Instruments - 3-(3 marks each)=	30 Marks
22.5.2.2	Any one given below	10 Marks
22.5.2.2.1	To do differential count on the given peripheral blood smear	
22.5.2.2.2	To estimate haemoglobin percentage in the given sample of blood	
22.5.2.2.3	To determine blood groups (ABO and Rh) in the given sample of blood	
<b>22.6</b>	<b>MICROBIOLOGY</b>	
22.6.1	Record/ Journal Book .....	5 Marks
22.6.2	Practicals .....	40 Marks
22.6.2.1	Spotters 10 X 3 Marks each	30 Marks
22.6.2.2	Slides 10	
22.6.2.3	Media 3	
22.6.2.4	Instruments 2	
22.6.2.5	Staining- Gram's or Zeil-Nelson's	10 Marks
<b>22.7</b>	<b>GENERAL AND DENTAL PHARMACOLOGY AND THERAPEUTICS</b>	
22.7.1	Record/ Journal Book .....	10 Marks
22.7.4	Practicals .....	80 Marks
22.7.4.1	Spotters 10 nos. x 3 =	30 marks
22.7.4.2	Prescriptions 2 nos. (15+15 marks) = (one medical plus one dental prescription)	30 marks
22.7.4.3	Preparations – 1	20 marks

**22.8 DENTAL MATERIALS**

22.8.1 Record/ Journal Book ..... 10 Marks

22.8.2 Practicals 80 Marks

22.8.2.1 10 Spotters: Identify and write the composition and two important uses- 2 marks each 20 Marks

**22.8.2.2 Exercise No. 1** - 30 Marks

Any one exercise of the following:

- Manipulation of impression compound and Preparation of a plaster cast of U or L arch.
- Manipulation of alginate impression material and preparation of plaster cast of U or L arch.
- Manipulation of Zinc Oxide Eugenol impression paste, and preparation of cast of U or L arch.
- Manipulation of Rubber Base impression material and preparation of Stone cast

**22.8.2.3 Exercise No. 2** - 30 marks

Manipulation of any one of the following.

- ZOE (Luting and Filling consistency)
- Zinc Phosphate Cement (Luting and Base consistency)
- Silicate Cement (Filing consistency)
- Glass Ionomer Cement Type I/II (Luting/Filling consistency)
- Polycarboxylate Cement (Luting consistency).
- Silver amalgam Trituration

**22.9 PRE CLINICAL PROSTHODONTICS - ONLY PRACTICAL AND VIVA VOCE**

22.9.1 Record/ Journal Book ..... 10 Marks

22.9.2 Practicals 50 Marks

i. Arrangement of teeth in class I relation,  
Waxing, Carving, Polishing**22.10 PRE CLINICAL CONSERVATIVE DENTISTRY - ONLY PRACTICAL AND VIVA VOCE**

22.10.1 Record / Journal Book .....	10 Marks
22.10.2 Practicals	50 Marks
22.10.2.1 Preparation of Class II Conventional Cavity for Silver Amalgam in Maxillary or Mandibular I or II Molar tooth (Typhodont/Natural Tooth), Filling, & carving -	40 Marks
22.10.2.2 Spotters Material & Instruments 5 X 2	10 Marks
<b>22.11 GENERAL MEDICINE</b>	
22.11.1 Record/ Journal Book .....	10 Marks
22.11.2 Clinicals (Case presentation & Discussion)	80 Marks
22.11.2.1 Case Presentation (Case History, Clinical examination, Provisional Diagnosis / DD, Investigations & Management)	40 marks
22.11.2.2 Radiographic interpretations	30 marks
22.11.2.3 Instruments	10 marks
<b>22.12 GENERAL SURGERY</b>	
22.12.1 Record/ Journal Book .....	10 Marks
22.12.2 Clinicals (Case presentation & Discussion)	80 Marks
22.12.2.1 Case Presentation (Case History, Clinical examination, Provisional Diagnosis / DD, Investigations & Management)	40 Marks
22.12.2.2 Radiographic interpretations	30 Marks
22.12.2.3 Instruments	10 Marks
<b>22.13 ORAL PATHOLOGY- AND ORAL MICROBIOLOGY</b>	
22.13.1 Record/ Journal Book .....	10 Marks
22.13.2 Practicals	80 Marks
22.13.2.1 10 Specimen: Identification & Points 10x3=	30 Marks
22.13.2.2. 10 Slides - Diagrams, Labelling & Salient features & Identification – 5 marks each.	50 Marks
<b>22.14 ORAL MEDICINE AND RADIOLOGY</b>	
22.14.1 Record/ Journal Book .....	10 Marks
22.14.2 Clinicals	80 Marks

22.14.2.1 Oral Medicine-Case presentation & Discussion (Case History, Clinical examination, Provisional Diagnosis / DD, Investigations & Management)	50 Marks
22.14.2.2 Radiology	30 Marks
One exercise of taking Periapical radiograph, Processing & interpretation	
<b>22.15 PAEDIATRIC &amp; PREVENTIVE DENTISTRY</b>	
22.15.1 Record/ Journal Book .....	10 Marks
22.15.2 Clinicals	80 Marks
20.15.2.1 Case presentation & Discussion- Case History, Clinical examination, Provisional Diagnosis / DD, Investigations & Management )	40 marks
20.15.2.2 Clinical procedure: Any one of the three-	40 Marks
Oral prophylaxis and topical fluoride application or Restoration of decayed tooth or Extraction of primary tooth	
<b>22.16 ORTHODONTICS &amp; DENTOFACIAL ORTHOPAEDICS</b>	
22.16.1 Record/ Journal Book .....	10 Marks
22.16.2 Clinicals	80 Marks
22.16.2.1 Case presentation & Discussion - (Case History, Clinical examination, Provisional Diagnosis / DD, Investigations & Management)	40 marks
22.16.2.2 Wire Bending Exercises: Any two-	40 Marks
<b>22.17 PERIODONTOLOGY</b>	
22.17.1 Record/ Journal Book .....	10 Marks
22.17.2 Clinicals	80 Marks
22.17.2.1 Case presentation (Case History, Clinical examination, Provisional Diagnosis / DD, Investigations & Management)	40 marks
22.17.2.2 Oral Prophylaxis	40 marks
<b>22.18 PROSTHODONTICS AND CROWN &amp; BRIDGE</b>	
22.18.1 Record/ Journal Book .....	10 Marks
22.18.2 Clinicals (Case presentation & Discussion)	80 Marks

22.18.2.1 Case history	10 marks
22.18.2.2 Complete denture exercise	40 marks
22.18.2.3 Tooth preparation on typhodont	30 marks

## 22.19 CONSERVATIVE DENTISTRY AND ENDODONTICS

22.19.1 Record/ Journal Book .....	10 Marks
22.19.2 Clinicals (Clinical exercise & Discussion) Clinical Management of Carious lesions on permanent teeth	80 Marks

## 22.20 ORAL AND MAXILLOFACIAL SURGERY

22.20.1 Record/ Journal Book .....	10 Marks
22.20.2 Clinicals (Clinical exercise & Discussion)	80 Marks
22.20.2.1 Case History & Examination	25 Marks
22.20.2.2 Local anaesthesia technique	25 Marks
22.20.2.3 Extraction of firm tooth (Maxillary/ Mandibular post. tooth)	30 Marks

## 22.21 PUBLIC HEALTH DENTISTRY

22.21.1 Record/ Journal Book .....	10 Marks
22.21.2 Clinicals (Case presentation & Health talk)	80 Marks
22.21.2.1 Case History & Examination	30 Marks
22.21.2.2 Assessment of Oral Health status	20 Marks
22.21.2.3 One Preventive clinical procedure	20 Marks
22.21.3 Oral Health education talk	10 Marks

## 23.0 QUALIFICATION AND EXPERIENCE OF TEACHING FACULTY

Qualification and experience of various cadres of teaching faculty as prescribed by Dental Council of India from time to time shall be applicable to the Faculty in Dental Institutions of People's University.

## 24.0 TEACHING SCHEDULE

The following are the minimum prescribed teaching hours in various subjects of BDS course as per DCI regulations:-

Sl. No	Subject	Lecture Hours	Practical Hours	Clinical Hours	Total Hours
1.	General Human Anatomy including Embryology, Osteology and Histology	100	175	--	275
2.	General Human Physiology, Biochemistry, Nutrition and Dietics	120 70	60 60	--	180 130
3	Dental Materials	80	240	--	320
3.	Dental Anatomy, Embryology, and Oral Histology	105	250	--	355
4.	Dental Pharmacology and Therapeutics	70	20	--	90
5.	General Pathology & Microbiology	55 65	55 50	--	110 115
6.	General Medicine	60	--	90	150)
7.	General Surgery	60	--	90	150
8.	Oral Pathology and Microbiology	145	130	--	275
9.	Oral Medicine and Radiology	65	--	170	235
10.	Paediatric & Preventive Dentistry	65	--	170	235
11.	Orthodontics & Dental Orthopaedics	50	--	170	220
12.	Periodontology	80	--	170	250
13.	Oral & Maxillofacial Surgery	70	--	270	340
14.	Conservative Dentistry and Endodontics	135	200	370	705)
15.	Prosthodontics & Crown & Bridge	135	300	370	805
16.	Public Health Dentistry	60	--	200	260
<b>Total</b>		<b>1590</b>	<b>1540</b>	<b>1989</b>	<b>5200</b>

**Established under M.P. Act No. 17 of 2007**

## **Ordinance No. 9**

### **BACHELOR OF PHARMACY (B. PHARM) 4 YEAR DEGREE COURSE**

#### **1.0 AIM AND OBJECTIVES**

##### **1.1 AIM**

Pharmacy graduates are required to learn and acquire adequate knowledge, necessary skills to practice the profession of pharmacy including thorough and exhaustive knowledge of synthesis and assay of medicinal agents including mode of action, drug interactions and patient counseling and professional information exchange with physicians and other paramedics. The graduates are required to acquire an in-depth knowledge of formulation, storage and analysis of various pharmaceutical dosage forms including herbal medicines required for both large scale commercial production and research. The graduates should understand the concept of community pharmacy and be able to participate in rural and urban health care projects of State and Central government. The graduates are also required to detail the physicians and community and market the medicinal agents for diagnosis, prevention and therapeutic purposes.

##### **1.2 OBJECTIVES**

The objectives are covered under three headings namely:

- i. Knowledge and understanding
- ii. Skills and
- iii. Attitude

##### **1.2.1 KNOWLEDGE AND UNDERSTANDING**

The graduate should acquire the following during their four-year B.Pharm course;

- a. Adequate knowledge and scientific information regarding basic principles of Pharmaceutical Chemistry, Pharmaceutics including Cosmetics, Pharmacology and Pharmacognosy including Herbal drugs.
- b. Adequate knowledge of practical aspects of synthesis, formulation and analysis of various pharmaceutical and herbal medicinal agents.
- c. Adequate knowledge of practical aspects of delivering a quality assured product as per Pharmacopoeia, WHO and ISO standards.



- d. Adequate knowledge of practical aspects of Pharmacological screening, biological standardization and *in-vivo* drug interactions.
- e. Adequate knowledge of clinical studies for patient counseling leading to physical and social well being of patients.
- f. Adequate knowledge of practical aspects of product detailing and marketing of pharmaceutical products.

### 1.2.2 SKILLS

A graduate should be able to demonstrate the following skills necessary to practice pharmacy.

- a. Able to synthesize, purify, identify and analyze medicinal agents.
- b. Able to formulate, store, dispense, analyze the prescriptions and/or manufacture the medicinal agents at commercial level.
- c. Able to learn and apply the quality assurance principles including legal and ethical aspects involving drugs.
- d. Able to extract, purify, identify and know the therapeutic value of herbal/crude/natural products.
- e. Able to screen various medicinal agents using animal models for pharmacological activity.

### 1.2.3 ATTITUDES

The graduate should develop the following attitudes during their four year B. Pharm course:

- a. Willing to apply the current knowledge of pharmacy in best interest of patients and the community.
- b. Maintain a high standard of professional ethics in discharging professional obligations.
- c. Continuously upgrade professional information and be conversant with latest advances in Pharmacy field to serve the community better.
- d. Willing to participate in continuing education programmes of PCI and AICTE to upgrade knowledge and professional skills.
- e. To help and to participate in the implementation of National Health Programmes.

## 2.0 COURSE STRUCTURE

The degree in Pharmacy of four year (Eight semester) course hereinafter called 4 Year Degree Course shall be designated as Bachelor of Pharmacy in short B.Pharm.

- 2.1 The duration of B. Pharm course shall extend over a period of four years consisting of eight semesters named below;
- i. B.Pharm I Semester.
  - ii. B.Pharm II Semester.
  - iii. B.Pharm III Semester.
  - iv. B.Pharm IV Semester.
  - v. B.Pharm V Semester.
  - vi. B.Pharm VI Semester.
  - vii. B.Pharm VII Semester.
  - viii. B.Pharm VIII Semester.
- 2.2 Each semester shall be spread over for not less than sixteen weeks.
- 2.3 The student admitted in B. Pharm course shall have to complete the course within the maximum permissible duration of 8 years.

### 3.0 ACADEMIC QUALIFICATION & SELECTION CRITERIA FOR ADMISSION

- 3.1 The minimum qualification for admission to first semester of Bachelor of Pharmacy four year's (Eight semester) course shall be the pass with minimum of 50% marks obtained in 10+2 examination or any other equivalent examination with Physics, Chemistry, Mathematics or Biology conducted by State/Central Board of Secondary Education or any other board/university.

OR

The minimum qualification for admission to first semester of Bachelor of Pharmacy four year's (Eight semester) course shall be as per AICTE, New Delhi.

- 3.2 Selection Criteria: The admission in B. Pharm I semester shall be based on the merit in common entrance test or qualifying examination.
- 3.3 Lateral Entry: Minimum qualification for direct admission to second year of B. Pharm shall be passed with minimum of 50% marks in Diploma in Pharmacy from any institution approved by AICTE and Pharmacy Council of India. The eligibility criteria for Candidates belonging to Scheduled Tribes, Scheduled Castes and Other Backward Classes shall be 45% in aggregate marks in qualifying examination.

OR

The minimum qualification for lateral entry to second year of Bachelor of Pharmacy course shall be as per AICTE, New Delhi.

#### 4.0 COMMENCEMENT OF COURSE

- 4.1 B. Pharm I, III, V, VII semesters shall commence from July every year while B. Pharm II, IV, VI, VIII semesters shall commence from January every year.
- 4.2 Semester break: Maximum of 10 days leave as semester break shall be granted to the students between two semesters.
- 4.3: The subjects to be studied in different semesters of B.Pharm shall be as per the schemes given in subsequent sections.

#### 5.0 REGULATIONS RELATING TO ASSESSMENT OF ACADEMIC GROWTH OF STUDENT

The assessment academic growth of student shall be done on the basis of two sessionals (conducted during the semester) and one semester/university examination (conducted at the end of semester). The medium of instruction and examination shall be English throughout the course of study.

##### 5.1 SESSIONAL

Two sessionals shall be conducted for each theory and practical.

- 5.1.1 Thirty percent of the marks for each theory subject/paper and forty percent of the marks for each practical shall be allotted for sessionals.
- 5.1.2 Theory: Two sessional examinations shall be held during the semester for each theory paper/ subject from which one higher marks obtained by the candidate shall be considered for the award of sessional marks.
- 5.1.3 Practical: Marks shall be awarded on the basis of the experiments performed by the students, prior preparation for the experiment, conduct in the laboratory, result of the experiments, day-to-day completion of the records and viva-voce.
- 5.1.4 If a student fails in theory paper he/she can reappear in theory sessional examination However, he/she will not be allowed to reappear in practical sessional.
- 5.1.5 If a Student secures 50% marks in theory paper and fails in examination of that subject (securing less than 50% in the aggregate including theory), the student may reappear for improvement only in theory sessional in which he has failed.

##### 5.2 SEMESTER / UNIVERSITY EXAMINATION

- 5.2.1 There shall be one semester examination (theory & practical) at the end of each semester. These examinations will be designated as follows:
  - a. During first year: B.Pharm. I semester, B. Pharm. II semester.

- b. During second year : B. Pharm. III semester, B. Pharm. IV semester.
  - c. During third year : B. Pharm. V semester, B. Pharm. VI semester.
  - d. During fourth year : B. Pharm. VII semester, B. Pharm. VIII semester.
- 5.2.2 There will be a full examination at the end of each semester consisting of the theory papers and the laboratory practicals.
- 5.2.3 There will be no supplementary examination.

### 5.3 CRITERIA FOR PASSING

In each subject/head (theory and practical);

- 5.3.1 Minimum 50% in sessional and semester examination taken together.
- 5.3.2 Each theory paper and practical will be treated as separate subject/head for passing.
- 5.3.3 A candidate who has been admitted in B.Pharm. I semester will be promoted to the higher class in accordance with the following sub-rules:
- a. A candidate shall not be promoted to the third semester/higher semester if he/she carries a backlog of more than five papers/subjects.
  - b. No candidate will be awarded degree of Bachelor of Pharmacy unless he/she has passed all the eight semester examinations. If any previous semesters, paper/ practical remain as backlog to be cleared by him/her, the result will be withheld till he passes the backlog.
  - c. A candidate shall not be admitted in the fifth or higher semester classes unless he/she has fully passed / cleared the first and second semester examinations. Likewise candidates shall not be admitted in seventh or higher semester classes unless he/she has fully passed/cleared the first four semester examinations. For promotion to the higher semester the sequence shall be adhered to.
- 5.3.4 If a candidate has passed a semester examination in full he/she shall not be permitted to reappear in that examination for improvement of division/marks or any other purpose.

#### 5.4 DIVISION AND MERIT LIST

5.4.1 The division shall be awarded only after VIII semester examination and shall be based on the aggregate marks obtained by the candidate at his/her successful attempts at the I, II, III, IV, V, VI, VII, VIII semester's examinations i.e. full examination of B.Pharm. There shall be only three divisions as follows:

First Division with Honours: 75% and above.

First Division: 60% and above but below 75%.

Second Division: 50% and above but below 60%

5.4.2 The merit shall be declared by the University after the main examination of the eighth semester of B. Pharm 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 semester examinations in single attempts.

#### 5.5 EDUCATIONAL AND INDUSTRIAL STUDY TOUR

For B.Pharm VI semester students an educational study tour to visit important manufacturing organisation 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 "Zero" marks. However, there shall be no minimum marks for passing this and marks obtained by the candidate will be included in university results of respective semester.

#### 5.6 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 Sciences. The project shall be made under the supervision and guidance of faculty member(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 supervisor and one external examiner.

#### 5.7 PROFESSIONAL TRAINING

5.7.1 A candidate shall have to undergo Professional Training in Industry/Hospital/Pharmacy/Community Pharmacy/Pharmaceutic R&D units after the examination of the VI semester for a period of atleast four weeks. The report of the Professional Training shall be submitted by the candidate in triplicate, duly certified by the organization he/she under went his/her on training.

5.7.2 The viva-voce examination based on the professional/industrial training shall be carried out by Board of Examiners consisting of;

- a. Chairman – The Head/Principal of the institute.
- b. The external examiner.
- c. The internal examiner.

The marks shall be awarded by the Board of Examiners.

## 5.8 CONDONATION OF DEFICIENCY IN MARKS

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

- 5.8.1 Deficiency up to 5 marks be condoned to the best advantage of the candidate for passing the examination, provided the candidate fails in maximum of two theory, or one theory and one practical or two practicals.
- 5.8.2 One grace mark will be given to the candidate who is failing/missing distinction/missing first division by one mark by the Vice Chancellor in the B.Pharm examination. This benefit will not, however, be available to a candidate getting advantage under clause 5.8.1.
- 5.8.3 After condonation of marks, the result of concerned subject/semester shall be declared as "pass by condonation" or "pass by grace".

## 5.9 ATTENDANCE

- 5.9.1 Candidates appearing as regular students for any semester examination are required to attend 75 percent of the total lectures delivered and of the practical classes held separately in each subject of the course of study.
- 5.9.2 The total theory lecture and practical shall be conducted as per scheme and syllabus given in subsequent sections.

## 6.0 SEMESTER/UNIVERSITY EXAMINATION; THEORY & PRACTICAL

- 6.1 The semester theory examination in each subject shall consist of one paper of three hours duration and shall have maximum marks of 70.
- 6.2 The theory question paper shall cover as broad as area/units of the content of the course. The essay questions should be properly structured and the marks specifically allotted.
- 6.3 The semester practical examination in each subject shall consist of one paper of four hours duration and shall have maximum marks of 60. The question paper shall contain 4 exercises as below;
  - i. Major Experiment – 20 Marks
  - ii. Minor Experiment – 10 Marks
  - ii. Synopsis/Quiz/Spotting – 15 Marks
  - iii. Viva voce – 15 Marks

## 7.0 APPOINTMENT OF EXAMINERS/QUESTION PAPER SETTERS

The appointment of examiner for semester practical examination shall be based on following rules;

- 7.1 External Examiner for semester practical examination: Professor, Associate Professor and Assistant Professor (with teaching experience of not less than 3 years) working in pharmacy institute not affiliated to the People's University can be appointed as an external examiner for semester practical examination.

- 7.2 Internal Examiner for semester practical examination: Professor, Associate Professor and Assistant Professor (with teaching experience of not less than 3 years) working in pharmacy institute of People's University can be appointed as an internal examiner for semester practical examination.
- 7.3 Question Paper Setter/Moderator/Head Evaluator: Professor, Associate Professor and Assistant Professor (with teaching experience of not less than 5 years) working in any pharmacy institute conducting B. Pharm and /or M. Pharm course can be appointed as Question Paper Setter/Moderator/Head Evaluator for semester theory examinations.

## 8.0 REVALUATION / RE-TOTALING

- 8.1. 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.
- 8.2. The result after revaluation/re-totaling shall be declared as per prevailing revaluation/re-totaling rules and regulation of the People's University.

## 9.0 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;

- 9.1 He/She is not found qualified as per AICTE/State Government norms and guidelines or the eligibility criteria prescribed by the university.
- OR
- 9.2 He/She is not found unable to complete the course within the stipulated time as prescribed in 2.3.
- OR
- 9.3 He/She is found involved in serious breach of discipline in the Institution or in the university campus.
- OR
- 9.4 He/She is found to have produced false/ forged documents or found to have used unfair means to secure admission.

**People's University, Bhopal**  
**Course of Study and Scheme of Examination**  
**Bachelor of Pharmacy**  
**I-Semester**

**Minimum Pass Marks:****Duration of Theory Papers: 3 Hours.**

Subject Code	Nomenclature/name of Subject	Teaching (Hrs/week)		Number of Papers	Duration (Hrs.)	Max. Sem. Marks	Sessional Marks	Total Marks
		L	P					
PY101T(A/B)	Remedial mathematics/Biology	3	0	1	3	70	30	100
PY101P	Remedial Biology(Practical)	0	4	1	4	60	40	100
PY102T	Pharmaceutical Analysis - I	3	0	1	3	70	30	100
PY102P	Pharmaceutical Analysis - I (Practical)	0	4	1	4	60	40	100
PY103T	Pharmacognosy -- I	3	0	1	3	70	30	100
PY103P	Pharmacognosy -- I (Practical)	0	4	1	4	60	40	100
PY104T	Pharmaceutical Chemistry - I (Inorganic Pharmaceutical Chemistry)	3	0	1	3	70	30	100
PY104P	Pharmaceutical Chemistry - I (Inorganic Pharmaceutical Chemistry)(Practical)	0	4	1	4	60	40	100
PY105T	Basic Electronics and Computer Applications	3	0	1	3	70	30	100
PY105P	Basic Electronics and Computer Applications(Practical)	0	4	1	4	60	40	100
	<b>Total</b>	<b>15</b>	<b>20</b>	<b>10</b>				<b>1000</b>

**(A) Theory and Sessional (combined): 50 Percent****(B) Practical and Sessional (combined): 50 Percent****Note: L: Lecture, P: Practical**



**People's University, Bhopal**  
Course of Study and Scheme of Examination  
Bachelor of Pharmacy  
II-Semester

Minimum Pass Marks:

Duration of Theory Papers: 3 Hours.

Subject Code	Nomenclature/name of Subject	Teaching (Hrs/week)		Number of Papers	Duration (Hrs.)	Max. Sem. Marks	Sessional Marks	Total Marks
		L	P					
PY201T	Pharmaceutics - I (Physical Pharmacy)	3	0	1	3	70	30	100
PY201P	Pharmaceutics - I (Physical Pharmacy)(Practical)	0	4	1	4	60	40	100
PY202T	Advanced Mathematics	3	0	1	3	70	30	100
PY203T	Pharmaceutical Chemistry - II (Physical Chemistry)	3	0	1	3	70	30	100
PY203P	Pharmaceutical Chemistry - II (Physical Chemistry)(Practical)	0	4	1	4	60	40	100
PY204T	Pharmaceutical Chemistry - III (Organic Chemistry)	3	0	1	3	70	30	100
PY204P	Pharmaceutical Chemistry - III (Organic Chemistry)(Practical)	0	4	1	4	60	40	100
PY205T	Anatomy, Physiology & Health Education (APHE) -I	3	0	1	3	70	30	100
PY205P	Anatomy, Physiology & Health Education (APHE) -I(Practical)	0	4	1	4	60	40	100
	Total	15	16	09				900

(A) Theory and Sessional (combined): 50 Percent

(B) Practical and Sessional (combined): 50 Percent

Note: L: Lecture, P: Practical

**People's University, Bhopal**  
**Course of Study and Scheme of Examination**  
**Bachelor of Pharmacy**  
**III-Semester**

Minimum Pass Marks:

Duration of Theory Papers: 3 Hours.

Subject Code	Nomenclature/name of Subject	Teaching (Hrs/week)		Number of Papers	Duration (Hrs.)	Max. Sem. Marks	Sessional Marks	Total Marks
		L	P					
PY301T	Pharmaceutics - II (Unit Operations I)	3	0	1	3	70	30	100
PY301P	Pharmaceutics - II (Unit Operations I) (Practical)	0	4	1	4	60	40	100
PY302T	Pharmaceutical Chemistry - IV (Organic Chemistry - II)	3	0	1	3	70	30	100
PY302P	Pharmaceutical Chemistry - IV (Organic Chemistry - II) (Practical)	0	4	1	4	60	40	100
PY303T	Pharmacognosy - II	3	0	1	3	70	30	100
PY303P	Pharmacognosy - II (Practical)	0	4	1	4	60	40	100
PY304T	Pharmaceutical Analysis - II	3	0	1	3	70	30	100
PY304P	Pharmaceutical Analysis - II(Practical)	0	4	1	4	60	40	100
PY305T	Anatomy, Physiology and Health Education (APHE -II)	3	0	1	3	70	30	100
PY305P	Anatomy, Physiology and Health Education (APHE -II)(Practical)	0	4	1	4	60	40	100
	Total	15	20	10				1000

(A) Theory and Sessional (combined): 50 Percent

(B) Practical and Sessional (combined): 50 Percent

Note: L: Lecture, P: Practical, T: Tutorial

**People's University, Bhopal**  
Course of Study and Scheme of Examination  
Bachelor of Pharmacy  
IV-Semester\

Minimum Pass Marks:

Duration of Theory Papers: 3 Hours.

Subject Code	Nomenclature/name of Subject	Teaching (Hrs/week)		Number of Papers	Duration (Hrs.)	Max. Sem. Marks	Sessional Marks	Total Marks
		L	P					
PY401T	Pharmaceutics - III (Unit Operations II)	3	0	1	3	70	30	100
PY401P	Pharmaceutics - III (Unit Operations II) (Practical)	0	4	1	4	60	40	100
PY402T	Pharmaceutical Microbiology	3	0	1	3	70	30	100
PY402P	Pharmaceutical Microbiology (Practical)	0	4	1	4	60	40	100
PY403T	Pharmacognosy - III	3	0	1	3	70	30	100
PY403P	Pharmacognosy - III (Practical)	0	4	1	4	60	40	100
PY404T	Pathophysiology of Common Diseases	3	0	1	3	70	30	100
PY405T	Pharmaceutics - IV (Dispensing and Community Pharmacy)	3	0	1	3	70	30	100
PY405P	Pharmaceutics - IV (Dispensing and Community Pharmacy) (Practical)	0	4	1	4	60	40	100
	Total	15	16	09				900

(A) Theory and Sessional (combined): 50 Percent

(B) Practical and Sessional (combined): 50 Percent

Note: L: Lecture, P: Practical

**People's University, Bhopal**  
**Course of Study and Scheme of Examination**  
**Bachelor of Pharmacy**  
**V-Semester**

Minimum Pass Marks:

Duration of Theory Papers: 3 Hours.

Subject Code	Nomenclature/name of Subject	Teaching (Hrs/week)		Number of Papers	Duration (Hrs.)	Max. Sem. Marks	Sessional Marks	Total Marks
		L	P					
PY501T	Pharmaceutical Chemistry –V (Biochemistry)	3	0	1	3	70	30	100
PY501P	Pharmaceutical Chemistry –V (Biochemistry) (Practical)	0	4	1	4	60	40	100
PY502T	(Pharmaceutical Technology I)	3	0	1	3	70	30	100
PY502P	(Pharmaceutical Technology I) (Practical)	0	4	1	4	60	40	100
PY503T	Pharmacology I	3	0	1	3	70	30	100
PY503P	Pharmacology I (Practical)	0	4	1	4	60	40	100
PY504T	Pharmacognosy - IV	3	0	1	3	70	30	100
PY504P	Pharmacognosy – IV (Practical)	0	4	1	4	60	40	100
PY505T	(Hospital Pharmacy)	3	0	1	3	70	30	100
PY505P	(Hospital Pharmacy)(Practical)	0	4	1	4	60	40	100
	Total	15	20	10				1000

(A) Theory and Sessional (combined): 50 Percent

(B) Practical and Sessional (combined): 50 Percent

Note: L: Lecture, P: Practical

**People's University, Bhopal**  
**Course of Study and Scheme of Examination**  
**Bachelor of Pharmacy**  
**VI-Semester**

Minimum Pass Marks:

Duration of Theory Papers: 3 Hours.

Subject Code	Nomenclature/name of Subject	Teaching (Hrs/week)		Number of Papers	Duration (Hrs.)	Max. Sem. Marks	Sessional Marks	Total Marks
		L	P					
PY601T	Pharmaceutical Chemistry (Medicinal Chemistry - I)	3	0	1	3	70	30	100
PY601P	Pharmaceutical Chemistry (Medicinal Chemistry - I) (Practical)	0	4	1	4	60	40	100
PY602T	Pharmaceutical Jurisprudence & Ethics	3	0	1	3	70	30	100
PY603T	Pharmaceutics VII (Biopharmaceutics & Pharmacokinetics)	3	0	1	3	70	30	100
PY603P	Pharmaceutics VII (Biopharmaceutics & Pharmacokinetics)(Practical)	0	4	1	4	60	40	100
PY604T	Pharmacology - II	3	0	1	3	70	30	100
PY604P	Pharmacology - II(Practical)	0	4	1	4	60	40	100
PY605T	Pharmacognosy - V (Chemistry of Natural Products)	3	0	1	3	70	30	100
PY605P	Pharmacognosy - V (Chemistry of Natural Products)(Practical)	0	4	1	4	60	40	100
PY606	Industrial tour	0	0	-	-	50	0	50
	Total	15	16	09				950

(A) Theory and Sessional (combined): 50 Percent  
 (B) Practical and Sessional (combined): 50 Percent

Note: L: Lecture, P: Practical

**People's University, Bhopal**  
**Course of Study and Scheme of Examination**  
**Bachelor of Pharmacy**  
**VII-Semester**

Minimum Pass Marks:

Duration of Theory Papers: 3 Hours.

Subject Code	Nomenclature/name of Subject	Teaching (Hrs/week)		Number of Papers	Duration (Hrs.)	Max. Sem. Marks	Sessional Marks	Total Marks
		L	P					
PY701T	Pharmaceutical Biotechnology	3	0	1	3	70	30	100
PY701P	Pharmaceutical Biotechnology(Practical)	0	4	1	4	60	40	100
PY702T	Pharmaceutics - VIII (Pharmaceutical Technology II)	3	0	1	3	70	30	100
PY702P	Pharmaceutics - VIII (Pharmaceutical Technology II)(Practical)	0	4	1	4	60	40	100
PY703T	Pharmaceutical Industrial Management	3	0	1	3	70	30	100
PY704T	Pharmacology - III	3	0	1	3	70	30	100
PY704P	Pharmacology – III (Practical)	0	4	1	4	60	40	100
PY705T	Pharmaceutical Chemistry - VII (Medicinal Chemistry - II)	3	0	1	3	70	30	100
PY705P	Pharmaceutical Chemistry - VII (Medicinal Chemistry - II) (Practical)	0	4	1	4	60	40	100
	Total	15	16	09				900

(A) Theory and Sessional (combined): 50 Percent

(B) Practical and Sessional (combined): 50 Percent

Note: L: Lecture, P: Practical

**People's University, Bhopal**  
Course of Study and Scheme of Examination  
Bachelor of Pharmacy  
VIII-Semester

Minimum Pass Marks:

Duration of Theory Papers: 3 Hours.

Subject Code	Nomenclature/name of Subject	Teaching (Hrs/week)		Number of Papers	Duration (Hrs.)	Max. Sem. Marks	Sessional Marks	Total Marks
		L	P					
PY801T	Pharmaceutics IX (Dosage Form Design)	3	0	1	3	70	30	100
PY801P	Pharmaceutics IX (Dosage Form Design)(Practical)	0	4	1	4	60	40	100
PY802T	Pharmaceutical Analysis – III	3	0	1	3	70	30	100
PY802P	Pharmaceutical Analysis – III(Practical)	0	4	1	4	60	40	100
PY803T	Pharmaceutical Analysis – III	3	0	1	3	70	30	100
PY803P	Pharmaceutical Analysis – III(Practical)	0	4	1	4	60	40	100
PY804T	Pharmacognosy – VI	3	0	1	3	70	30	100
PY804P	Pharmacognosy – VI (Practical)	0	4	1	4	60	40	100
PY805T	Pharmacology - IV (Clinical Pharmacy and Drug Interactions)	3	0	1	3	70	30	100
PY806	Project	3	0	1	3	50	0	50
	Total	18	12	10				950

(A) Theory and Sessional (combined): 50 Percent  
(B) Practical and Sessional (combined): 50 Percent

Note: L: Lecture, P: Practical

**Established under M.P. Act No. 17 of 2007**

## **Ordinance No. 10**

### **BACHELOR OF SCIENCE IN NURSING BASIC B. SC ( NURSING) 4 YEARS DEGREE 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 promotive, preventive, curative, and rehabilitative services.
- 1.1.2 Prepare nurses, who can make independent decisions in nursing situations, protect the rights 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 promotive preventive and restorative health services in line with the national health policies and programmes.



- 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 Basic B.Sc. (N) course shall extend over a period of four years consisting named below:
  - i. Basic B.Sc. (N) First Year
  - ii. Basic B.Sc. (N) Second Year
  - iii. Basic B.Sc. (N) Third year
  - iv. Basic B.Sc. (N) Fourth Year including internship.

## 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

- 4.1 The candidate who fulfill the aforesaid academic qualification for admission

- 4.2 The minimum age shall be 17 years completed on or before Dec 31<sup>st</sup> of the year of admission.
- 4.3 The admission in Basic B.Sc. (N) 1<sup>st</sup> year shall be based on the merit in the common entrance test or qualifying examination.
- 4.4 Candidate shall be medically fit.

#### 5.0 COURSE DURATION

- 5.1 The duration of Basic B.Sc. (Nursing) course shall be four years including internship.
- 5.2 The duration of each academic year of Basic B.Sc. (Nursing) I, II, III, IV years shall be not less than 10 month.
- 5.3 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 Basic B.Sc. (N) 1<sup>st</sup> 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 Basic B.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 through out the course of the study.

#### 7.2 SCHEME OF EXAMINATION

##### Basic B.Sc. (N) First Year

Subject			Assessment		
Paper No.	Theory	Hours	Internal	External	Total
1.	Anatomy & Physiology	3	25	75	100
2.	Nutrition & Biochemistry	3	25	75	100
3.	Nursing Foundations	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
<b>Practical No.</b>	<b>Practical and Viva Voce</b>				
1.	Nursing Foundations		100	100	200

**Basic B.Sc. (N) Second Year**

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

**Basic B.Sc. (N) Third Year**

Subject		Assessment			
Paper No.	Theory	Hours	Internal	External	Total
13.	Medical Surgical Nursing (Adult including geriatrics) -II	3	25	75	100
14.	Child Health Nursing	3	25	75	100
15.	Mental Health Nursing	3	25	75	100
<b>Practical No.</b>	<b>Practical and Viva Voce</b>				
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

**Basic B.Sc. (N) Fourth Year**

Subject		Assessment			
Paper No.	Theory	Hours	Internal	External	Total
16.	Midwifery and Obstetrical Nursing	3	25	75	100
17.	Community Health Nursing – II	3	25	75	100
18.	Nursing Research & Statistics	3	25	75	100
19.	Management and Nursing Services and Education	3	25	75	100
<b>Practical No.</b>	<b>Practical and Viva Voce</b>				
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 University 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 of 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-Nursing 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 College 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 and 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 4<sup>th</sup> attempt of 1<sup>st</sup> 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 1<sup>st</sup> year subjects.
- 7.5.4 If a first year candidate fails in mid session supplementary papers, candidates will be given an opportunity to appear in the main examination of IInd year provisionally along with the backlog of last year subjects.
- 7.5.5 If a candidate fails in backlog subjects of the 1st year, the result of IInd year examination for which candidate will be provisionally admitted will be treated as cancelled. The candidate will have to repeat her backlog subjects of 1st year in next mid session supplementary examination
- 7.5.6 A candidate, who appears in IInd year main examination and fails in any of the subjects will be permitted to appear in mid session supplementary examination and there after provisionally along with failed IInd year subject, but if any candidates fails in IInd year subject the candidates IIIrd year result will be automatically cancelled. The same ruling will apply for the IVth year students also.
- 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 of all main subjects.

9.3 Second Division - Less than 60% in the aggregate of marks in all main subject.

9.4 Pass Class - Shall be awarded to the candidate passing with supplementary or more than one attempt.

#### 10.0 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 EXAMINERS / 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 years teaching experience working in any nursing institute conducting nursing courses can be appointed.

##### 11.2 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 speciality 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 subject(s) applied.

12.2 The result after revaluation/re-totalling shall be declared as per prevailing revaluation/re-totalling rules and regulation of the People's 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

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

##### 14.1 Annual schedule of studies

i.	Weeks available per year	= 52 weeks
ii.	Vacation	= 8 weeks
iii.	Gazetted holidays	= 3 weeks
iv.	Examination (Including preparatory)	= 4 weeks
v.	Available weeks	= 37 weeks
vi.	Hours per week	= 40 Hours
vii.	Practical	= 30 hours per wk (5x6 = 30)
viii.	Theory	= 10 hours per wk (2x5 = 10)
ix.	Internship	= 48 hours per wk (8x6 = 48)
x.	Hours available per academic year	= 1480 (37 wk x 40 hours)

##### 14.2 Distribution of Hours

###### FIRST YEAR

Subject	Theory (in hrs.) (Class and lab)	Practical (in hrs.) (Clinical)	(In hrs)
1. English	60		
2. Anatomy	60		
3. Physiology	60		
4. Nutrition	60		
5. Biochemistry	30		
6. Nursing Foundations	265+200	450	
7. Psychology	60		
8. Microbiology	60		
9. Introduction to Computer	45		
10. **Hindi / regional language	30		
11. Library work / Self Study			50
12. Co- curricular Activities			50
Total Hours	930	450	100
Total hours =1480 Hrs.			

(\*\* Optional)



**SECOND YEAR**

Subject	Theory (in hrs.) (Class and lab)	Practical (in hrs.) (Clinical)	(In hrs)
1. Sociology	60		
2. Pharmacology	45		
3. Pathology	30		
4. Genetics	15		
5. Medical Surgical Nursing (Adult)	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	540	855	85
Total hours =1480 hrs.			

**THIRD YEAR**

Subject	Theory (in hrs.)	Practical (in hrs.) (Clinical)	(In hrs)
1. Medical – Surgical Nursing (Adult)	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
Total hours =1480 hrs.			

**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)**

Subject	Theory	Practical (In hrs.)	In weeks
1. Midwifery and Obstetrical Nursing	--	240	5
2. Community Health Nursing –II	--	195	4
3. Medical Surgical Nursing (Adult and Geriatric)	--	430	9
4. Child Health Nursing	--	145	3
5. Mental Health Nursing	--	95	2
6. Research Project	--	45	1
<b>Total Hours</b>	--	1150	24
<b>Total hours =1690 hrs.</b>			

**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.

**Students during internship will be supervised by nursing teacher**

Established under M.P. Act No. 17 of 2007

## Ordinance No. 11

### BACHELOR OF PHYSIOTHERAPY (BPT) 4 ½ YEAR DEGREE COURSE

#### 1.0 AIMS AND OBJECTIVES

##### 1.1 AIMS

- 1.1.1 Acquisition of adequate theoretical and the practical knowledge and foundation in the basic Pre-clinical, Para-clinical and clinical medical subjects.
- 1.1.2 Proficiency in the diagnosis and skills of basic physiotherapy procedures and techniques with adequate theoretical basis and rationale of allied sciences.
- 1.1.3 To detect and evaluate the anatomical, patho-physiological impairments, resulting in dysfunction of various age groups & occupation; as well as epidemiological features in the population & arrive at appropriate diagnosis.
- 1.1.4 To understand the rationale & basic investigative approach to the medical system and surgical intervention regimens & accordingly plan & implement specific Physiotherapeutic measures effectively.
- 1.1.5 To practice Professional Autonomy & Ethical principles with referral as well as first contact clients in conformity with ethical code for Physiotherapists.
- 1.1.6 To practice Moral and Ethical values and Evidence Based Practices with regard to Physiotherapy.

##### 1.2 OBJECTIVES

The Objective of the course which is complementary to medicine shall be to allow the students.

- 1.2.1 To acquire adequate theoretical & practical knowledge in the basic medical subjects.
- 1.2.2 To impart Electrotherapy & Therapeutic Exercise procedures with adequate theoretical & practical base.
- 1.2.3 To enable the student to acquire skills in the evaluation & diagnosis of the physical problems presented by the patients.

- 1.2.4 To build up a learning process that shall include living experience, problem oriented approach, case studies & community health care activities.
- 1.2.5 To impart competency in Physiotherapeutic measure of specific choice towards Preventive, Curative, Symptomatic & Restorative or Rehabilitative goals in a variety of health care settings.
- 1.2.6 To develop professional autonomy through independent physical diagnosis and prescription as a physiotherapist for all physiotherapy related referrals and/ or primary clients.
- 1.2.7 To endorse physiotherapeutic moral and ethical codes as per international standards and to emphasis on the conduct of professional practice for patient's welfare as the primary responsibility.
- 1.2.8 To develop confidence in clinical, teaching and administrative assignments and continue to seek further knowledge in the fields of physiotherapy.
- 1.2.9 To introduce the students to the fundamentals of Biostatistics & Physiotherapy Research activities.
- 1.2.10 To teach every aspect of National policies on health and devote himself/ herself to its practical implementation.

## 2.0 COURSE STURCTURE

- 2.1 The Degree in Physiotherapy of 4 ½ years (Four academic years and Six months internship) course here in after called 4 ½ year degree course shall be designated as Bachelor of Physiotherapy, in short BPT.
- 2.2 **Duration of the course:** The Bachelor of Physiotherapy (BPT) is a Four & Half year (including internship) regular degree course, named below:
  - i. BPT- I year
  - ii. BPT- II year
  - iii. BPT- III year
  - iv. BPT- IV year

After successful completion of BPT IV year, the student shall require to complete Six months Compulsory Rotatary Internship Program.
- 2.3 Each academic year shall consist of 240 teaching days.
- 2.4 Compulsory Rotatary Internship shall be not less than 6 months.
- 2.5 The Student admitted in BPT course shall have to complete the course within the maximum permissible duration of 8 years, from the date of admission.

### 3.0 ACADEMIC QUALIFICATION & SELECTION CRITERIA FOR ADMISSION

- 3.1 Admission to the First year in Bachelor of Physiotherapy degree course shall be 10+2 system of education in science group or equivalent examination with Chemistry, Physics & Biology, as main subjects conducted by a recognized Board/Council/ University with minimum of 50% marks. However for SC/ST/OBC candidate the percentage will be relaxed to 45%.
- 3.2 Vocational Subject like Bio-technology, MLT, Fisheries, Dietetics, Live Stock and Poultry etc in substitution for Biology shall be also considered for Eligibility.
- 3.3 The candidate should have completed minimum of 17 years of age on/before 31<sup>st</sup> December of the concerned academic session.
- 3.4 Selection Criteria: The admission in BPT- First Year shall be based on the merit of the qualifying examination.

Or

Common Entrance Test (CET), conducted by the University/ any designated agency.

- 3.5 On admission, every candidate shall have to get fitness certificate from People's Hospital, for physical fitness.

### 4.0 COMMENCEMENT OF COURSE

The course shall be commencing from the month of August of every academic year.

### 5.0 REGULATIONS RELATING TO THE ASSESSMENT OF ACADEMIC GROWTH OF THE STUDENT

The assessment of academic growth of the student shall be done on the basis of Three Sessional Examination (conducted during the year) and one University Examination (conducted at the end of the academic year).

The medium of Instruction and Examination shall be English throughout the course of the study.

#### 5.1 Attendance

5.1.1 Candidates appearing as regular student for any annual examination are required to attend 75% of the total lecturer's delivered and of the practical classes held separately in each subject of the course of the study.

5.1.2 The total lecture and practical shall be conducted as per scheme and syllabus given in subsequent section.

#### 5.2 Sessional Examinations

Three Sessional Examination shall be conducted for each subject, separately for theory and practical.

### 5.3 Internal Assessment

The internal assessment for each subject (in Theory and Practical separately) of each academic year shall carry 20 marks in theory and 20 marks in practical, separately.

### 5.4 University Examination; Theory & Practical

#### 5.4.1 Written Examination

- a. The Main Examination shall be held on yearly basis for all the Four years respectively.
- b. There shall be 2 University Examination in a year: Main examination in May/June and Supplementary Examination (*II examination*) in October/ November.

The succeeding examination shall be held within 6 months.

### 5.5 Appointment of the Examiners/ Question Paper Setters

The appointment of examiner for the University Examination shall be based on following criteria;

- 5.5.1 For Theory paper setting and valuation there shall be two examiners for each subject, one Internal Examiner and one External Examiner shall be required. Both the examiners shall be Assistant Professor with 3 years teaching experience in the concerned subject.
- 5.5.2 For the Practical examinations there shall be two examiners for each subject, one External Examiner and one Internal Examiner, with minimum qualification and experience of an Assistant Professor with 3 years teaching experience in the concerned subject.
- 5.5.3 The External Examiner shall be the subject expert from outside the University having Masters/ Post Graduate qualification in the concerned subject with minimum 3 years teaching experience.
- 5.5.4 The Faculty of the Subject/ Head of the Department with minimum 3 years of teaching experience shall be the Internal-Cum-convener examiner for the examinations.

### 5.6 Criteria for Passing

In each subject/head (Theory and Practical);

- 5.6.1 In all the University examinations, the candidates shall have to obtain 50% marks separately in Theory plus Viva Voce plus Internal Assessment and Practical plus Internal Assessment examination.
- 5.6.2 Each theory paper and practical will be treated as separate subject/ head for the passing.

5.6.3 The student shall carry over two subjects from one year to the following year and must pass in the fail subject before appearing in the next year examination. The student shall carry two subjects from first year to second year, second year to third year as well as third year to fourth year and must pass in the fail subjects before appearing the next year examination.

#### 5.7 Division and Merit List

5.7.1 The Division shall be awarded after Annual University Examination in each academic year and shall be based on the aggregate marks obtained by the candidates at his/ her successful attempt in annual University Examination.

There shall be Divisions as follows:

**Distinction:** 75% and above of grand total marks in First attempt.

**First Division:** >60% and <75% of grand total marks in First attempt.

**Second Division:** >50% and <60% of grand total marks in First attempt.

**Distinction in individual subject:** >75% marks in individual subject shall be indicated exclusively in the mark sheet provided in First attempt.

5.7.2 The merit shall be declared by the University after the final year University examination, on the basis of the aggregate marks of all academic years in University examination. The merit list shall include the first ten candidates securing at least First Division and passing all the appeared subjects in annual examination in first attempt.

#### 6.0 REVALUATION / RE-TOTALING

6.1 Student may apply for Re-evaluation and/or Re-totaling of the answer sheet of the appeared subjects, post result for any doubt in the marks obtained on the following criteria:

6.1.1 Student may go for all the appeared subjects of that session for Re-evaluation as well as Re-totaling simultaneously, within stipulated time, as prescribed by the University.

#### 7.0 COMPULSORY ROTATORY INTERNSHIP:

7.1 There shall be Six months of Internship after the Final year examination, for the candidate who declared passed the examination in all the subjects. Internship should be Rotating and Compulsory for all the students \

7.2 Internship should be done in minimum 100 bedded specialty hospitals in various specialties.

7.3 Hospital must have Physiotherapy OPD with qualified Physiotherapist to guide the students.

- 7.4 The Internship shall cover the clinical branches; concerned with Physiotherapy such as Orthopedics, Cardio-respiratory Medicine & Surgery including ICU, Neurology, Neurosurgery, Pediatrics, General Medicine, General Surgery, Obstetrics and Gynecology both In-patient and Outpatient services.
- 7.5 Student seeking training outside the campus must obtain a NOC from the HOI prior to the program.
- 7.6 Any absenteeism, misconduct, poor performance etc. may require the extension of the program on recommendation of the HOD.
- 7.7 Student shall obtain Internship Completion Certificate from the concerned hospital with the specialty and the hours of program. Same should be submitted to the institute for the Six months Internship Completion Certificate.
- 7.8 Candidate shall be awarded with the Degree certificate only after the successful completion of the Compulsory Six months Rotatory Internship.
- 7.9 The 6 months of Rotational Internship shall be covered in the following pattern:

<b>S. NO.</b>	<b>Department</b>	<b>Period</b>
1.	Physiotherapy & Rehabilitation Medicine OPD (including Pediatrics to Geriatrics cases)	1 month
2.	Orthopedic wards and OPD	1 month
3.	Neurology and Neurosurgery wards (including Neuro ICU) and OPD	1 month
4.	Cardio-respiratory Medicine & Surgery ward and OPD	1 month
5.	General Medicine and Pediatric wards (including NICU and ICCU ) and OPD	1 Month
6.	General Surgery wards (including Burns, OBG)	1 Month

- 7.10 **Issue of Internship Completion Certificate:** Every candidate, after successful completion of Six months Rotatory Internship shall be eligible for Internship Completion Certificate, issued by HOI.

## 8.0 CANCELLATION OF ADMISSION

- 8.1 The admission of a student at any stage of study shall be cancelled by the Vice Chancellor based on recommendation of Head of the Institution, if:
- 8.1.1 He/She is not found qualified as per MP Paramedical Council norms and guidelines or the eligibility criteria prescribed by the University.



8.1.2 He/ she is found to have produced false/ forged documents or found to have used unfair means to secure admission.

8.1.3 He/She is found involved in serious breach of discipline in the Institution or in the University campus.

## 9.0 SCHEME OF COURSE / EXAMINATION

### 9.1 Scheme of Teaching Schedule (for each academic year)

Subject	Theory Min. Hrs.	Practical Min. Hrs.	Clinical/ Lab Posting	Total Hrs.
<b>FIRST YEAR</b>				
Human Anatomy	140	60	-	200
Human Physiology	140	60	-	200
Bioelectrical modalities	80	-	-	80
Biomechanical	80	-	-	80
Psychology and Sociology	60+60	-	-	120
* Applied English	60	-	-	60
* First aid and Basic Nursing	60	20	-	80
<b>SECOND YEAR</b>				
Biochemistry & Pharmacology	60+60	-	-	120
Pathology & Microbiology	60+60	-	-	120
Gen.surgery/ Obs/ Gynea/ ENT/ Opth	100	20	30	150
Gen. Medicine	100	20	30	150
Orthopedics	100	20	30	150
Electrotherapy	100	100	-	200
Exercise Therapy including Yoga	100	100	-	200
<b>THIRD YEAR</b>				
Neurology, Neurosurgery, Cardio-thoracic Disease & Surgery	120	20	40	180
Physiotherapy in Orthopedics	120	100	30	250
Physiotherapy in Neurology & Neurosurgery	120	100	30	250
Physical Evaluation	120	80	-	200
Biomechanics & Bio-engineering	60+60	-	-	120
* Occupational Therapy & Speech Therapy	10+10	-	-	20
* Observatory Clinical Posting	-	-	100	100
<b>FOURTH YEAR</b>				
Physical Diagnosis & Prescription	80	40	-	120
Physiotherapy in Cardiothoracic Conditions	120	80	60	260
Sports Physiotherapy	120	80	60	260
Community Medicine, Community PT, Field Visits and Physiotherapy Ethics	60+60	-	40	160
Rehabilitation Therapy & Biostatistics	40+40	-	20	100
* Project	-	-	-	40
* Clinical Posting	-	-	300	300
* Clinical Research Methodology	20	-	-	20
* Computer Sciences	20	40	-	60

\* Non Examination (Subsidiary) subjects

### 9.2 Question Paper Pattern

<b>The subject having section A and section B with max. 100 marks (50 marks each) Each section (A/ B) shall have the following pattern</b>		
ESSAY TYPE	1 (ANY 1 OUT OF 2)	20
SHORT ANSWER TYPE	5 (ANY 5 OUT OF 6)	6X5=30
<b>The subject having section A and section B with max. 80 marks (40 marks each) Each section (A/ B) shall have the following pattern</b>		
ESSAY TYPE	1 (ANY 1 OUT OF 2)	20
SHORT ANSWER TYPE	4 (ANY 4 OUT OF 5)	5X4=20

### 9.3 Scheme of Examination

BPT-I Year										
S. No.	Subject	Theory					Practical			Total
		Written		Viva-Voce	Internal Assessment	Min. Marks	Practical	Internal Assessment	Min. Marks	
		Time	Max. Marks	Max. Marks	Max. Marks		Max. Marks	Max. Marks		
1.	Human Anatomy	3hrs.	100	20	20	70	40	20	30	200
2.	Human Physiology	3hrs.	100	20	20	70	40	20	30	200
3.	Bioelectrical modalities	3hrs.	80	-	20	50	-	-	-	100
4.	Biomechanical	3hrs.	80	-	20	50	-	-	-	100
5.	Psychology and Sociology	3hrs.	80	-	20	50	-	-	-	100

BPT-II Year										
S. No.	Subject	Theory					Practical			Total
		Written		Viva-Voce	Internal Assessment	Min. Marks	Practical	Internal Assessment	Min. Marks	
		Time	Max. Marks	Max. Marks	Max. Marks					Max. Marks
1.	Biochemistry & Pharmacology	3hrs.	80	-	20	50	-	-	-	100
2.	Pathology & Microbiology	3hrs.	80	-	20	50	-	-	-	100
3.	Gen. surgery/ Obs/ Gynea/ ENT/ Opth	3hrs.	80	-	20	50	-	-	-	100
4.	Gen. Medicine	3hrs.	80	-	20	50	-	-	-	100
5.	Orthopedics	3hrs.	100	20	20	70	40	20	30	200
6.	Electrotherapy	3hrs.	100	20	20	70	40	20	30	200
7.	Exercise Therapy including Yoga	3hrs.	100	20	20	70	40	20	30	200

BPT-III Year										
S. No.	Subject	Theory					Practical			Total
		Written		Viva-Voce	Internal Assessment	Min. Marks	Practical	Internal Assessment	Min. Marks	
		Time	Max. Marks	Max. Marks	Max. Marks					Max. Marks
1.	Neurology Neurosurgery, Cardio-thoracic Disease & Surgery	3hrs.	80	-	20	50	-	-	-	100
2.	Physiotherapy in Orthopedic	3hrs.	100	20	20	70	40	20	30	200
3.	Physiotherapy in Neurology & Neuro-surgery	3hrs.	100	20	20	70	40	20	30	200
4.	Physical Evaluation	3hrs.	100	20	20	70	40	20	30	200
5.	Biomechanics & Bio-engineering	3hrs.	80	-	20	50	-	-	-	100

## BPT-IV Year

S. No.	Subject	Theory					Practical			Total
		Written		Viva-Voce	Internal Assessment	Min. Marks	Practical	Internal Assessment	Min. Marks	Max. Marks
		Time	Max. Marks	Max. Marks	Max. Marks		Max. Marks	Max. Marks		
1.	Physical Diagnosis & Prescription	3hrs	100	20	20	70	40	20	30	200
2.	Physiotherapy in Cardiothoracic conditions	3hrs	100	20	20	70	40	20	30	200
3.	Sports Physiotherapy	3hrs	100	20	20	70	40	20	30	200
4.	Community medicine, Community PT, Field Visits and Physiotherapy Ethics	3hrs	80	-	20	50	-	-	-	100
5.	Rehabilitation Therapy & Biostatistics	3hrs	80	-	20	50	-	-	-	100

\* Minimum 50% passing marks require in theory & internal assessment as well as in practical & viva-voce.

**Established under M.P. Act No. 17 of 2007****Ordinance No. 12****BACHELOR OF SCIENCE IN HUMAN NUTRITION  
(CLINICAL DIETITIAN) 3 YEAR DEGREE COURSE****1.0 AIMS AND OBJECTIVES****1.1 AIMS**

- 1.1.1 To provide modern and broad education in nutrition and food sciences.
- 1.1.2 To prepare students as professionals to meet the demand of clinical dietitians in various health setup.

**1.2 OBJECTIVES**

- 1.2.1 To impart adequate theoretical and practical knowledge as nutritionist/ clinical dietitian.
- 1.2.2 To enable the student to have knowledge to detect various nutritional deficits and their cures as well as prevention of the deficits.

**2.0 COURSE STRUCTURE**

- 2.1 The Degree in Human Nutrition of 3 years (Three academic years) course here in after called 3 year degree course shall be designated as Bachelor of Science in Human Nutrition (Clinical Dietitian), in short B.Sc.HN (Clinical Dietitian).
- 2.2 **Duration of the course:** The Bachelor of Science in Human Nutrition (B.Sc. HN) is a three year regular degree course, named below:
  - a. B.Sc. HN- I year
  - b. B.Sc. HN- II year
  - c. B.Sc. HN- III year
- 2.3 Each academic year shall consist of 240 teaching days
- 2.4 The Student admitted in B.Sc. HN course shall have to complete the course within the maximum permissible duration of 6 year, from the date of admission.

**3.0 ACADEMIC QUALIFICATION & SELECTION CRITERIA FOR ADMISSION**

- 3.1 Admission to the First year in B.Sc. in Human Nutrition degree course shall be 10+2 system of education in science group or equivalent examination with Chemistry, Physics & Biology, as main subjects conducted by a recognized Board/Council/ University with minimum of 40% marks.

- 3.2 Vocational Subject like Bio-technology, MLT, Fisheries, Dietetics, Live Stock and Poultry etc in substitution for Biology shall be also considered for Eligibility.
- 3.3 The candidate should have completed minimum of 17 years of age on/before 31st December of the concerned academic session.
- 3.4 Selection Criteria: The admission in B.Sc. HN- First Year shall be based on the merit of the qualifying examination.

Or

Common Entrance Test (CET), conducted by the University/ any designated agency.

- 3.5 On admission, every candidate shall have to get fitness certificate from People's Hospital, for physical fitness.

#### 4.0 COMMENCEMENT OF COURSE

The course shall be commencing from the month of August of every academic year.

#### 5.0 REGULATIONS RELATING TO THE ASSESSMENT OF ACADEMIC GROWTH OF THE STUDENT

The assessment of academic growth of the student shall be done on the basis of Three Sessional Examination (conducted during the year) and one University Examination (conducted at the end of the academic year).

The medium of Instruction and Examination shall be English throughout the course of the study.

##### 5.1 Attendance

5.1.1 Candidates appearing as regular student for any annual examination are required to attend 75% of the total lecturer's delivered and of the practical classes held separately in each subject of the course of the study.

5.1.2 The total lecture and practical shall be conducted as per scheme and syllabus given in subsequent section.

##### 5.2 Sessional Examinations

Three Sessional Examination shall be conducted for each subject, separately for theory and practical.

##### 5.3 Internal Assessment

The internal assessment for each subject of each academic year shall carry 100 marks.

##### 5.4 University Examination; Theory & Practical

###### 5.4.1 Written Examination

- a. The Main Examination shall be held on yearly basis for all the three years respectively.
- b. There shall be 2 University Examination in a year: Main examination in May/June and Supplementary Examination (II examination) in October/ November. The succeeding examination shall be held within 6 months.

### 5.5 Appointment of the Examiners/ Question Paper Setters

The appointment of examiner for the University Examination shall be based on following criteria;

- 5.5.1 For Theory paper setting one examiner will be an External, minimum an Assistant Professor with 3 years teaching experience in the concerned subject.
- 5.5.2 For the Practical examinations there shall be two examiners for each subject, one External Examiner and one Internal Examiner, with minimum qualification and experience of an Assistant Professor with 3 years teaching experience in the concerned subject.
- 5.5.3 The External Examiner shall be the subject expert from outside the University having Masters/ Post Graduate qualification in the concerned subject with minimum 3 years teaching experience.
- 5.5.4 The Faculty of the Subject/ Head of the Department with minimum 3 years of teaching experience shall be the Internal-Cum-Convener examiner for the examinations.

### 5.6 Criteria for Passing

In each subject/head (theory and practical);

- 5.6.1 In all the University examinations, the candidates shall have to obtain 50% marks separately in theory plus internal assessment and practical plus viva voce examination.
- 5.6.2 Each theory paper and practical will be treated as separate subject/ head for the passing.
- 5.6.3 The student shall carry over two subjects from one year to the following year and must pass in the fail subject before appearing in the next year examination. The Student shall carry two subjects from first year to second year as well as second year to third year and must pass in the fail subjects before appearing the next year examination.

### 5.7 Division and Merit List

- 5.7.1 The Division shall be awarded after Annual University Examination in each academic year and shall be based on the aggregated marks obtain by the candidates at his/ her successful attempt in annual University examination.

There shall be Divisions as follows:

**Distinction:** 75% and above of grand total marks in First attempt.

**First Division:** >60% and <75% of grand total marks in First attempt.

**Second Division:** >50% and <60% of grand total marks in First attempt.

**Distinction in individual subject:** >75% marks in individual subject shall be indicated exclusively in the mark sheet provided First attempt.

5.7.2 The merit shall be declared by the University after the final year University examination, on the basis of the aggregate marks of all academic years in University examination. The merit list shall include the first ten candidates securing at least First Division and passing all the appeared subjects in annual examination in first attempt.

### 5.8 Three Months Compulsory Rotatory Clinical Training

For B.Sc. HN III year students, Three months Compulsory Rotatory Clinical Training shall be compulsory as a part of partial completion of the course. The training shall be undertaken in minimum 100 bedded hospital.

For this exercise the students may require to spend 3 months clinical training in rotation. The training should include various In-patient wards, Dietitian Counseling –OPD, Patient Kitchen, etc.

#### The Clinical training should cover the following terms:

- a. The clinical department should have a qualified dietitian, 3 years of Clinical Experience, for the guidance of the students.
- b. Student seeking training outside the campus must obtain a NOC from the HOI prior to the program.
- c. Student should obtain Clinical Training Completion Certificate, with the duration from the concerned Hospital. Same should be submitted to the institute for qualifying III year University Examination.
- d. Any absenteeism, misconduct, poor performance etc may require extension of the program on the recommendation of the HOD.

### 6.0 REVALUATION / RE-TOTALING

6.1 Student may apply for Re-evaluation and/or Re-totaling of the answer sheet the appeared subjects, post result for any doubt in the marks obtained on the following criteria:

6.1.1 Student may go for all the appeared subjects of that session for Re-evaluation as well as Re-totaling simultaneously, within stipulated time, as prescribed by the University.

### 7.0 CANCELLATION OF ADMISSION

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

7.1.1 He/She is not found qualified as per MP Paramedical Council norms and guidelines or the eligibility criteria prescribed by the University.



7.1.2 He/ she is found to have produced false/ forged documents or found to have used unfair means to secure admission.

7.1.3 He/She is found involved in serious breach of discipline in the Institution or in the University campus.

## 8.0 SCHEME OF COURSE / EXAMINATION

### 8.1 Scheme of Teaching Schedule (for each academic year)

Subject	Theory Min. Hrs.	Practical Min. Hrs.	Clinical/ Lab Posting	Total Min. Hrs.
<b>FIRST YEAR</b>				
Basic Nutrition	80	60	-	140
Human Physiology	80	60	-	140
Nutritional Biochemistry	80	60	-	140
Family meal management	80	60	-	140
On the Job training	-	-	100	100
* Applied English	60	-	-	60
* First aid and Basic Nursing	60	20	-	80
<b>SECOND YEAR</b>				
Basic Dietetics	80	60	-	140
Food Microbiology	80	60	-	140
Food Science	80	60	-	140
Personnel Management	80	60	-	140
On the job training	-	-	100	100
* Basic Computer Application	20	40	-	60
<b>THIRD YEAR</b>				
Community Nutrition	80	60	-	140
Advanced Dietetics	80	60	-	140
Dietetics & Counseling	80	60	-	140
Project Work	-	-	-	40
* Clinical Research Methodology	20	-	-	20
* Clinical Posting	-	-	300	300

\* Non Examination (Subsidiary) subjects.

## 8.2 Question Paper Pattern

SUBJECT HAVING MAXIMUM MARKS 100		
TYPE OF QUESTION	NUMBER OF QUESTION	MARKS OF EACH QUESTION
Essay Type	4 (Any 4 Out of 5)	20X4=80
Short Answer Type	4 (Any 4 Out of 5)	5X4=20

## 8.3 Scheme of Examination

Subject	Theory	Internal Assessment	* Min. Theory + Internal Assessment	Practical & Viva	* Min. Practical
<b>FIRST YEAR</b>					
Basic Nutrition	100	100	100	100	50
Human Physiology	100	100	100	100	50
Nutritional Biochemistry	100	100	100	100	50
Family meal management	100	100	100	100	50
On the Job training	-	-	-	100	50
<b>SECOND YEAR</b>					
Basic Dietetics	100	100	100	100	50
Food Microbiology	100	100	100	100	50
Food Science	100	100	100	100	50
Personnel Management	100	100	100	100	50
On the job training	-	-	-	100	50
<b>THIRD YEAR</b>					
Community Nutrition	100	100	100	100	50
Advanced Dietetics	100	100	100	100	50
Dietetics & Counseling	100	100	100	100	50
Project Work	-	-	-	300	150

\* Minimum 50% passing marks require in theory & internal assessment as well as in practical & viva-voce.

Established under M.P. Act No. 17 of 2007

## Ordinance No. 13

### BACHELOR OF SCIENCE IN MEDICAL LABORATORY TECHNOLOGY(BMLT) 3 YEAR DEGREE COURSE

#### 1.0 AIMS AND OBJECTIVES

##### 1.1 AIMS

- 1.1.1 To provide skilled professionals who will be able to work in a variety of laboratory settings.
- 1.1.2 To provide students with an overview of various medical laboratory procedures.

##### 1.2 OBJECTIVES

- 1.2.1 To impart adequate theoretical and practical knowledge in basic Medical Laboratory Sciences.
- 1.2.2 To perform routine and special laboratory investigations.
- 1.2.3 To introduce quality control system in laboratory.

#### 2.0 COURSE STRUCTURE

- 2.1 The Degree in Medical Laboratory Technology of 3 years (Three academic years) course here in after called 3 year degree course shall be designated as Bachelor of Medical Laboratory Technology, in short BMLT.
- 2.2 **Duration of the course** : The Bachelor of Medical Technology (Laboratory) is a three year regular degree course, named below :
  - a. B.Sc. MLT- I year
  - b. B.Sc. MLT- II year
  - c. B.Sc. MLT- III year
- 2.3 Each academic year shall consist of 240 teaching days.
- 2.4 The Student admitted in BMLT course shall have to complete the course within the maximum permissible duration of 6 years, from the date of admission.

#### 3.5 ACADEMIC QUALIFICATION & SELECTION CRITERIA FOR ADMISSION

- 3.1 Admission to the First year-in B.Sc. in Medical Laboratory Technology degree course shall be 10+2 system of education in science group or equivalent examination with Chemistry, Physics & Biology, as main subjects conducted by a recognized Board/Council/ University with minimum of 40% marks.

- 3.2 Vocational Subjects like Bio-technology, MLT, Fisheries, Dietetics, Live Stock and Poultry etc in substitution for Biology shall be also considered for eligibility.
- 3.3 The candidate should have completed minimum of 17 years of age on/before 31<sup>st</sup> December of the concerned academic session.
- 3.4 Selection Criteria: The admission in B.Sc. MLT- First Year shall be based on the merit of the qualifying examination.

Or

Common Entrance Test (CET), conducted by the University/ any designated agency.

- 3.5 On admission, every candidate shall have to get fitness certificate from People's Hospital, for physical fitness.

#### **4.0 COMMENCEMENT OF COURSE**

The course shall be commencing from the month of August of every academic year.

#### **5.0 REGULATIONS RELATING TO THE ASSESSMENT OF ACADEMIC GROWTH OF THE STUDENT**

The assessment of academic growth of the student shall be done on the basis of Three Sessional Examination (conducted during the year) and one University Examination (conducted at the end of the academic year).

The medium of Instruction and Examination shall be English throughout the course of the study.

##### **5.1 Attendance**

5.1.1 Candidates appearing as regular student for any annual examination are required to attend 75% of the total lecturer's delivered and of the practical classes held separately in each subject of the course of the study.

5.1.2 The total lecture and practical shall be conducted as per scheme and syllabus given in subsequent section.

##### **5.2 Sessional Examinations**

Three Sessional Examination shall be conducted for each subject, separately for theory and practical.

##### **5.3 Internal Assessment**

The internal assessment for each subject of each academic year shall carry 100 marks.

##### **5.4 University Examination; Theory & Practical**

###### **5.4.1 Written Examination**

- a. The Main Examination shall be held on yearly basis for all the three years respectively.

- b. There shall be 2 University Examination in a year: Main examination in May/June and Supplementary Examination (II examination) in October/ November. The succeeding examination shall be held within 6 months.

#### 5.5 Appointment of the Examiners/ Question Paper Setters

The appointment of examiner for the University Examination shall be based on following criteria;

- 5.5.1 For Theory paper setting one examiner will be an External, minimum an Assistant Professor with 3 years teaching experience in the concerned subject.
- 5.5.2 For the Practical examinations there shall be two examiners for each subject, one External Examiner and one Internal Examiner, with minimum qualification and experience of an Assistant Professor with 3 years teaching experience in the concerned subject.
- 5.5.3 The External Examiner shall be the subject expert from outside the University having Masters/ Post Graduate qualification in the concerned subject with minimum 3 years teaching experience.
- 5.5.4 The Faculty of the Subject/ Head of the Department with minimum 3 years of teaching experience shall be the Internal-Cum-Convener examiner for the examinations.

#### 5.6 Criteria for Passing

In each subject/head (theory and practical);

- 5.6.1 In all the University examinations, the candidates shall have to obtain 50% marks separately in theory plus internal assessment and practical plus viva voce examination.
- 5.6.2 Each theory paper and practical will be treated as separate subject/ head for the passing.
- 5.6.3 The student shall carry over two subjects from one year to the following year and must pass in the fail subject before appearing in the next year examination. The Student shall carry two subjects from first year to second year as well as second year to third year and must pass in the fail subjects before appearing the next year examination.

#### 5.7 Division and Merit List

- 5.7.1 The Division shall be awarded after Annual University Examination in each academic year and shall be based on the aggregated marks obtain by the candidates at his/ her successful attempt in annual University examination.

There shall be Divisions as follows:

**Distinction:** 75% and above of grand total marks in First attempt.

**First Division:** >60% and <75% of grand total marks in First attempt.

**Second Division:** >50% and <60% of grand total marks in First attempt.

**Distinction in individual subject:** >75% marks in individual subject shall be indicated exclusively in the mark sheet provided First attempt.

5.7.2 The merit shall be declared by the University after the final year University examination, on the basis of the aggregate marks of all academic years in University examination. The merit list shall include the first ten candidates securing at least First Division and passing all the appeared subjects in annual examination in first attempt.

### 5.8 Three Months Compulsory Rotatory Clinical Training

For BMLT III year students, three months Compulsory Rotatory Clinical Training shall be compulsory as a part of partial completion of the course. The training shall be undertaken in any of Medical Laboratory attached with minimum 100 bedded hospital.

For this exercise the students may require to spend three months in rotation with at-least four following labs:

- a. Clinical Biochemistry Lab
- b. Clinical Microbiology Lab
- c. Pathology and/ or Haematology Lab
- d. Blood Banking

**The Laboratory training should cover the following terms:**

The recognized laboratory shall require experts with BMLT qualification, for the guidance of the students. Student: Technician ratio will be 1:5.

- a. Student seeking training outside the campus must obtain a NOC from the HOD prior to the program.
- b. Minimum 50-70 hrs is mandatory for each of the above mention Laboratories.
- c. Student should obtain Training Completion Certificate with the duration from the concerned Hospital/ Laboratory. Same should be submitted to the Institute for qualifying III year University Examination.
- d. Any absenteeism, misconduct, poor performance etc may require extension of the program on the recommendation of the HOD.

**6.0 REVALUATION / RE-TOTALING**

6.1 Student may apply for Re-evaluation and/or Re-totaling of the answer sheet of the appeared subjects, post result for any doubt in the marks obtained on the following criteria:

6.1.1 Student may go for all the appeared subjects of that session for Re-evaluation as well as Re-totaling simultaneously, within stipulated time, as prescribed by the University.

**7.0 CANCELLATION OF ADMISSION**

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

7.1.1 He/She is not found qualified as per MP Paramedical Council norms and guidelines or the eligibility criteria prescribed by the University.

7.1.2 He/ she is found to have produced false/ forged documents or found to have used unfair means to secure admission.

7.1.3 He/She is found involved in serious breach of discipline in the institution or in the University campus.

**8.0 SCHEME OF COURSE / EXAMINATION****8.1 Scheme of Teaching Schedule (for each academic year)**

Subject	Theory Min. Hrs.	Practical Min. Hrs.	Clinical/ Lab Posting	Total Min. Hrs.
<b>FIRST YEAR</b>				
Biochemistry	80	120	110	310
Hematology and Clinical Pathology	90	120	110	320
Applied Histology	90	120	110	320
Microbiology	100	120	110	330
* Applied English	60	-	-	60
* First aid and Basic Nursing	60	20	-	80
<b>SECOND YEAR</b>				
Analytical Biochemistry	80	120	110	310
Hematology	90	120	110	320
Cellular Pathology	90	120	110	320
Identification of Bacteria	100	120	110	330
* Basic Computer Application	20	40	-	60
<b>THIRD YEAR</b>				
Clinical Biochemistry	80	120	110	310
Applied Hematology	80	120	110	310
Special Histology	90	120	110	320
Applied Microbiology	100	120	110	330
Instrumentation	-	--	-	40
*Clinical Research Methodology	20	-	-	20
* Clinical Posting	-	-	300	300

\* Non Examination (Subsidiary) subjects

## 8.2 Question Paper Pattern

SUBJECT HAVING MAXIMUM MARKS 100		
TYPE OF QUESTION	NUMBER OF QUESTION	MARKS OF EACH QUESTION
Essay Type	4 (Any 4 Out of 5)	20X4=80
Short Answer Type	4 (Any 4 Out of 5)	5X4=20

## 8.3 Scheme of Examination

Paper	Theory	Internal Assessment	* Min. Theory + Internal Assessment	Practical & Viva	* Min. Practical
<b>FIRST YEAR</b>					
Biochemistry	100	100	100	100	50
Haematology and Clinical Pathology	100	100	100	100	50
Applied Histology	100	100	100	100	50
Microbiology	100	100	100	100	50
<b>SECOND YEAR</b>					
Analytical Biochemistry	100	100	100	100	50
Haematology	100	100	100	100	50
Cellular Pathology	100	100	100	100	50
Identification of Bacteria	100	100	100	100	50
<b>THIRD YEAR</b>					
Clinical Biochemistry	100	100	100	100	50
Applied Haematology	100	100	100	100	50
Special Histology	100	100	100	100	50
Applied Microbiology	100	100	100	100	50
#Instrumentation	-	50	25	-	-

\* Minimum 50% passing marks require in theory & internal assessment as well as in practical & viva-voce.

# The marks of the instrumentation paper will not be included in the Total Result i.e. for calculation percentage of marks obtained.



Established under M.P. Act No. 17 of 2007

## Ordinance No. 14

### BACHELOR OF ENGINEERING (B.E.) 4 YEAR DEGREE COURSE

#### 1.0 AIM

- 1.1 The economic progress of a country is strongly linked with the quality of education. It is therefore, necessary for our technical education to undertake periodic review of the curriculum and subject content of the technical programs to ensure that they are up to date not outmoded or obsolete and effectively fulfill the technological requirements of the country.
- 1.2 For economic growth and prosperity, the aim of the University is to produce highly professional and competent engineers. This could be achieved by imparting quality teaching to students. To make the Indian industries internationally competitive, the frontier technologies have to flow from the R & D institutions to the industries and also be continually infused in the engineering curriculum.

#### 2.0 OBJECTIVES

The objectives of Bachelor of Engineering course are:

- 2.1 to equip the students with a high level of conceptual, analytical, and descriptive abilities.
- 2.2 to enable the students to comprehend and understand the complex environment around them and handle their jobs effectively and completely.
- 2.3 to provide practical training to students so that they can have a better insight to the complexities of the business environment.
- 2.4 to develop high proficiency in interpersonal, social and communication skills.
- 2.5 to develop better decision-making skills.
- 2.6 to initiate group skills and team working spirits.
- 2.7 to produce engineers of highest caliber who will become trendsetters in the profession.
- 2.8 to develop synergy with other institutions.
- 2.9 to exploit IT for societal development through application programs.

- 2.10 to engage in application-oriented research and development activities.
- 2.11 to teach students how to analyze and implement practical solutions for complex interdisciplinary engineering problems.
- 2.12 to develop engineers not only to be job seekers but job givers.

### 3.0 COURSE STRUCTURE

- 3.1 The degree in Engineering shall be of four year (eight semester) duration. It shall be designated as BACHELOR OF ENGINEERING in respective branch, hereinafter called B.E.
- 3.2 The degree of B.E. shall include the following branches:
  - i. Civil (CE)
  - ii. Mechanical (ME)
  - iii. Electrical (EE)
  - iv. Electronics & Communication (EC)
  - v. Information Technology (IT)
  - vi. Computer Science & Engineering (CS)
  - vii. Bio-Technology (BT)
  - viii. Industrial Production (IP)
  - ix. Automobile Engineering (AU)
  - x. Electrical & Electronics (EX)
- 3.3 Each semester shall be spread over not less than 90 working days / fifteen weeks.
- 3.4 Medium of instruction and examination shall be English throughout the course of study.

### 4.0 ACADEMIC QUALIFICATION FOR ADMISSIONS

- 4.1 Passed 10+2 examination with Physics and Mathematics as compulsory subjects along with one of the Chemistry / Biotechnology / Biology / Computer Science / Electronics. Obtained at least 50\*% marks (45\* % in case of candidate belonging to reserved category) in the above subjects taken together.
- 4.2 Passed Diploma examination from an AICTE approved institution; with at least 50\*% marks (45\*% in case of candidates belonging to reserved category) in appropriate branch of Engineering / Technology.
- 4.3 Passed B. Sc Degree from a recognized University as defined by UGC, with at least 50\* % marks (45\*% in case of candidates belonging to reserved category) and passed XII standard with mathematics as a subject.

\* As per prevailing AICTE Norms:

- 4.4 Provided that in case of students belonging to B. Sc. Stream, shall clear the subjects of Engineering Graphics / Engineering Drawing and Engineering Mechanics of the first year engineering program along with the second year subjects.

- 4.5 Provided further that, the students belonging to B. Sc. Stream shall be considered only after filling the supernumerary seats in this category with students belonging to the Diploma stream.
- 4.6 Provided further that students, who have passed Diploma in Engineering & Technology from an AICTE approved institution or B. Sc Degree from a recognized University as defined by UGC, shall also be eligible for admission to the first year Engineering Degree courses subject to vacancies in the first year class in case the vacancies at lateral entry are exhausted. However the admissions shall be based strictly on the eligibility criteria as mentioned in 4.2, 4.3, 4.4 and 4.5 above.
- 4.7 Admission to candidates and fees for all reserved categories (SC / ST / OBC / BPL / Handicapped / FF etc.) will be as per the prevailing Government norms.

## 5.0 CRITERIA FOR SELECTION

- 5.1 The admission to B.E. First semester shall be based on the merit in the entrance test conducted by any designated agency at National /State Level or People's University.
- 5.2 The remaining vacant seats shall be filled up on the basis of marks obtained in the qualifying examination strictly on merit by conducting college level counselling.
- 5.3 The admission to Lateral Entry shall be based on the merit as per norms of AICTE.

## 6.0 COURSE DURATION

- 6.1 Duration of B.E. Course shall be of four years with each year consisting of two semester.
- 6.2 The duration of B. E. Course shall extend over a period of four years consisting of following eight semesters
- i. B.E. First Semester
  - ii. B.E. Second Semester
  - iii. B.E. Third Semester
  - iv. B.E. Fourth Semester
  - v. B.E. Fifth Semester
  - vi. B.E. Sixth Semester
  - vii. B.E. Seventh Semester
  - viii. B.E. Eighth Semester

## 7.0 COURSE COMMENCEMENT

- 7.1 B. E. odd semesters (I, III, IV and VII) shall commence during the period of July- December every year while B. E. even semesters (II, IV, VI and VIII) shall commence during the period of January - June every year.
- 7.2.1 Ten days vacation as semester break shall be granted to the students between two semesters.

## 8.0 EXAMINATION AND APPOINTMENT OF EXAMINERS

- 8.1 There will be one University Examination at the end of each semester. The semester examination will generally be held in Nov - Dec. and May - June in each year.

- 8.2 There will be a University examination at the end of each semester consisting of theory and practical. The duration of examination period normally should not exceed 20 working days.
- 8.3 Appointment of all examiners and moderators for examination shall be done by Vice Chancellor or on the recommendation of Committee constituted by Vice Chancellor for this purpose.

## 9.0 PROMOTION TO HIGHER SEMESTER AND YEAR

- 9.1 A candidate who has been admitted in the engineering course will be promoted to the higher class in accordance with the following rules:
- A candidate who has taken admission in A-B Group and has appeared in the examination of odd semester of a particular year, will automatically be promoted to even semester of that year irrespective of failing in any number of subjects of previous semester.
  - A candidate who has taken admission in even semester under B-A Group and has appeared in the examination of even semester, will automatically be promoted to next applicable odd semester irrespective of failing in any number of subjects of previous semester.
- NOTE:** The candidate who seeks admission in odd semester of an academic year is said to be in A-B group, while, a candidate who seeks admission in even semester of an academic year is said to be in B-A group. i.e. a Candidate of A-B Group will take admission generally in July; whereas, candidate of B-A Group will take admission generally in January in the relevant academic year.
- 9.2 For the award of degree minimum Cumulative Grade Point Average (CGPA) required is 5.0.
- 9.3 To pass a particular subject of the course the minimum required grade is D. However, the candidate should also separately score minimum of grade D in end semester examinations of theory and practical parts of the subject.
- 9.4 A candidate who fails to score minimum of grade D in more than five subjects (Theory and Practical of the same subject shall be treated as two subjects) in a particular year, shall not be admitted to the next higher year.
- 9.5 Further, a candidate shall not be admitted in the fifth or higher semester classes unless he/she has fully passed the first year examination with minimum of CGPA of 5.0. Likewise a candidate shall not be admitted in seventh or higher semester classes unless he/she has fully passed second year examinations with minimum CGPA of 5.0.
- 9.6 If a candidate has passed all the subjects of an applicable year but has failed to score a minimum CGPA of 5.0 as per the requirement of rule 9.2 and 9.5 above, such a candidate shall be permitted to improve requisite grade point by reappearing in maximum of three theory /practical subjects, in the ensuing examination (theory and practical of a subject shall be treated as separate subjects.)
- 9.7 Other than the provision of rule 9.6 above, a candidate shall not be permitted to reappear in that examination, for improvement of division/marks or for any other purpose.

**10.0 AWARD OF CREDITS AND GRADES**

- 10.1 Each course, along with its weightage in terms of units and equivalent credits, shall be as per the scheme of the course.
- 10.2 A student shall be continuously evaluated for his / her academic performance in a subject through tutorial work, practical, assignment, mid-semester test, field work, seminars, quizzes, end-semester examinations and regularity.
- 10.3 The distribution of weightage /marks for each component shall be as per the scheme of the course given under:
- (a) Theory Block
- |      |                                     |       |
|------|-------------------------------------|-------|
| i.   | Quizzes, assignments and regularity | 10%   |
| ii.  | Mid – semester test                 | 20%   |
| iii. | End – semester examination          | 70%   |
|      |                                     | 100 % |
- (b) Practical Block
- |      |                            |       |
|------|----------------------------|-------|
| i.   | Lab work and performance   | 20%   |
| ii.  | Assignments and regularity | 20%   |
| iii. | End – semester examination | 60%   |
|      |                            | 100 % |
- 10.4 Practical training and project work shall be treated as practical subjects.
- 10.5 In each semester, the institute will be required to conduct at least two mid semester tests for theory block.
- 10.6 Each student, registered for a course, shall be awarded grade by the concerned faculty / faculties for the specific subject/paper. The grades awarded to a student shall depend upon his continuous evaluation through performance in various examinations, assignments, quizzes, laboratory work, class work, mid semester test and regularity. The grades to be used and their numerical equivalents are as under:

### Credit Based Grading System

Grade	%Marks range (based on absolute marks system)	Grade Point	Description of performance
A <sup>+</sup>	91-100	10	Outstanding
A	81-90	9	Excellent
B <sup>+</sup>	71-80	8	Very Good
B	60-70	7	Good
C <sup>+</sup>	51-60	6	Average
C	41-50	5	Satisfactory
D	31-40	4	Marginal
F	30 & Below	0	Fail
I		0	Incomplete
W		0	Withdrawal

- 10.7 Student may be awarded grade "I" (Incomplete) in courses, if he has missed a minor part of the course requirement, but has done all other parts satisfactorily. A student is not entitled for "I" grade simply because he has failed to appear in some examinations. Minor in this context shall imply tutorial/assignment or any other class work defined by the University as minor from time to time. An "I" grade award to any student must be converted to an appropriate later grade. Student awarded an "I" grade shall automatically be converted to a "F" grade, if he fails to make up such examination.
- 10.8 In one semester the number of credit offered to the candidates may be from 20-40 credits as decided by the concerned Board of Studies.
- 10.9 The final examination grade sheet at the end of final semester examination of the course will show the Cumulative Grade Point Average (CGPA); percentage and division. -
- 10.10 The Semester Grade Points Average (SGPA) and Cumulative Grade Point Average (CGPA) shall be calculated as under:-

$$S G P A = \frac{\sum_{i=1}^n c_i p_i}{\sum_{i=1}^n n c_i}$$

Where  $c_i$  is the number of credits offered in the  $i^{\text{th}}$  subject of a Semester for which SGPA is to be calculated,  $p_i$  is the corresponding grade point earned in the  $i^{\text{th}}$  subject, where  $i = 1, 2, \dots, n$ , are the number of subjects in that semester.

$$CGPA = \frac{\sum_{j=1}^m SG_j NC_j}{\sum_{j=1}^m SG_j}$$

here  $NC_j$  is the number of total credits offered in the  $j^{\text{th}}$  semester,  $SG_j$  is the SGPA earned in the  $j^{\text{th}}$  semester, where  $j = 1, 2, \dots, m$ , are the number of semesters in that course.

- 10.11 The grade sheet at end of each even semester examination for students of A-B group (odd semester, for students of B-A group) shall also show CGPA till end of that semester. The final examination grade sheet at the end of final semester examination of the course shall also indicate CGPA, equivalent percentage marks and the division awarded, in accordance with the following formulae

$$\text{Percentage of marks scored} = \frac{\text{CGPA Obtained by the student}}{10} \times 100$$

- 10.12 A candidate appearing in seventh semester after eighth semester (B-A group) will not be issued any Grade Sheet or Provisional Certificate after eighth semester until he has passed all the semesters.

## 11.0 AWARD OF DIVISION

- 11.1 Evaluation of integrated performance shall be on the basis of the scheme of weightage marks (CGPA) added to the total score of the candidate as shown below:

I and II Semesters	I Year	10%
III and IV Semesters	II Year	20%
V and VI Semesters	III Year	30%
VII and VIII Semesters	IV Year	100%

- 11.2 For evaluation of integrated performance for lateral entry candidates the weightage marks (CGPA) added to the total score of the candidate as shown below:

I, II, III, IV Semesters	I & II Year	25%
V & VI Semesters	III Year	30%
VII & VIII semester	IV Year	100%

- 11.3 Division shall be awarded only after the eighth (Seventh semester for candidates of B-A group) and final semester examination based on integrated performance of the candidate for all the four years as per following details

CGPA Score	Divisions
$7.5 \leq CGPA$	First Division with Honours
$6.5 \leq CGPA < 7.5$	First Division
$5.0 \leq CGPA < 6.5$	Second Division

- 11.4 The candidate is required to complete the course within eight years from the date of admission in B.E. Course, otherwise the candidate will be declared as Not Fit for Technical Education (NFTE).

## 12.0 CONDONATION OF DEFICIENCY IN MARKS

- 12.1 Deficiency up to 5 marks be condoned to the best advantage of the candidate for passing the examination, provided the candidate fails in maximum of two Subjects (theory and one practical of same subject are treated as two different subjects, for the purpose of awarding grace marks).
- 12.2 One grace mark will be given to the candidate who is failing/missing distinction/missing first division by one mark, by the Vice- Chancellor. This benefit will not, however, be available to a candidate getting advantage under clause 12.1.
- 12.3 After condonation of marks, the result of concerned subject/semester shall declared as "pass by grace".

## 13.0 MERIT LIST

- 13.1 Branch wise final merit list of ten percent (with maximum 10) candidates in the order of merit shall be declared by the University only after the main examination of the eight 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 candidates securing at least first division and passing all semesters in first attempt.
- 13.2 The merit list shall be prepared after conversion of the grade scored by the students into the equivalent marks as per the provision contained in the section 10.11 of this ordinance.

## 14.0 ATTENDANCE

- 14.1 Candidates appearing as regular students for any semester examination are required to attend 75 percent of the total lectures delivered and of the practical classes held separately in each subject of the course of study.

## 15.0 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 Institute if

- 15.1 He / She is not found qualified as per AICTE / state government norms and guidelines or the eligibility criterion prescribed by the University.
- 15.2 He / She found unable to complete the course within the stipulated time as prescribed in Section 11.4.
- 15.3 He / She is found involved in serious breach of discipline in the institution or in the University campus.



# PEOPLE'S UNIVERSITY, BHOPAL

## Scheme of Examination

### I – Semester

Bachelor of Engineering B.E. (Common to all Discipline) I Year

For the candidates admitted in session July

Set: A :Applicable to Branches: EC, IT, EE, EX and BT

Subject wise distribution of marks and corresponding credits

S. No.	Subject Code	Subject Name & Title	Maximum Marks Allotted						Credits Allotted Subject wise	Total Credits	Remark		
			Theory Slot			Practical Slot							
			End Sem	Mid Sem. MST (Two test average)	Quiz / Assignment	End Sem	Lab Work & Sessional	Term Work				L	T
1	BE - 101	Engineering Chemistry	70	20	10	30	10	10	3	1	2	06	:One credit refers to one hour teaching in theory, tutorial and practical: 32 hour workload per week corresponding to LTP
2	BE - 102	Engineering Mathematics -I	70	20	10	-	-	3	1	-	04		
3	BE - 103	Communication Skills	70	20	10	30	10	3	1	2	06		
4	BE - 104	Basic Electrical & Electronics	70	20	10	30	10	3	1	2	06		
5	BE - 105	Engineering Graphics	70	20	10	30	10	3	1	2	06		
6	BE - 106	Workshop Practice	-	-	-	30	10	-	-	2	02		
		<b>Total</b>	<b>350</b>	<b>100</b>	<b>50</b>	<b>150</b>	<b>50</b>	<b>50</b>	<b>15</b>	<b>05</b>	<b>10</b>	<b>30</b>	<b>750</b>

MST: Mid Semester Test Taken at least twice per Semester

L: lecture      T: Tutorial      P: Practical

## PEOPLE'S UNIVERSITY, BHOPAL

### Scheme of Examination

#### i – Semester

Bachelor of Engineering B.E. (Common to all Discipline) I Year

For the candidates admitted in session July

Set: B: Applicable to Branches: ME, CS, IP, CE and AU

Subject wise distribution of marks and corresponding credits

S. No.	Subject Code	Subject Name & Title	Maximum Marks Allotted										Total Credits	Remark
			Theory Slot			Practical Slot			Credits Allotted Subject wise					
			End Sem	Mid Sem. MST (Two test average)	Quiz / Assignment	End Sem	Term Work		L	T	P			
							Lab Work & Sessional	Assignment / Quiz						
1	BE - 201	Engineering Physics	70	20	10	30	10	10	3	1	2	06	:One credit refers to one hour teaching in theory, tutorial and practical: 32 hour workload per week corresponding to L,TP	
2	BE - 202	Energy, Environment, Ecology & Society	70	20	10	-	-	3	1		04			
3	BE - 203	Basic Mechanical Engineering	70	20	10	30	10	10	3	1	2	06		
4	BE - 204	Basic Civil Engg. & Engg. Mechanics	70	20	10	30	10	10	3	1	2	06		
5	BE - 205	Basic Computer Engg.	70	20	10	30	10	10	3	1	2	06		
6	BE - 206	Language Lab & seminar	-	-	-	30	10	10	-	-	2	02		
		Total	350	100	50	150	50	50	15	05	10	30	750	

MST: Mid Semester Test Taken at least twice per Semester

L: lecture T: Tutorial P: Practical

## PEOPLE'S UNIVERSITY, BHOPAL

### Scheme of Examination

#### II – Semester

Bachelor of Engineering B.E. (Common to all Discipline) I Year

For the candidates admitted in session July

Set B : Applicable to Branches: ME, CS, IP, CE and AU

Subject wise distribution of marks and corresponding credits

S. No.	Subject Code	Subject Name & Title	Maximum Marks Allotted							Credits Allotted Subject wise	Total Credits	Remark		
			Theory Slot			Practical Slot								
			End Sem	Mid Sem. MST (Two test average)	Quiz / Assignment	End Sem	Term Work		Assignment / Quiz					
							Lab Work & Session I							
L	T	P												
1	BE - 101	Engineering Chemistry	70	20	10	30	10		10	3	1	2	.06	: One credit refers to one hour teaching in theory, tutorial and practical: 32 hour workload per week corresponding to LTP
2	BE - 102	Engineering Mathematics -I	70	20	10	-	-	-	3	1		04		
3	BE - 103	Communication Skills	70	20	10	30	10	10	3	1	2	06		
4	BE - 104	Basic Electrical & Electronics	70	20	10	30	10	10	3	1	2	06		
5	BE - 105	Engineering Graphics	70	20	10	30	10	10	3	1	2	06		
6	BE - 106	Workshop Practice	-	-	-	30	10	10	-	-	2	02		
		Total	350	100	50	150	50	50	15	05	10	30	750	

MST: Mid Semester Test Taken at least twice per Semester

L: lecture T: Tutorial P: Practical

# PEOPLE'S UNIVERSITY, BHOPAL

## Scheme of Examination

### II-Semester

Bachelor of Engineering B.E. (Common to all Discipline) I Year

For the candidates admitted in session July

Set A :Applicable to Branches: BC,EE,IT and BT

Subject wise distribution of marks and corresponding credits

S. No.	Subject Code	Subject Name & Title	Maximum Marks Allotted							Credits Allotted Subject wise	Total Credits	Remark		
			Theory Slot			Practical Slot								
			End Sem	Mid Sem. MST (Two test average)	Quiz / Assignment	End Sem	Lab Work & Sessional	Term Work	Assignment / Quiz					
1	BE - 201	Engineering Physics	70	20	10	30	10	10	10	3	1	2	06	:One credit refers to one hour teaching in theory, tutorial and practical: 32 hour workload per week corresponding to LTP
2	BE - 202	Energy, Environment, Ecology & Society	70	20	10	-	-	-	3	1	-	04		
3	BE - 203	Basic Mechanical Engineering	70	20	10	30	10	10	3	1	2	06		
4	BE - 204	Basic Civil Engg. & Engg. Mechanics	70	20	10	30	10	10	3	1	2	06		
5	BE - 205	Basic Computer Engg.	70	20	10	30	10	10	3	1	2	06		
6	BE - 206	Language Lab & seminar	-	-	-	30	10	10	-	-	-	2	02	
		Total	350	100	50	150	50	50	15	05	10	30	750	

MST: Mid Semester Test Taken at least twice per Semester

L: lecture T: Tutorial P: Practical

Established under M.P. Act No. 17 of 2007

## Ordinance No. 15

### BACHELOR OF HOTEL MANAGEMENT AND CATERING TECHNOLOGY (BHMCT) 4 YEAR DEGREE COURSE

#### 1.0 AIMS & OBJECTIVES

- 1.1 To impart professional skills and knowledge in operational areas of Hotel and Catering Industry.
- 1.2 To acquaint students with the other areas (Non – Operational / Administrative) of Hotel and Catering Industry.
- 1.3 To prepare young aspirants for managerial tasks and responsibilities in Hotel and Catering Industry or to prepare the young aspirants to start their own Hotel or Catering enterprise.

#### 2.0 COURSE STRUCTURE

The degree in Hotel Management & Catering Technology of 4 year (8 semesters) course hereinafter called 4 Year Degree Course shall be designated as Bachelor of Hotel Management and Catering Technology, in short BHMCT.

- 2.1 The duration of BHMCT course shall extend over a period of four years consisting of eight semesters named below:
  - i. BHMCT 1st Semester.
  - ii. BHMCT 2nd Semester.
  - iii. BHMCT 3rd Semester.
  - iv. BHMCT 4th Semester.
  - v. BHMCT 5th Semester.
  - vi. BHMCT 6th Semester.
  - vii. BHMCT 7th Semester.
  - viii. BHMCT 8th Semester.
- 2.2 Each semester shall be spread over for not less than sixteen weeks.
- 2.3 The student is required to complete the course in the maximum duration of eight years.

### 3.0 ACADEMIC QUALIFICATION & SELECTION CRITERIA FOR ADMISSION

- 3.1 The minimum qualification for admission to first semester of Bachelor of Hotel Management & Catering Technology of four year's (Eight semester) course shall be the passing of 10+2 examination or any other equivalent examination in any stream through a recognized board with 50% marks for general category and 40% marks for scheduled castes/scheduled tribes and other backward classes.

Or

The minimum qualification for admission to first semester of Bachelor of Hotel Management and Catering Technology (Four year course) shall be as per prevailing AICTE/DTE, Govt. of M.P rules.

- 3.2 Selection Criteria: The admission in BHMCT 1st semester shall be done either on the basis of merit of the qualifying examination or a common entrance test conducted by the University or any designated agency.

### 4.0 COMMENCEMENT OF COURSE

- 4.1 BHMCT 1<sup>st</sup>, 3<sup>rd</sup>, 5<sup>th</sup> and 7<sup>th</sup> semesters shall commence during July every year while BHMCT 2<sup>nd</sup>, 4<sup>th</sup>, 6<sup>th</sup> and 8<sup>th</sup> semesters shall commence January every year.
- 4.2 Semester break: Maximum of 10 days leave as semester break shall be granted to the students between two semesters.
- 4.3 The subjects to be studied in different semesters of BHMCT shall be as per the schemes given in subsequent sections.

### 5.0 REGULATIONS RELATING TO ASSESSMENT OF ACADEMIC GROWTH OF STUDENT

The assessment of academic growth of the student shall be done on the basis of two sessionals (conducted during the semester) and one semester/University examination (conducted at the end of the semester). The medium of instruction and examination shall be English throughout the course of study.

#### 5.1 SESSIONAL

Two sessionals shall be conducted for each theory and practical.

- 5.1.1 30% of the marks for each theory paper and 40% of the marks for each practical shall be allotted for sessionals.
- 5.1.2 Theory: Two sessional examinations shall be held during the semester for each theory paper from which one higher marks secured by the candidate shall be considered for the award of sessional marks.
- 5.1.3 Practical: Marks shall be awarded on the basis of the assigned practicals performed by the students for the respective subjects conducted in the laboratory and result of the practical assignment, day-to-day completion of the records and viva-voce.
- 5.1.4 If a student secures 50% marks in the sessional theory paper and fails in examination of that subject (securing less than 50% in the aggregate including theory), the student may reappear for improvement only in sessional theory paper in which he/she has failed. However he/she will not be allowed to reappear in the sessional practical.

## 5.2 SEMESTER / UNIVERSITY EXAMINATION

5.2.1 There shall be one semester examination (theory & practical) at the end of each semester as per the scheme of the course/examination given in section 8. These examinations will be designated as follows:

- a. During first year: BHMCT 1st semester, BHMCT 2nd semester.
- b. During second year: BHMCT 3rd semester, BHMCT 4th semester.
- c. During third year: BHMCT 5th semester, BHMCT 6th semester.
- d. During fourth year: BHMCT 7th semester, BHMCT 8th semester.

5.2.2 There will be no supplementary examination.

5.2.3 The semester theory examination in each subject shall consist of one paper of three hours duration and shall have maximum marks of 70. The question paper shall contain 7 questions of equal marks.

5.2.4 The question paper shall cover as broad area/units of the content of the course. The essay questions should be properly structured and the marks specifically allotted.

5.2.5 The semester practical examination in each subject shall consist of one paper of four hours duration and shall have maximum marks of 70. The question paper shall contain 3 exercises as below;

- i. Practical Assignment and Demonstration – 25 Marks
- ii. Journal – 25 Marks
- iii. Viva voce – 20 Marks.

## 5.3 APPOINTMENT OF EXAMINERS/QUESTION PAPER SETTERS

The appointment of examiner for semester practical examination shall be based on following rules:

5.3.1 Practical Examiner: Professor, Associate Professor and Assistant Professor (with teaching experience of not less than 3 years) working in Hotel Management institute in any other University can be appointed as an external examiner for semester practical examination.

5.3.2 Question Paper Setter/Moderator/Head Evaluator: Professor, Associate Professor and Assistant Professor (with teaching experience of not less than 5 years) working in any Hotel Management institute conducting BHMCT course can be appointed as Question Paper Setter/Moderator/Head Evaluator for semester theory examinations

#### 5.4 CRITERIA FOR PASSING

In each subject/head (theory and practical);

- 5.4.1 Minimum 50% in sessional and semester examination taken together.
- 5.4.2 Each theory paper and practical will be treated as separate subject/head for passing.
- 5.4.3 A candidate who has been admitted in BHMCT 1st semester will be promoted to the higher class in accordance with the following sub-rules:
- a. A candidate shall not be promoted to the third semester/higher semester if he/she carries a backlog of more than five papers/subjects.
  - b. A candidate shall not be admitted in the fifth or higher semester classes unless he/she has fully passed/cleared the first and second semester examinations. Likewise candidates shall not be admitted in seventh or higher semester classes unless he/she has fully passed/cleared the first four semester examinations. For promotion to the higher semester the sequence shall be adhered to.
- 5.4.4 If a candidate has passed a semester examination in full he/she shall not be permitted to reappear in that examination for improvement of division/marks/merit.
- 5.4.5 No candidate will be awarded degree of Bachelor of Hotel Management and Catering Technology unless he/she has passed all the eight semester examinations. If any previous semesters, paper/ practical remain as backlog to be cleared by him/her, the result will be withheld till he passes the backlog.

#### 5.5 DIVISION AND MERIT LIST

- 5.5.1 The division shall be awarded only after 8th semester examination and shall be based on the aggregate marks obtained by the candidate at his/her successful attempts at the 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup>, 4<sup>th</sup>, 5<sup>th</sup>, 6<sup>th</sup>, 7<sup>th</sup>, 8<sup>th</sup> semester's examinations. There shall be only three divisions as follows:

First Division with Honors: 75% and above.

First Division: 60% and above but below 75%.

Second Division: 50% and above but below 60%

- 5.5.2 The merit shall be declared by the University after the semester examination of the eighth semester of BHMCT 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 semester examinations in first attempt.



## 5.6 EDUCATIONAL AND INDUSTRIAL STUDY TOUR

For BHMCT 5<sup>th</sup> semester students an educational study tour to visit a Hospitality organisation 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.

## 5.7 PROJECT WORK

For BHMCT 7<sup>th</sup> semester students a project work shall be compulsory. The project shall be undertaken in any of the Hospitality Areas. The project shall be made under the supervision and guidance of faculty member(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 supervisor and one external examiner.

## 5.8 PROFESSIONAL TRAINING

5.8.1 A candidate shall have to undergo Professional Training in a Hotel/ Hospitality organization during the 6<sup>th</sup> semester for a period of at least sixteen weeks. The report of the Professional Training shall be submitted by the candidate in triplicate, duly certified by the host organization.

5.8.2 The viva-voce examination based on the professional/industrial training shall be carried out by Board of Examiners consisting of:

- a. Chairman – The Head/Principal of the institute.
- b. The external examiner.
- c. The internal examiner.

The marks shall be awarded by the Board of Examiners.

## 5.9 CONDONATION OF DEFICIENCY IN MARKS

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

5.9.1 Deficiency up to 5 marks is condoned to the best advantage of the candidate for passing the examination, provided the candidate fails in maximum of two theories, or one theory and one practical or two practical.

5.9.2 One grace mark will be given to the candidate who is failing/missing distinction or missing first division by one mark, by the Vice-Chancellor in the BHMCT examination. This benefit will not, however, be available to a candidate getting advantage under clause 5.9.1.

5.9.3 After condonation of marks, the result of concerned subject/semester shall declare as "pass by condonation" or "pass by grace".

**5.10 ATTENDANCE**

5.10.1 Candidates appearing as regular students for any semester examination are required to attend 75 percent of the total lectures delivered and of the practical classes held separately in each subject of the course of study.

5.10.2 The total theory lecture and practical shall be conducted as per scheme and syllabus given in subsequent sections.

**6.0 REVALUATION / RE-TOTALING**

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, for the subject(s) applied. The marks obtained after revaluation or re-totaling will be the final marks awarded.

**7.0 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:

He/She is not found qualified as per AICTE/State Government norms and guidelines or the eligibility criteria prescribed by the University.

OR

He/She is not able to complete the course within the stipulated time as prescribed in 2.3.

OR

He/She is found involved in serious breach of discipline in the institution or in the University campus.

**8.0 SCHEME OF COURSE / EXAMINATION**

**People's University, Bhopal**  
**Course of Study and Scheme of Examination**  
**Bachelor of Hotel Management and Catering Technology**

**Semester – I**

Subject Code	Name of Subject	Teaching Hours		Assessment Scheme			
		Theory	Pract	Sessional	Sem End Th	Sem End Pract	Total
BHM011	Food Production	4	6	60	70	70	200
BHM021	Food & Beverage Service	4	6	60	70	70	200
BHM031	Hotel Housekeeping	4	6	60	70	70	200
BHM041	Front Office Operations	4	6	60	70	70	200
BHM051	French	2	-	-	50	-	50
BHM061	Accounts	2	-	-	50	-	50
BHM071	Nutrition	2	-	-	50	-	50
<b>Total</b>		<b>24</b>	<b>24</b>				<b>950</b>

**Semester – II**

Subject Code	Name of Subject	Teaching Hours		Assessment Scheme			
		Theory	Pract	Sessionals	Sem End Th	Sem End Pract	Total
BHM012	Food Production & Patisserie	4	6	60	70	70	200
BHM022	Food & Beverage Service	4	6	60	70	70	200
BHM032	Hotel Housekeeping	4	6	60	70	70	200
BHM042	Front Office Operations	4	6	60	70	70	200
BHM052	French	2	-	-	50	-	50
BHM062	Accounts	2	-	-	50	-	50
BHM082	Food Science	2	-	-	50	-	50
<b>Total</b>		<b>24</b>	<b>24</b>				<b>950</b>

**Semester -- III**

Subject Code	Name of Subject	Teaching Hours		Assessment Scheme			
		Theory	Pract	Sessionals	Sem End Th	Sem End Pract	Total
BHM013	Food Production & Patisserie	4	6	60	70	70	200
BHM023	Food & Beverage Service	4	6	60	70	70	200
BHM033	Hotel Housekeeping	4	6	60	70	70	200
BHM043	Front Office Operations & Management	4	6	60	70	70	200
BHM053	French	2	-	-	50	-	50
BHM093	Computer Application	2	2	-	50	50	100
BHM103	Introduction To Management Concepts	2	-	-	50	-	50
<b>Total</b>		<b>24</b>	<b>26</b>				<b>1000</b>

**Semester – IV**

Subject Code	Name of Subject	Teaching Hours		Assessment Scheme			
		Theory	Pract	Sessionals	Sem End Th	Sem End Pract	Total
BHM014	Patisserie & Food Production Management	4	6	60	70	70	200
BHM024	Food & Beverage Service	4	6	60	70	70	200
BHM034	Hotel Housekeeping Management	4	6	60	70	70	200
BHM044	Front Office Operations & Management	4	6	60	70	70	200
BHM054	French	2	-	-	50	-	50
BHM094	Computer Application	2	2	-	50	50	100
BHM114	Principles of Maintenance	2	-	-	50	-	50
<b>Total</b>		<b>24</b>	<b>26</b>				<b>1000</b>

**Semester – V**

Subject Code	Name of Subject	Teaching Hours		Assessment Scheme			
		Theory	Pract	Sessionals	Sem End Th	Sem End Pract	Total
BHM015	Food Production & Management	4	6	60	70	70	200
BHM025	Food & Beverage Service and Management	4	6	60	70	70	200
BHM095	Computer Application	2	2	-	50	50	100
BHM115	Utility Management	2	-	-	50	-	50
BHM125	Hotel Law	2	-	-	50	-	50
BHM135	Tourism	2	-	-	50	-	50
BHM145	Finance Management	2	-	-	50	-	50
<b>Total</b>		<b>18</b>	<b>14</b>				<b>700</b>

**Semester – VI**

Code	Subject		Assessment Scheme
BHM156	Industrial Training	16 Weeks	
	a. Training Report / Log Book	2 Weeks	300
	b. Viva-Voce	1 Hour	100
	c. Presentation	2 Hours	50
	d. Case	1 Hour	50
<b>Total</b>			<b>500</b>

**Semester – VII**

Subject Code	Name of Subject	Teaching Hours		Assessment Scheme			
		Theory	Pract	Sessionals	Sem End Th Proj.	Sem End Pract	Total
BHM097	Computer Application	2	2	-	50	50	100
BHM167	Elective - I	4	6	25	50	50	125
	Elective - II	4	6	25	50	-	75
BHM177	Research Project	15 Days		-	70	30	100
BHM187	Human Resource Management	2	-	-	50	-	50
BHM197	Hospitality Marketing Management	2	-	-	50	-	50
<b>Total</b>		<b>14</b>	<b>14</b>				<b>500</b>

**Semester – VIII**

Subject Code	Name of Subject	Teaching Hours		Assessment Scheme			
		Theory	Pract	Sessionals	Sem End Th/Proj	Sem End Pract	Total
BHM208	Elective Based Project	10 Days	-	-	70	30	100
BHM218	Total Quality Management	2	-	-	50	-	50
BHM228	Hotel Information System	2	-	-	50	50	100
BHM238	Decision Making Skills	2	-	-	50	-	50
BHM248	Managerial Communication	2	-	-	50	50	100
BHM258	Entrepreneurship	2	-	-	50	-	50
<b>Total</b>		<b>10 days 10 hrs</b>					<b>450</b>

**Duration of theory paper – three hours**

**Minimum Pass Marks:**

- (A) Theory and Sessional (combined) : 50 Percent  
 (B) Practical and Sessional (combined) : 50 Percent

Established under M.P. Act No. 17 of 2007

## Ordinance No. 16

### BACHELOR OF SCIENCE - B.SC (ELECTRONIC MEDIA) 3 YEAR DEGREE COURSE

#### 1.0 AIM & OBJECTIVES

##### 1.1 AIM

To give the students an insight into the broadcast media and its relevance to rural and urban development. To equip them with basic skills in order to perform entry level jobs in various broadcast Media Institution.

##### 1.2 OBJECTIVES

The Bachelor of Science programme is designed to meet the following objectives:

- 1.2.1 Understand principles, scope, and techniques of mass communication.
- 1.2.2 Apply the above to electronic media.
- 1.2.3 Understand fundamentals, scope and application of electronic media.
- 1.2.4 Comprehend media production process, techniques, resource requirements and follow up.
- 1.2.5 Understand process, techniques, resources, aesthetic technical requirements, and follow up of Television Production.
- 1.2.6 Demonstrate the application of multimedia authoring tools for multimedia presentations.
- 1.2.7 Develop awareness of system configuration requirements and techniques of Audio and Video Studios.
- 1.2.8 Understand the requirements Processes, Methods, and techniques of electronic media and journalism.
- 1.2.9 Develop awareness with reference to Advertising, Corporate Communication and Public Relations.
- 1.2.10 Perform web designing and production.

- 1.2.11 Conduct media research with a view to determine effectiveness of electronic media production.
- 1.2.12 Understand media laws and ethics established for electronic media
- 1.2.13 Perform Production management function in electronic media.
- 1.2.14 Design and develop electronic media commercials.
- 1.2.15 Develop and produce, Radio and TV news.

## 2.0 COURSE STRUCTURE

- 2.1 The Under graduate course in Bachelor of Science (Electronic Media) leading to the Degree of Bachelor of Science of the University shall be divided into Six semesters. Each semester would be of six months duration including vacation/ examination/ Projects/ Internship etc.
- 2.2 There shall be University Examination at the end of each semester. These examinations shall be named as follows:
- |    |           |                 |   |              |
|----|-----------|-----------------|---|--------------|
| a. | B.Sc (EM) | First year      |   |              |
|    |           | First semester  | - | I semester   |
|    |           | Second Semester | - | II semester  |
| b. | B.Sc (EM) | Second Year     |   |              |
|    |           | Third Semester  | - | III Semester |
|    |           | Fourth Semester | - | IV semester  |
| c. | B.Sc (EM) | Third Year      |   |              |
|    |           | Fifth Semester  | - | V Semester   |
|    |           | Sixth Semester  | - | VI semester  |
- 2.3 The Semester examinations will generally be held in Dec-January and May-June in each year.
- 2.4 The sixth semester is for Project work. During this semester the candidate shall devote himself/herself for the research work in connection with any of the aspects of mass media relevant to the course selected, and assigned to him by the head of the department. Prior to submission of dissertation/Documentary, candidate shall present a pre-submission seminar on his/her work. At the end of the six semesters the candidate shall submit three typed or printed copies of the dissertation written by him/her and one DVD of the Documentary prepared by him/her, to the University through the 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 candidate and the work has not been submitted earlier in part or full for the award of any other degree.

## 2.5 SEMESTER EXAM & BACKLOG

A candidate who has failed in any subject of semester examination shall be permitted to reappear in that subject in subsequent examination.

2.5.1 Maximum permitted years to complete the course will be six years.

2.5.2 A candidate having backlog papers in earlier semester examination(s) will have to clear such backlog (s) by available chances as and when in the following semester -examinations. He / She will be "Allowed to Keep the Term" (ATKT) but he/she must pass all semesters within **6 years** of his/her admission to the 1<sup>st</sup> year.

2.5.3 A candidate appearing in backlog paper(s) will have to clear the concerned paper as per the existing syllabus during that period.

2.5.4 There shall be **no** supplementary examination.

## 3.0 ACADEMIC QUALIFICATION FOR ADMISSION

Candidate applying for admission to Bachelor of Science (Electronic Media) must have cleared Higher Secondary (10+2) or an equivalent Exam in any discipline.

## 4.0 CRITERIA FOR SELECTION

Admission shall be granted on the basis of merit in qualifying examination.

## 5.0 COURSE DURATION

Duration of the course shall be three years consisting (six semesters). Each semester will consist of six months.

## 6.0 COURSE COMMENCEMENT

The odd semesters (I, III, V) will start in **July** and the even semesters (II, IV, VI) will start in **January** respectively.

## 7.0 EXAMINATION AND EVALUATION SCHEME

7.1 There will be an examination at the semester end in which each paper will carry 75 Marks.

7.2 There will be internal assessment of 25 Marks in each paper (Theory & Practical both) during the semester which will evaluate theoretical as well as practical aspects of the paper.



- 7.3 There will be a practical examination at the semester end. Marks for practical examination are 75 in each semester.
- 7.4 Internal assessment will be in the form of class test, presentation, seminar, field work, field research, study tour, attendance, class performance and participation in class activities. This will be a continuous evaluation to be held more than once in the semester period.
- 7.5 The theory paper will test the level of knowledge and aptitude, whereas internal assignments will evaluate the learning level, skills, developments, ability to present views, perception in class, creative inputs, ideas, reading habits, both verbal and written abilities and the level of knowledge.
- 7.6 Practical training and project work shall be treated as practical subjects.
- 7.7 In each semester, there shall be at least two mid semester exams (Internal) and one end semester Examination (External).
- 7.8 Each student, registered for a course, shall be awarded marks by the concerned faculty/faculties for the specific subject/paper. The Marks awarded to a student shall depend upon his continuous evaluation through performance in various examinations. Assignments, project work, class work and mid exam etc.
- 7.9 The result sheet at the end of each even semester examination shall show position till the end of that semester. The final examination result sheet of the course shall also indicate equivalent percentage marks and the division awarded, according to the rules.

#### 8.0 CRITERIA FOR PASSING

A candidate who has been admitted in the Bachelor of Science (Electronic Media) course will be promoted to the higher class in accordance with the following rules.

- 8.1 A candidate should score minimum 40% marks individually and separately in all papers of the end of semester in both Theory and Practical. The candidate will be declared as pass in projects if he scores minimum 50% marks.
- 8.2 In addition to the individual score the candidate shall have to secure at least 45% aggregate marks in each semester so as to pass the semester.
- 8.3 **INTERNAL ASSESMENT:** - Continuous evaluation of the students in the classroom shall be done in the semester itself. A candidate should score minimum 50% marks in Internal Assessment for passing. He fails if the score is less than 50%. A candidate who fails in Internal Assessment shall repeat the semester as a regular student. He shall not be allowed to keep term and shall be denied the entry into next semester.
- 8.4 The result of sixth and final semester shall be declared only if the candidate has fully cleared all the previous semesters.

- 8.5 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 can not claim any right on the basis of his/her provisional admission.

## 9.0 DIVISION AND MERIT

- 9.1 A Student shall be continuously evaluated for his/her academic performance in a subject through tutorial work, practical, home assignments, mid semester exam, field work, seminars, Quizzes and semester examination.
- 9.2 Division shall be awarded only after the Six and final semester examination based on integrated performance of the candidate for all the three years as per following details:-
- i. 75% and above will be given first division with distinction.
  - ii. Candidate obtaining 60% but below 75% shall be awarded first division.
  - iii. A candidate obtaining 45% marks and above but less than 60% marks shall be awarded second division.
  - iv. University will not award and division until the last semester exam is passed.

## 9.3 CONDONATION OF DEFICIENCY IN MARKS

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

- 9.3.1 Deficiency up to 5 marks be condoned to the best advantage of the candidate for passing the examination, provided the candidate fails in maximum of two theory, or one theory and one practical or two practicals.
- 9.3.2 One grace mark will be given to the candidate who is failing/missing distinction/missing first division by one mark by the Vice Chancellor in the B.Sc. EM examination. This benefit will not, however, be available to a candidate getting advantage under clause.
- 9.3.3 After condonation of marks, the result of concerned subject/semester shall be declared as "pass by condonation" or "pass by grace".

## 9.4 REVALUATION / RE-TOTALING

- 9.4.1 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.
- 9.4.2 The result after revaluation/re-totaling shall be declared as per prevailing revaluation/re-totaling rules and regulation of the People's University.

**10.0 ATTENDANCE**

Candidate appearing as regular student for any semester examination shall be required to attend at least 75 percent of the lectures delivered and of the practical classes held separately in each paper as per the scheme of the examination described in section.

**11.0 APPOINTMENT OF EXAMINERS**

Comprehensive / theory / project / dissertation Viva-voce examination shall be conducted by the Institute at the end of each semester, through a Board of examiners comprising one external examiner appointed by the University and one internal examiner appointed by Principal / Head of the Department of the institute.

**12.0 SCHEME OF STUDIES/EXAMINATION**

12.1 Distribution of marks for each component is given under :-

<b>A.</b>	<b>Theory Work</b>	
	Project, assignments and regularity mid semester exam (to be given by Internal Examiner)	25%
	End semester exam (Theory Only)	<u>75%</u>
<b>TOTAL</b>		<b><u>100%</u></b>
<b>B.</b>	<b>Practical work</b>	
	Studio work, Assignments and regularity (to be given by Internal Examiner)	25%
	End-semester examination (to be given by External Examiner)	<u>75%</u>
<b>TOTAL</b>		<b><u>100%</u></b>

12.2 Every student is required to complete the project work as assigned by the Institute during the course of studies.

12.3 The training report and the project report shall have to be submitted to the HOD of the institute for assessment.

12.4 There shall be 90 days of teaching in every semester.

12.5 Each lecture shall be of one hour.

**12.6 DETAILS OF MODULES – OVERLEAF**

**DETAIL OF MODULES**  
**Bachelor of Science -B.Sc (EM)**

No. of hours for Theory - 75 Hours/Sem/subject

No. of hours for Practical - 90 Hours /Sem/subject

## SEMESTER-I

Course No.	Course Title	Teaching (Hrs/week)		Number of Papers	Duration (Hrs.)	Max. Sem. Marks	Sessional Marks	Total Marks
		T	P					
M-1	Functional English	6	0	1	6	75	25	100
M-2	Functional Hindi	6	0	1	6	75	25	100
M-3	Development of Media	6	0	1	6	75	25	100
M-4	Introduction to Communication	6	0	1	6	75	25	100
M-5	Fundamentals of Computer	6	0	1	6	75	25	100
M-5	Fundamentals of Computer	0	6	0	6	--	--	--
M-6	Practical and Viva Voce					75	25	100
	<b>Total</b>	30	6	5	36	450	150	600

## SEMESTER-II

Course No.	Course Title	Teaching (Hrs./week)		Number of Papers	Duration (Hrs.)	Max. Sem. Marks	Sessional Marks	Total Marks
		T	P					
M-7	Communicative English	6	0	1	6	75	25	100
M-8	Communicative Hindi	6	0	1	6	75	25	100
M-9	Principles of Journalism	6	0	1	6	75	25	100
M-10	Media Technology	6	0	1	6	75	25	100
M-11	Introduction to Video Production	6	0	1	6	75	25	100
M-11	Introduction to Video Production	0	6	0	6	—	—	—
M-12	Practical and Viva Voce					75	25	100
	<b>Total</b>	30	6	5	36	450	150	600

## SEMESTER-III

Course No.	Course Title	Teaching (Hrs/week)		Number of Papers	Duration (Hrs.)	Max. Sem. Marks	Sessional Marks	Total Marks
		T	P					
M-13	Electronic News Production	6	0	1	6	75	25	100
M-13	Electronic News Production	0	6	0	6	--	--	--
M-14	Media Language	6	0	1	6	75	25	100
M-15	Web Designing	6	0	1	6	75	25	100
M-15	Web Designing	0	6	0	6	--	--	--
M-16	media Research	6	0	1	6	75	25	100
M-17	Global Media	6	0	1	6	75	25	100
M-18	Practical and Viva Voce					75	25	100
	<b>Total</b>	30	12	5	42	450	150	600

## SEMESTER-IV

Course No.	Course Title	Teaching (Hrs/week)			Number of Papers	Duration (Hrs.)	Max. Sem. Marks	Sessional Marks	Total Marks
		T	P	P					
M-19	Television Production	6	0	1	6	75	25	100	
M-20	Audiography	6	0	1	6	75	25	100	
M-20	Audiography	0	6	0	6	--	--	--	
M-21	Multimedia Production	6	0	1	6	75	25	100	
M-21	Multimedia Production	0	6	0	6	--	--	--	
M-22	Corporate Communication, Advertising & Public Relations	6	0	1	6	75	25	100	
M-23	Media Content	6	0	1	6	75	25	100	
M-24	Practical and Viva Voce					75	25	100	
	<b>Total</b>	30	12	5	42	450	150	600	

## SEMESTER-V

Course No.	Course Title	Teaching (Hrs/week)			Number of Papers	Duration (Hrs.)	Max. Sem. Marks	Sessional Marks	Total Marks
		T	P	P					
M-25	Production Process Management	6	0	1	6	75	25	100	
M-26	Animation	6	0	1	6	75	25	100	
M-26	Animation	0	6	0	6	--	--	--	
M-27	Audio Production	6	0	1	6	75	25	100	
M-27	Audio Production	0	6	0	6	--	--	--	
M-28	Video Editing	6	0	1	6	75	25	100	
M-28	Video Editing	0	6	0	6	--	--	--	
M-29	Project writing on any Media issue			1		75	25	100	
M-30	Practical and Viva Voce			1		75	25	100	
	<b>Total</b>	20	5	3	42	450	150	600	



## SEMESTER-VI

Course No.	Course Title	Teaching (Hrs/week)		Number of Papers	Duration (Hrs.)	Max. Sem. Marks	Sessional Marks	Total Marks
		T	P					
M-31	Media Laws and Ethics	6	0	1	6	75	25	100
M-32	media Economics	6	0	1	6	75	25	100
M-33	Elective- (A) Professional Videography (B) Non Linear Editing	6	0	1	6	75	25	100
M-33	Elective- (A) Professional Videography (B) Non Linear Editing	0	6	0	6	--	--	--
M-34	Elective- (A) Television Journalism (B) Script Writing	6	0	1	6	75	25	100
M-34	(B) Script Writing	0	6	0	6	--	--	--
M-35	Project and video film/ audio/ computer animation	0	6	0	6	75	25	100
M-36	Viva Voce of Project film	--	--	--	0	75	25	100
	<b>Total</b>	24	24	6	60	450	150	600

Established under M.P. Act No. 17 of 2007

## Ordinance No. 17

### BACHELOR OF JOURNALISM - (BJ) 1 YEAR UNDER GRADUATE COURSE

#### 1.0 AIM & OBJECTIVES

##### 1.1 AIM :

To inculcate in students an understanding of the role of journalists in Indian Society and develop in them a deep appreciation for the importance of meticulous research and careful analysis.

##### 1.2 OBJECTIVES :

The Bachelor of Journalism programme is designed to meet the following objectives:

1.2.1 To provide students a deeper insight into the philosophy, theory and techniques of Public Relations, Advertising and Communication with a judicious mix of theory and their application skills.

1.2.2 To develop expertise in Public Relations, Advertising and Communication and research techniques.

1.2.3 To equip the students with the ability to conceptualise and analyse social, economic and technical issues.

1.2.4 To inculcate in the students the ability for the application of principles of communication for development and change.

1.2.5 To offer opportunities for specialisation, in any of the areas of advertising, PR and communication.

#### 2.0 COURSE STRUCTURE

2.1 The Under graduate course in Bachelor of Journalism (BJ) leading to the Degree of Bachelor of Journalism of the University shall be divided into two semesters. Each semester would be of six months duration including vacation/ examination/ Projects/ Internship etc.

2.2 There shall be University Examination at the end of each semester. These examinations shall be named as follows:

i. B.J. First year

First semester	-	I -Semester
Second Semester	-	II -Semester

2.3 The Semester examinations will generally be held in Dec-January and May-June in each year.

2.4 The second semester is for project work. During this semester the candidate shall devote himself /herself for the research work in connection with any of the aspects of mass media relevant to the course selected, and assigned to him by the head of the department. Prior to submission of dissertation, candidate shall present a pre-submission seminar on his/her work. At the end of the second semester the candidate shall submit three typed or printed copies of the dissertation written by him/her and one project prepared by him/her, to the University through the 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 candidate and the work has not been submitted earlier in part or full for the award of any other degree.

### 2.5 SEMESTER EXAM & BACKLOG

2.5.1 A candidate who has failed in any subject of semester examination shall be permitted to reappear in that subject in subsequent examination.

2.5.2 Maximum permitted years to complete the course will be three years.

2.5.3 A candidate having backlog papers in earlier semester examination(s) will have to clear such backlog (s) by available chances as and when in the following semester -examinations. He / She will be "Allowed to Keep the Term" (ATKT) but he/she must pass all semesters within **3 years** of his/her admission to the 1<sup>st</sup> year.

2.5.4 A candidate appearing in backlog paper(s) will have to clear the concerned paper as per the existing syllabus during that ~~semester period~~.

2.5.5 There shall be **no** supplementary examination

### 3.0 ACADEMIC QUALIFICATION FOR ADMISSION

Candidate applying for admission to Bachelor of Journalism-(BJ) must have cleared bachelor or an equivalent Exam in any discipline from a recognized University.

### 4.0 CRITERIA FOR SELECTION

Admission shall be granted on the basis of merit in qualifying examination.

### 5.0 COURSE DURATION

Duration of the course shall be one year consisting (two semesters). Each semester will consist of ~~six~~ months.

## 6.0 COURSE COMMENCEMENT

The odd semesters (I) will start in **July** and the even semesters (II) will start in **January** respectively.

## 7.0 EXAMINATION AND EVALUATION SCHEME

- 7.1 There will be an examination at the semester end in which each paper will carry 75 Marks.
- 7.2 There will be internal assessment of 25 Marks in each paper (Theory & Practical both) during the semester which will evaluate theoretical as well as practical aspects of the paper.
- 7.3 There will be a practical examination at the semester end. Marks for practical examination are 75 in each semester.
- 7.4 Internal assessment will be in the form of class test, presentation, seminar, field work, field research, study tour, attendance, class performance and participation in class activities. This will be a continuous evaluation to be held more than once in the semester period.
- 7.5 The theory paper will test the level of knowledge and aptitude, whereas internal assignments will evaluate the learning level, skills, developments, ability to present views, perception in class, creative inputs, ideas, reading habits, both verbal and written abilities and the level of knowledge.
- 7.6 Practical training and project work shall be treated as practical subjects.
- 7.7 In each semester, there shall be at least two mid semester exams (Internal) and one end semester Examination (External).
- 7.8 Each student, registered for a course, shall be awarded marks by the concerned faculty/faculties for the specific subject/paper. The Marks awarded to a student shall depend upon his continuous evaluation through performance in various examinations. Assignments, project work, class work and mid exam etc.
- 7.9 The result sheet at the end of each even semester examination shall show position till the end of that semester. The final examination result sheet of the course shall also indicate equivalent percentage marks and the division awarded, according to the rules.

## 8.0 CRITERIA FOR PASSING

- 8.1 A candidate should score minimum 40% marks individually and separately in all papers of the end of semester in both Theory and Practical. The candidate will be declared as pass in projects if he scores minimum 50% marks.
- 8.2 In addition to the individual score the candidate shall have to secure at least 45% aggregate marks in each semester so as to pass the semester.

- 8.3 **INTERNAL ASSESSMENT:** - Continuous evaluation of the students in the classroom shall be done in the semester itself. A candidate should score minimum 50% marks in Internal Assessment for passing. He fails if the score is less than 50%. A candidate who fails in Internal Assessment shall repeat the semester as a regular student. He shall not be allowed to keep term and shall be denied the entry into next semester.
- 8.4 The result of two and final semester shall be declared only if the candidate has fully cleared all the previous semesters.
- 8.5 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 can not claim any right on the basis of his/her provisional admission.

## 9.0 DIVISION AND MERIT

- 9.1 A Student shall be continuously evaluated for his/her academic performance in a subject through tutorial work, practical, home assignments, mid semester exam, field work, seminars, Quizzes and semester examination.
- 9.2 Division shall be awarded only after the Six and final semester examination based on integrated performance of the candidate for all the three years as per following details:-
- i. 75% and above will be given first division with distinction.
  - ii. Candidate obtaining 60% but below 75% shall be awarded first division.
  - iii. A candidate obtaining 45% marks and above but less than 60% marks shall be awarded second division.
  - iv. University will not award and division until the last semester exam is passed.

## 9.3 CONDONATION OF DEFICIENCY IN MARKS

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

- 9.3.1 Deficiency up to 5 marks be condoned to the best advantage of the candidate for passing the examination, provided the candidate fails in maximum of two theory, or one theory and one practical or two practicals.
- 9.3.2 One grace mark will be given to the candidate who is failing/missing distinction/missing first division by one mark by the Vice Chancellor in the Bachelor of Journalism-(B.J) examination. This benefit will not, however, be available to a candidate getting advantage under clause.

9.3.3 After condonation of marks, the result of concerned subject/semester shall be declared as "pass by condonation" or "pass by grace".

#### 9.4 REVALUATION / RE-TOTALING

9.4.1 Revaluation and re-totalling 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.

9.4.2 The result after revaluation/re-totalling shall be declared as per prevailing revaluation/re-totalling rules and regulation of the People's University.

#### 10.0 ATTENDANCE

Candidate appearing as regular student for any semester examination shall be required to attend at least 75 percent of the lectures delivered and of the practical classes held separately in each paper as per the scheme of the examination described in section.

#### APPOINTMENT OF EXAMINERS

Comprehensive / theory / project / dissertation Viva-voce examination shall be conducted by the Institute at the end of each semester, through a Board of examiners comprising one external examiner appointed by the University and one internal examiner appointed by Principal /Head of the Department of the institute.

#### 12.0 SCHEME OF STUDIES/EXAMINATION

12.1 The distribution of marks for each component is given under :-

<b>A.</b>	<b>Theory Work</b>	
	A assignments and regularity mid semester exam (to be given by Internal Examiner)	25%
	End semester exam (Theory Only)	<u>75%</u>
	<b>TOTAL</b>	<b><u>100%</u></b>
<b>B.</b>	<b>Practical work</b>	
	Studio work, Assignments and regularity (to be given by Internal Examiner)	25%
	End-semester examination (to be given by External Examiner)	<u>75%</u>
	<b>TOTAL</b>	<b><u>100%</u></b>

12.2 Every student is required to complete the project work as assigned by the Institute during the course of studies.

- 12.3 The training report and the project report shall have to be submitted to the HOD of the institute for assessment.
- 12.4 There shall be 90 days of teaching in every semester.
- 12.5 Each lecture shall be of one hour.

**12.6 DETAILS OF MODULES – OVERLEAF**

**DETAIL OF MODULES :**

**Bachelor of Journalism - (BJ)**

- No. of hours for Theory - 75 Hours/Sem/ Subject
- No. of hours for Practical - 90 Hours /Sem/Subject

**SEMESTER-I**

Course No.	Course Title	Course Code	Teaching (Hrs/week)		Number of Papers	Duration (Hrs.)	Max. Sem. Marks	Sessional Marks	Total Marks
			T	P					
1BJ1	News collection (Reporting)	0051	6	0	1	6	75	25	100
1BJ2	Editing.	0052	6	0	1	6	75	25	100
1BJ3	English	0053	6	0	1	6	75	25	100
1BJ4	Hindi	0054	6	0	1	6	75	25	100
1BJ5	Society & Journalism	0055	6	0	1	6	75	25	100
1BJ6	Structure & methods of Communication	0056	6	0	1	6	75	25	100
1BJ7	Development of mass communication medium in India	0057	6	0	1	6	75	25	100
1BJ8	Study on Subject based.	0058	0	0	1	0	75	25	100
1BJ9	Practical Work	0059	0	0	1	0	75	25	100
		<b>Total</b>	<b>42</b>	<b>0</b>	<b>9</b>	<b>42</b>	<b>675</b>	<b>225</b>	<b>900</b>

## SEMESTER-II

Course No.	Course Title	Course Code	Teaching (Hrs/week)		Number of Papers	Duration (Hrs.)	Max. Sem. Marks	Sessional Marks	Total Marks
			T	P					
2BJ1	Writing for medium of mass Communication	0076	6	0	1	6	75	25	100
2BJ2	Survey of Communication medium	0077	6	0	1	6	75	25	100
2BJ3	Computer	0078	6	0	1	6	75	25	100
2BJ3	Computer	0078	0	6	0	6	--	--	--
2BJ4	Public Relation and Advertisement	0079	6	0	1	6	75	25	100
2BJ5	News paper publication and management	0080	6	0	1	6	75	25	100
2BJ6	Press law and code of conduct	0081	6	0	1	6	75	25	100
2BJ7	New Media and web Journalism	0082	6	0	1	6	75	25	100
2BJ8	Study on Subject Based	0083	0	0	1	0	75	25	100
2BJ9	Practical Work	0084	0	0	1	0	75	25	100
<b>Total</b>			<b>36</b>	<b>6</b>	<b>9</b>	<b>48</b>	<b>625</b>	<b>225</b>	<b>900</b>



Established under M.P. Act No. 17 of 2007

## Ordinance No. 18

### DIPLOMA IN MEDICAL LABORATORY TECHNOLOGY (DMLT) 2 YEAR DIPLOMA COURSE

#### 1.0 AIMS AND OBJECTIVES

##### 1.1 AIMS

- 1.1.1 To provide skilled professionals who will be able to work in a variety of laboratory settings.
- 1.1.2 To provide students with an overview of various medical laboratory procedures.

##### 1.2 OBJECTIVES

- 1.2.1 To impart adequate theoretical and practical knowledge in basic Medical Laboratory Sciences.
- 1.2.2 To perform routine and special laboratory investigations.

#### 2.0 COURSE STRUCTURE

- 2.1 The Diploma in Medical Laboratory Technology of 2 years (Two academic years) course here in after called 2 year diploma course shall be designated as Diploma in Medical Laboratory Technology, in short DMLT.
- 2.2 **Duration of the course:** Diploma in Medical Laboratory Technology is a two year regular diploma course, named below:
  - d. DMLT- I year
  - e. DMLT - II year
- 2.3 Each academic year shall consist of 240 teaching days.
- 2.4 The Student admitted in DMLT course shall have to complete the course within the maximum permissible duration of 4 years, from the date of admission.

#### 3.0 ACADEMIC QUALIFICATION & SELECTION CRITERIA FOR ADMISSION

- 3.1 Admission to the First year in Diploma in Medical Laboratory Technology course shall be 10+2 system of education in science group or equivalent with Chemistry, Physics & Biology, as main subjects conducted by a recognized Board/Council/ University with minimum of 40% marks.

- 3.2 Vocational Subject like Bio-technology, MLT, Fisheries, Dietetics, Live Stock and Poultry etc in substitution for Biology shall also be considered for Eligibility.
- 3.3 The candidate should have completed minimum of 17 years of age on/before 31<sup>st</sup> December of the concerned academic session.
- 3.4 Selection Criteria: The admission in DMLT- First Year shall be based on the merit of the qualifying examination.

or

Common Entrance Test (CET), conducted by the University/ any designated agency.

- 3.5 On admission, every candidate shall have to get fitness certificate from People's Hospital, for physical fitness.

#### 4.0 COMMENCEMENT OF COURSE

The course shall be commencing from the month of August of every academic year.

#### 5.0 REGULATIONS RELATING TO THE ASSESSMENT OF ACADEMIC GROWTH OF THE STUDENT

The assessment of academic growth of the student shall be done on the basis of Three Sessional Examination (conducted during the year) and one University Examination (conducted at the end of the academic year).

The medium of Instruction and Examination shall be English throughout the course of the study.

##### 5.1 Attendance

5.1.1 Candidates appearing as regular student for any annual examination are required to attend 75% of the total lecturer's delivered and of the practical classes held separately in each subject of the course of the study.

5.1.2 The total lecture and practical shall be conducted as per scheme and syllabus given in subsequent section.

##### 5.2 Sessional Examinations

Three Sessional Examination shall be conducted for each subject, separately for theory and practical.

##### 5.3 Internal Assessment

The internal assessment for each subject of each academic year will carry 25 marks.

##### 5.4 University Examination; Theory & Practical

###### 5.4.1 Written Examination

- a. The Main Examination shall be held on yearly basis for all the two years respectively.

- b. There shall be 2 University Examination in a year: Main examination in May/June and Supplementary Examination (*II examination*) in October/ November. The succeeding examination shall be held within 6 months.

### 5.5 Appointment of the Examiners/ Question Paper Setters

The appointment of examiner for the University Examination shall be based on following criteria;

- 5.5.1 For Theory paper setting and valuation one examiner shall be required, who may be an Internal or External, minimum an Assistant Professor with 3 year teaching experience in the concerned subject.
- 5.5.2 For the Practical examinations there shall be two examiners for each subject, one External Examiner and one Internal Examiner, with minimum qualification and experience of an Assistant Professor with 3 year teaching experience in the concern subject.
- 5.5.3 The External Examiner shall be the subject expert from outside the University having Master's/ Post Graduate qualification in the concern subject with minimum 3 year teaching experience.
- 5.5.4 The faculty of the Subject/ Head of the Department with minimum 3 years of teaching experience shall be the Internal-Cum-Convener examiner for the examinations.

### 5.6 Criteria for Passing

In each subject/head (Theory and Practical);

- 5.6.1 In all the University examinations, the candidates shall have to obtain 50% marks separately in Theory plus Internal assessment plus Viva voce and Practical examination.
- 5.6.2 Each Theory paper and Practical will be treated as separate subject/ head for the passing.
- 5.6.3 The student shall carry over one subject from one year to the following year and must pass in the fail subject before appearing in the next year examination. The Student shall carry one subject from first year to second year and must pass in the fail subjects before appearing the next year examination.

### 5.7 Division and Merit List

- 5.7.1 The Division shall be awarded after Annual University Examination in each academic year and shall be based on the aggregate marks obtained by the candidates at his/ her successful attempt in Annual University Examination.

There shall be Divisions as follows:

**Distinction:** 75% and above of grand total marks in First attempt.

**First Division:** >60% and <75% of grand total marks in First attempt

**Second Division:** >50% and <60% of grand total marks in First attempt

**Distinction in individual subject:** >75% marks in individual subject shall be indicated exclusively in the mark sheet provided First attempt.

- 5.7.2 The merit shall be declared by the University after the final year University examination, on the basis of the aggregate marks of all academic years in University examination. The merit list shall include the first ten candidates securing at least First Division and passing all the appeared subjects in annual examination in first attempt.

### 5.8 Three Months Compulsory Rotatory Clinical Training

For DMLT II year students, Three months Compulsory Rotatory Clinical Training shall be compulsory as a part of partial completion of the course. The training shall be undertaken in any of medical laboratory attached with minimum 100 bedded hospital.

For this exercise the students may require to spend Three months in rotation with at-least Four following labs:

- a. Clinical Biochemistry Lab
- b. Clinical Microbiology Lab
- c. Pathology and/ or Haematology Lab
- d. Blood Banking

**The Laboratory training should cover the following terms:**

- a. The recognized laboratory shall require experts with BMLT qualification, for the guidance of the students. Student: Technician ratio will be 1:5.
- b. Student seeking training outside the campus must obtain a NOC from the HOD prior to the program.
- c. Minimum 100 hrs is mandatory for each of the above mention Laboratories.
- d. Student should obtain training completion certificate with the duration from the concerned Hospital/ Laboratory. Same should be submitted to the parent institute for qualifying II year University Examination.
- e. Any absenteeism, misconduct, poor performance etc may require the extension of the program on the recommendation of the HOD.

### 6.0 REVALUATION / RE-TOTALING

- 6.1 Student may apply for Re-evaluation and/or Re-totaling of the answer sheet of the appeared subjects, post result for any doubt in the marks obtained on the following criteria:

6.1.1 Student may go for all the appeared subjects of that session for Re-evaluation as well as Re-totalling simultaneously, within stipulated time, as prescribed by the University.

## 7.0 CANCELLATION OF ADMISSION

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

7.1.1 He/She is not found qualified as per MP Paramedical Council norms and guidelines or the eligibility criteria prescribed by the University.

7.1.2 He/ she is found to have produced false/ forged documents or found to have used unfair means to secure admission.

7.1.3 He/She is found involved in serious breach of discipline in the institution or in the University campus.

## 8.0 SCHEME OF COURSE / EXAMINATION

### 8.1 Scheme of Teaching Schedule (for the each academic year)

Subject	Theory Min. Hrs.	Practical Min. Hrs.	Clinical/ Lab Posting	Total Min. Hrs.
<b>DMLT- First Year</b>				
Applied Anatomy & Physiology	40+40	20+20	-	120
Biochemistry + Clinical Pathology	60+40	40+20	-	160
* Applied English	60	-	-	60
* First aid and Basic Nursing	60	20	-	80
* Observatory Clinical Posting	-	-	180	180

<b>DMLT- Second Year</b>				
Haematology & Blood Banking + Parasitology	60+40+20=120	40+40+20=100	60+60+20=140	360
Microbiology & Serology, Histology & Cytology	60+40+30+30=160	60+40+30+30=160	100+40	460
* Basic Computer Application	20	40	-	60
* Clinical Posting	-	-	240	240

\* Non Examination (Subsidiary) subjects

## 8.2 Question Paper Pattern

SUBJECT HAVING MAXIMUM MARKS 100		
TYPE OF QUESTION	NUMBER OF QUESTION	MARKS OF EACH QUESTION
Essay Type	4 (Any 4 Out of 5)	20X4=80
Short Answer Type	4 (Any 4 Out of 5)	5X4=20

## 8.3 Scheme of Examination

DMLT-I Year									
S. No.	Subject	Theory					Practical		Max. Total of Theory & Practical
		Written		Viva-Voce	Internal Assessment	Min. Marks	Max. Marks	Min. Marks	
		Time	Max. Marks	Max. Marks	Max. Marks				
1.	Applied Anatomy & Physiology (PAPER I)	3hrs.	100	25	25	75	50	25	200
2.	Biochemistry + Clinical Pathology (PAPER II)	3hrs.	100	25	25	75	50	25	200

DMLT-II Year									
S. No.	Subject	Theory					Practical		Max. Total of Theory & Practical
		Written		Viva-Voce	Internal Assessment	Min. Marks	Max. Marks	Min. Marks	
		Time	Max. Marks	Max. Marks	Max. Marks				
1.	Haematology & Blood Banking, & Parasitology (PAPER I)	3hrs.	100	25	25	75	50	25	200
2.	Microbiology & Serology, Histology & Cytology (PAPER II)	3hrs.	100	25	25	75	50	25	200

\* Refer 5.6 for passing criteria.

Established under M.P. Act No. 17 of 2007

## Ordinance No. 19

### DIPLOMA IN DIALYSIS TECHNICIAN (DDT) 2 YEAR DIPLOMA COURSE

#### 1.0 AIMS AND OBJECTIVES

##### 1.1 AIMS

To provide skill oriented training to the students and thus to provide skilled technicians who will be able to work in various dialysis unit.

##### 1.2 OBJECTIVES

1.2.1 To impart adequate theoretical and practical knowledge required for dialysis technician.

1.2.2 To enable the student to perform various dialysis techniques and general care to prevent the complications.

#### 2.0 COURSE STRUCTURE

2.1 The Diploma in Dialysis Technician of 2 years (Two academic years) course here in after called 2 year diploma course shall be designated as Diploma in Dialysis Technician, in short DDT.

2.2 **Duration of the course:** Diploma in Dialysis Technician is a two year regular diploma course, named below:

a. DDT- I year

b. DDT - II year

2.3 Each academic year shall consist of 240 teaching days.

2.4 The Student admitted in DDT course shall have to complete the course within the maximum permissible duration of 4 years, from the date of admission.

#### 3.0 ACADEMIC QUALIFICATION & SELECTION CRITERIA FOR ADMISSION

3.1 Admission to the First year in Diploma in Dialysis Technology diploma course shall be 10+2 system of education in science group or equivalent examination with Chemistry, Physics & Biology, as main subjects conducted by a recognized Board/Council/ University with minimum of 40% marks.

- 3.2 Vocational Subject like Bio-technology, MLT, Fisheries, Dietetics, Live Stock and Poultry etc. in substitution for Biology shall be also considered for eligibility.
- 3.3 The candidate should have completed minimum of 17 years of age on/before 31<sup>st</sup> December of the concerned academic session.
- 3.4 Selection Criteria: The admission in DDT- First Year shall be based on the merit of the qualifying examination.

Or

Common Entrance Test (CET), conducted by the University/ any designated agency.

- 3.5 On admission, every candidate shall have to get fitness certificate from People's Hospital, for physical fitness.

#### **4.0 COMMENCEMENT OF COURSE**

The course shall be commencing from the month of August of every academic year.

#### **5.0 REGULATIONS RELATING TO THE ASSESSMENT OF ACADEMIC GROWTH OF THE STUDENT**

The assessment of academic growth of the student shall be done on the basis of Three Sessional Examination (conducted during the year) and one University Examination (conducted at the end of the academic year).

The medium of Instruction and Examination shall be English throughout the course of the study.

##### **5.1 Attendance**

5.1.1 Candidates appearing as regular student for any annual examination are required to attend 75% of the total lecturer's delivered and of the practical Classes held separately in each subject of the course of the study.

5.1.2 The total lecture and practical shall be conducted as per scheme and syllabus given in subsequent section.

##### **5.2 Sessional Examinations**

Three Sessional Examination shall be conducted for each subject, separately for theory and practical.

##### **5.3 Internal Assessment**

The internal assessment for each subject of each academic year will carry 25 marks.

##### **5.4 University Examination; Theory & Practical**

###### **5.4.1 Written Examination**

- a. The Main Examination shall be held on yearly basis for all the two years respectively.



- b. There shall be 2 University Examination in a year: Main examination in May/June and Supplementary Examination (*// examination*) in October/ November. The succeeding examination shall be held within 6 months.

#### 5.5 Appointment of Examiners/Question Paper Setters

The appointment of examiner for the University Examination shall be based on following criteria;

- 5.5.1 For Theory paper setting and valuation one Examiner shall be required, who may be an Internal or External, minimum an Assistant Professor with 1 year teaching experience in the concerned subject.
- 5.5.2 For the Practical examinations there shall be two examiners for each subject, one External Examiner and one Internal Examiner, with minimum qualification and experience of an Assistant Professor with 1 year teaching experience in the concerned subject.
- 5.5.3 The External Examiner shall be the subject expert from outside the University having Master's/ Post Graduate qualification in the concerned subject with minimum 3 years teaching experience.
- 5.5.4 The Faculty of the Subject/ HOI with minimum 1 year of teaching experience shall be the Internal-Cum-Convener examiner for the examinations.

#### 5.6 Criteria for Passing

In each subject/head (Theory and Practical);

- 5.6.1 In all the University examinations, the candidates shall have to obtain 50% marks separately in Theory plus Internal assessment plus Viva voce and Practical examination.
- 5.6.2 Each Theory paper and Practical will be treated as separate subject/ head for the passing.
- 5.6.3 The student shall carry over one subject from one year to the following year and must pass in the fail subject before appearing in the next year examination. The Student shall carry one subject from first year to second year and must pass in the fail subjects before appearing the next year examination.

#### 5.7 Division and Merit List

- 5.7.1 The Division shall be awarded after Annual University Examination in each academic year and shall be based on the aggregate marks obtained by the candidates at his/ her successful attempt in Annual University Examination.

There shall be Divisions as follows:

**Distinction:** 75% and above of grand total marks in First attempt.

**First Division:** >60% and <75% of grand total marks in First attempt.

**Second Division:** >50% and <60% of grand total marks in First attempt.

**Distinction in individual subject:** >75% marks in individual subject shall be indicated exclusively in the mark sheet provided First attempt.

5.7.2 The merit shall be declared by the University after the final year University examination, on the basis of the aggregate marks of all academic years in University examination. The merit list shall include the first ten candidates securing at least First Division and passing all the appeared subjects in annual examination in first attempt.

## 5.8 Two Months Compulsory Rotatory Clinical Training

For DDT II year students, Two months Compulsory Rotatory Clinical Training shall be compulsory as a part of partial completion of the course. The training shall be undertaken in a fully equipped Dialysis Unit with minimum 5 bedded.

For this exercise the students may require to spend Two months in rotation in the Dialysis Unit, In-Patient wards, ICU (for PD) etc.

**The Dialysis training should cover the following terms:**

- a. The recognized dialysis unit shall require an MD/ DM Nephrologists with DDT qualification technician, for the guidance of the students. Student: Technician ratio will be 1:5.
- b. Student seeking training outside the campus must obtain a NOC from the HOI prior to the program.
- c. Minimum 60 hrs is mandatory for each of the above mention unit and wards.
- d. Student should obtain Training Completion Certificate with the duration from the concerned Hospital/ Dialysis Unit. Same should be submitted to the institute for qualifying II year University Examination.
- e. Any absenteeism, misconduct, poor performance etc may require the extension of the program on the recommendation of the HOD.

## 6.0 REVALUATION / RE-TOTALING

6.1 Student may apply for Re-evaluation and/or Re-totalling of the answer sheet of the appeared subjects, post result for any doubt in the marks obtained on the following criteria:

- 6.1.1 Student may go for all the appeared subjects of that session for Re-evaluation as well as Re-totaling simultaneously, within stipulated time, as prescribed by the University.

## 7.0 CANCELLATION OF ADMISSION

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

7.1.1 He/She is not found qualified as per MP Paramedical Council norms and guidelines or the eligibility criteria prescribed by the University.

7.1.2 He/ she is found to have produced false/ forged documents or found to have used unfair means to secure admission.

7.1.3 He/She is found involved in serious breach of discipline in the institution or in the University campus.

## 8.0 SCHEME OF COURSE / EXAMINATION

### 8.1 Scheme of Teaching Schedule (for each academic year)

Subject	Theory Min. Hrs.	Practical Min. Hrs.	Clinical/ Lab Posting	Total Min. Hrs.
<b>DDT- First Year</b>				
Applied Anatomy & Physiology	40+40	20+20	-	120
Fundamentals of Dialysis	80	40	-	120
* Applied English	60	-	-	60
* First aid and Basic Nursing	60	20	-	80
* Observatory Clinical Posting	-	-	100	100

<b>DDT- Second Year</b>				
Peritoneal Dialysis	80	20	40	140
Hemodialysis	80	20	40	140
* Basic Computer Application	20	40	-	60
* Clinical Posting	-	-	-	300

\* Non Examination (Subsidiary) subjects

### 8.2 Question Paper Pattern

SUBJECT HAVING MAXIMUM MARKS 100		
TYPE OF QUESTION	NUMBER OF QUESTION	MARKS OF EACH QUESTION
Essay Type	4 (Any 4 Out of 5)	20X4=80
Short Answer Type	4 (Any 4 Out of 5)	5X4=20

### 8.3 Scheme of Examination

DDT-I Year									
S. No.	Subject	* Theory					* Practical		Max. Total of Theory & Practical
		Written		Viva-Voce	Internal Assessment	Min. Marks	Max. Marks	Min. Marks	
		Time	Max. Marks	Max. Marks	Max. Marks				
	Applied Anatomy & Physiology (PAPER I)	3hrs.	100	25	25	75	50	25	200
	Fundamentals of Dialysis (PAPER II)	3hrs.	100	25	25	75	50	25	200

DDT-II Year									
S. No.	Subject	* Theory					* Practical		Max. Total of Theory & Practical
		Written		Viva-Voce	Internal Assessment	Min. Marks	Max. Marks	Min. Marks	
		Time	Max. Marks	Max. Marks	Max. Marks				
	Peritoneal Dialysis (PAPER I)	3hrs.	100	25	25	75	50	25	200
	Hemodialysis (PAPER II)	3hrs.	100	25	25	75	50	25	200

\* Refer 5.6 for passing criteria.

Established under M.P. Act No. 17 of 2007

**Ordinance No. 20**  
**MASTER OF SCIENCE IN NURSING (M. Sc. NURSING)**  
**2 YEAR POST GRADUATE DEGREE COURSE**

**1.0 AIM AND OBJECTIVES**

**1.1 AIM**

1.2.1 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**

1.2.2 On completion of the two year M.Sc Nursing programme, the 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.

1.2.3 Practice 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 hereinafter 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 / B.Sc. Hons. Nursing / 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 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 years 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 1<sup>st</sup> 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 through out 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 Practice	3	25	75			
Nursing Research and Statistics	3	25 <sup>(7.4.3)</sup>	75			
Clinical Speciality – I	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	75		100	100
Total		50	150		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 II<sup>nd</sup> 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 speciality.
- 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

<u>Techniques</u>	<u>Weightage</u>
▪ 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 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 / October. There will 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. / 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 – 74 %

iii. Second Division 50 – 59 %

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 3 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.

## 12.0 REVALUATION / RE-TOTALING

- 12.1 Revaluation and re-totalling 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-totalling shall be declared as per prevailing revaluation/re-totalling rules and regulation of the People's 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.	<b>Total hours for 2 years</b>	-	<b>3440 hours</b>

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
	<b>Total</b>	<b>600</b>	<b>1100</b>

**SECOND YEAR**

Paper No.	Subject	Theory	Practical
5.	Nursing Management	150	150
6.	Nursing Research (Dissertation)		300
7.	* Clinical Speciality – II	150	950
	<b>Total</b>	<b>300</b>	<b>1400</b>

\* 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.

Established under M.P. Act No. 17 of 2007

## Ordinance No. 21

### M.Sc. MEDICAL BIOCHEMISTRY

#### 1.0 AIMS & OBJECTIVES

##### 1.1 AIMS

- 1.1.1 Graduate medical curriculum is oriented towards training students to undertake the responsibilities of a trained medical biochemist who is capable of looking after the preventive and diagnostic aspect of Medical Biochemistry.
- 1.1.2 With wide range of career opportunities available today, a graduate has a wide choice of career opportunities. The training, though broad based and flexible shall aim to provide an educational experience of the essentials required for health care in our country. Training is designed to meet internationally acceptable standards.
- 1.1.3 To undertake the responsibilities of service situations which is a changing condition and of various types, it is essential to provide adequate placement training tailored to the needs of such services as to enable the graduates to become effective instruments of implementation of those requirements.
- 1.1.4 The educational experience shall emphasize health and community orientation instead of only disease and hospital orientation or being-concentrated - on-curative -aspects. As such all the basic concepts of modern scientific medical education are to be adequately dealt with.
- 1.1.5 There must be enough experiences to be provided for self learning. The methods and techniques that would ensure this must become a part of teaching-learning process.
- 1.1.6 Lectures alone are generally not adequate as a method of training and are a poor means of transferring/acquiring information and even less effective at skill development and in generating the appropriate attitudes. Every effort shall be made to encourage the use of active methods related to demonstration and on first hand experience. While the curriculum objectives often refer to areas of knowledge or science, they are best taught in a setting of clinical relevance and hands on experience for students who assimilate and make this knowledge a part of their own working skills.

- 1.1.7 Proper records of the work shall be maintained.
- 1.1.8 Every attempt shall be made to encourage students to participate in group discussions and seminars to enable them to develop personality, character, expression and other faculties which are necessary for a medical graduate to function either in solo practice or as a team leader when he begins his independent career. A discussion group shall not have more than 20 students.
- 1.1.9 Faculty member shall avail modern educational technology while teaching the students and to attain this objective.
- 1.1.10 Institution shall insure that adequate financial and technical inputs are provided.
- 1.1.11 The Institution shall have a curriculum committee which would plan curricula and instructional method which will be regularly updated.
- 1.1.12 Integration of ICT in learning process will be implemented.

## 1.2 OBJECTIVES

At the end of postgraduate program, the medical M.sc student should be able to :

- 1.2.1 Recognize 'health for all' as a national goal and health right of all citizens and by undergoing training & fulfill his/her social obligations towards realization of this goal.
- 1.2.2 Learn every aspect of National policies on health and devote himself/herself to its practical implementation.
- 1.2.3 Achieve competence in practice of holistic medicine, encompassing promotive, preventive, curative and rehabilitative aspects of common diseases.
- 1.2.4 Develop scientific temper, acquire educational experience for proficiency in profession and promote healthy living.
- 1.2.5 Become exemplary citizen by observation of medical ethics and fulfilling social and professional obligations, so as to respond to national aspirations.
- 1.2.6 Be competent in diagnosis and management of common health problems of the individual and the community, commensurate with his/her position as a member of the health team at the primary, secondary or tertiary levels, using his/her clinical & diagnostic skills based on history and relevant investigations.
- 1.2.7 Be competent to practice preventive, promotive, curative and rehabilitative medicine in respect to the commonly encountered health problems.

- 1.2.8 Be able to appreciate the socio-psychological, cultural, economic and environmental factors affecting health and develop humane attitude towards the patients in discharging one's professional responsibilities.
- 1.2.9 Possess the attitude for continued self learning and to seek further expertise or to pursue research in any chosen area of medicine.
- 1.2.10 Possess the attitude for continued self learning and to seek further expertise or to pursue research in any chosen area of medical biochemistry
- 1.2.11 Acquire basic management skills in the area of human resources, materials and resource management related to health care delivery, General and hospital management, principal inventory skills and counseling.
- 1.2.12 Be able to identify community health problems and learn to work to resolve these by designing, instituting corrective steps and evaluating outcome of such measures.
- 1.2.13 Be able to work as a leading partner in health care teams and acquire proficiency in communication skills.
- 1.2.14 Be able to make use of conventional techniques/instruments to perform biochemical analysis relevant to clinical screening and diagnosis.
- 1.2.15 Be competent to analyze and interpret investigative data.
- 1.2.16 Be Able to demonstrate the skill of solving scientific and clinical problems and decision making.
- 1.2.17 Be competent to work in a variety of health care settings.
- 1.2.18 Have personal characteristics and attitudes required for professional life such as personal integrity, sense of responsibility and dependability and ability to relate to or show concern for other individuals.
- 1.2.19 All efforts shall be made to equip the postgraduate in Medical Biochemistry to acquire the skills as detailed in **APPENDIX - A**

## 2.0 COURSE STRUCTURE

### 2.1 Training Period and Time Distribution

- 2.1.1 The course will be of 3 years duration
- 2.1.2 The first year is a foundation course, where the students will be familiarized with the basic subjects. There will be didactic lectures, regular practical and demonstration classes.
- 2.1.3 The second & third year is devoted to medical biochemistry. Apart from regular lecture and practical classes, there will be group discussions, seminars, journal clubs etc. There will be hands-on training in diagnostic laboratories too.

2.1.4 Each student will be given a research thesis topic to provide experience in research methodology.

## 2.2 Year wise Subject Details

### 2.2.1 Part – I Theory ( Foundation course)

Paper-I : Introductory Anatomy, Physiology, Pathology, Microbiology and Immunology in relation to Biochemistry

Paper - II : Principles of Biochemistry

### Practicals

Adequate number of demonstration and practical training to be given in Anatomy, Physiology, Biochemistry, Haematology and Biochemistry.

### 2.2.2 Part 2 (2nd & 3rd Year) Medical Biochemistry

#### Theory

Paper – I : Applied and Clinical Biochemistry.

Paper – II: Vitamins, Hormones and Nutrition.

Paper– III: Metabolism, Genetics and Molecular Biochemistry.

**Practical Training – Adequate practical training shall be given**

### 2.2.3 Thesis

Each candidate after passing M.Sc.(Medical Biochemistry) Part–I examination shall submit plan for the Thesis/ Dissertation on the proposed subject through his/her Guide & the Head of the Institution to the University for registration of the subject within six months.

The Thesis/Dissertation shall be submitted to the University at least 04 months before the date fixed for the examination.

The Thesis/Dissertation may relate to the study of series of clinical cases in the same subject specialty or may be research on specific problem.

Approval by the examiner of the thesis submitted by the candidate shall be pre-condition for his admission to the written part of the M.Sc. (Medical Biochemistry) Part – II examination.

The thesis will be evaluated by two external and one main internal examiner.

### 3.0 ACADEMIC QUALIFICATION AND SELECTION CRITERIA FOR ADMISSION

#### 3.1 Eligibility:

MBBS or B.Sc (Biology / Microbiology / Biochemistry / Zoology / Botany/ Bio-technology) from any recognized University with chemistry as compulsory subject. Medical graduates will be preferred.

#### 3.2 Selection of Students:

3.2.1 Selection of candidates for the MSc course shall be done strictly on merit basis. This will be based on academic performance in qualifying examination by counseling / interview and scrutiny.

3.2.2 If a selected candidate does not join the course by the stipulated date, the selection will automatically stand cancelled and the seat will be offered to the first candidate on the waiting list.

3.2.3 The decision of the Head of the Institution will be final in matter of selection of candidates and no appeal shall be entertained on this subject.

3.2.4 Candidates who are already in service will be required to apply through proper channel along with NOC from the employer.

3.2.5 The upper age for applying for the course is 30 years (as on 1<sup>st</sup> July 2010). No upper age limit for female candidates. Relaxation in age shall be as per Government Rules.

### 4.0 COMMENCEMENT OF COURSE

The course for M.Sc. Medical Biochemistry shall commence by July / August of the year.

### 5.0 REGULATION RELATING TO ASSESSMENT OF ACADEMIC GROWTH OF STUDENTS

5.1 Examination Regulations - Essentialities for qualifying to appear in professional examinations. The performance in essential components of training are to be assessed, based on:

#### 5.1.1 Attendance

75% attendance in a subject for appearing in the examination is compulsory inclusive of attendance in non-lecture teaching i.e. seminars, group discussions, tutorials, demonstrations, practicals, hospital (Tertiary Secondary, Primary) posting.



### 5.1.2 Internal Assessment

5.1.2.1 It shall be based on day to day assessment, evaluation of student assignment, preparation for seminar, presentation etc.:

5.1.2.2 Three examinations shall be conducted during the year.

5.1.2.3 Student must secure at least 35% marks of the total marks fixed for internal assessment in a particular subject in order to be eligible to appear in final University examination of that subject.

5.1.2.4 Internal assessment shall relate to different ways in which students participation in learning participation in learning process during semesters in evaluated. Some examples are as follows:

- Preparation of subject for students seminar.
- Problem solving exercise.
- Participation in Project for health care in the community(planning stage to evaluation).
- Proficiency in carrying out a practical or a skill in small research project.
- Multiple choice questions (MCQ) test after completion of a system/teaching.

Each item tested shall be objectively assessed and recorded. Some of the items can be assigned as Home work/Vacation work.

## 6.0 APPOINTMENT OF EXAMINERS

- 6.1 No person shall be appointed as an examiner in any of the subjects of the Professional examination leading to and including the final examinations for the award of the degree unless he has taken at least five years previously, a doctorate degree of a recognized University or an equivalent qualification in the particular subject as per recommendation of the "Council on teachers" eligibility qualifications and has had at least five years of total teaching experience in the subject concerned in a college affiliated to a recognized University at a faculty position.
- 6.2 There shall be at least four examiners out of whom not less than 50% must be external examiners. Of the four examiners, the senior most internal examiner will act as the Chairman and co-ordinator of the whole examination programme so that sanctity and integrity is maintained throughout the examination.
- 6.3 Non medical scientists engaged in the teaching of medical students as whole time teachers, may be appointed examiners in their concerned subjects provided they possess requisite doctorate (PhD) qualifications and five year teaching experience of medical students after obtaining their doctorate (PhD) qualifications. Provided further that the 50% of the examiners (Internal & External) are from the medical qualification stream.

- 6.4 External examiners shall not be from the same University and preferably be from outside the state.
- 6.5 The internal examiner in a subject shall not accept external examinership for a college from which external examiner is appointed in his subject.
- 6.6 External examiners shall rotate at an interval of 2 years.
- 6.7 There shall be a Chairman of the Board of paper-setters who shall be an internal examiner and shall moderate the questions.
- 6.8 Except Head of the department of subject concerned in a college/institution, all other with the rank of reader or equivalent and above with requisite qualifications and experience shall be appointed internal examiners by rotation in their subjects; provided that where there are no posts of readers, then an Assistant Professor of 5 years standing as Assistant Professor may be considered for appointment as examiner.

## 7.0 UNIVERSITY EXAMINATIONS: THEORY AND PRACTICAL

- 7.1 Theory papers will be prepared by the examiners where nature of questions will be Short Answer Questions(SAQ), Long Answer Questions (LAQ), Assay type, and Multiple Choice Questions. Marks for each part indicated separately.
- 7.2 Practicals will be conducted in the laboratories. The objective will be to assess proficiency in skills, conduct of experiment, interpretation of data and logical conclusion. Practicals shall take into account common diseases which the student is likely to come in contact in practice.
- 7.3 Viva/oral includes evaluation of management approach.
- 7.4 The examinations are to be designed with a view to ascertain whether the candidate has acquired the necessary for knowledge, minimum skills along with clear concepts of the fundamentals which are necessary for him to carry out his professional day to day work competently. Evaluation will be carried out on an objective basis.
- 7.5 Question papers should preferably be of short structure/objective type.
- 7.6 During evaluation (both Internal and External) it shall be ascertained if the candidate has acquired the skills as detailed in **Appendex-A**.
- 7.7 There shall be one main examination in a year and a supplementary to be held not later than 6 months after the publication of its results.
- 7.8 Universities Examinations shall beheld as under:-
  - 7.8.1 The examination in M.Sc (Medical Biochemistry) Part 1 shall consist of
    - a. Theory paper
    - b. Practical examination & Viva voce
    - C. Internal Assessment

**a. Theory examination: (each of 3 hrs duration)**

**Paper I:** Introductory Anatomy, Physiology, Pathology, Microbiology and Immunology in relation to Biochemistry - 100 marks

**Paper II:** Principles of Biochemistry - 100 marks

- b. Practical examination & Viva voce - 100 marks  
(60 + 40)
- c. Internal Assessment - 100 marks

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**Total****400 marks**

7.8.2 **Note :** The student will be admitted to part 2 only after the student passes the part 1 examination.

**The examination in M.Sc (Medical Biochemistry) Part 2 shall consist of**

- a. Thesis
- b. Theory paper
- c. Practical examination & Viva voce
- d. Internal Assessment

**a. Thesis (100 marks):**

Each candidate after passing M. Sc Part – I examination will submit plan for the Thesis / Dissertation on the proposed subject through his/ her Guide & the Head of the Institution to the University for registration of the subject within six months.

The Thesis/Dissertation will be submitted to the University at least 04 months before the date fixed for the examination.

The Thesis/Dissertation may relate to the study of series of clinical cases in the same subject specialty or may be research on specific problem.

Approval by the examiner of the thesis submitted by the candidate shall be pre-condition for his admission to the written part of the M.Sc. Part – II examination.

The thesis will be evaluated by two external and one main internal examiner.

**b. Theory examination: (each for 100 marks and of 3 hours duration)**

Paper 1: Applied and Clinical Biochemistry

Paper 2: Vitamins, Hormones and Nutrition.

Paper 3: Metabolism, Genetics and Molecular Biochemistry

**c. Practical examination & Viva voce**

**(for 60 + 40 marks and of 3 days duration)**

Will consist of exercises of quantitative and qualitative estimation of various biochemical parameters in biological fluids.

**d. Internal assessment (100 marks)**

Includes Sessional examinations, record books and day-to-day assessments

Thesis	-	100 marks
Paper – I	-	100 marks
Paper – II	-	100 marks
Paper – III	-	100 marks
Practical & Viva voce (60 + 40)	-	100 marks
Internal Assessment	-	100 marks

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**Total** **600 marks**

**7.10 Criteria for passing**

7.10.1 Results of University examinations shall be declared before the start of teaching for next academic session.

7.10.2 Passing in 1<sup>st</sup> part is compulsory before proceeding to Part II training.

7.10.3 In order to pass the examination the student must secure a minimum of 50% marks in theory and practicals separately.

7.10.4 Marks of Viva Voce shall be added to theory.

**7.11 Division and Merit list**

7.11.1 The division shall be awarded only after Part II University examination and shall be based on the aggregate marks obtained by the candidate at his /her successful attempts at the 1<sup>st</sup> and 2<sup>nd</sup> part of MSc. Medical Biochemistry University examinations. There shall be only three divisions as follows—

-- 1<sup>st</sup> division with honors : 75 % and above

-- 1<sup>st</sup> division : 60 % and above but below 75%

-- 2<sup>nd</sup> division : 50 % and above but below 60%

7.11.2 The merit shall be declared by the University after the declaration of result of 2<sup>nd</sup> Part of M.Sc. Medical Biochemistry University examinations on the basis of the integrated performance of all University examinations. The merit list shall include first 5 candidates securing at least 1<sup>st</sup> division and passing all MSc. Medical Biochemistry University examinations in single attempts

#### **7.12 Condonation of deficiency in marks**

7.12.1 The grace marks up to a maximum of five marks may be awarded at the discretion of the University to a student who has failed only in one subject but has passed in all other subjects.

7.12.2 After condonation of marks the result of the concerned University examination shall be declared as " Pass by condonation" or "Pass by grace".

#### **8.0 REVALUATION / RE-TOTALING**

8.1 Re-totalling-The University on application and remittance of stipulated fees as prescribed by the University shall permit a recounting or opportunity to recount the marks received for various questions in an answer paper/papers for theory of all subject for which a candidate has appeared in the University examination. Any error in addition of marks awarded, if identified shall be suitably rectified.

8.2 Revaluation- Revaluation of theory papers in all years of study of the M.Sc. Medical Biochemistry course shall be permissible by the University on application and remittance of the prescribed fees within the stipulated time. Such answer scripts shall be reevaluated by not less than two duly qualified examiners and the average obtained shall be awarded to the candidate and the result reconsidered accordingly.

#### **9.0 CANCELLATION OF ADMISSION**

9.1 The admission of the student at any stage of the study shall be cancelled by the Vice Chancellor based on the recommendation of the head of the institution if:

9.1 He/ She is not found to be qualified or eligible as per University norms and guidelines.

9.2 He/She is found to have produced false / forged documents or found to have used unfair means to secure admission.

9.3 He/ she is found to be involved in serious breach of discipline in the institution or the University campus.

Established under M.P. Act No. 17 of 2007

**Ordinance No. 22**  
**M. Sc. MEDICAL MICROBIOLOGY**

**1.0 AIMS & OBJECTIVES**

**1.1 AIMS**

- 1.1.1 Graduate medical curriculum is oriented towards training students to undertake the responsibilities of a trained medical microbiologist who is capable of looking after the preventive and diagnostic aspect of Medical Microbiology.
- 1.1.2 With wide range of career opportunities available today, a graduate has a wide choice of career opportunities. The training, though broad based and flexible shall aim to provide an educational experience of the essentials required for health care in our country. Training is designed to meet internationally acceptable standards.
- 1.1.3 To undertake the responsibilities of service situations which is a changing condition and of various types, it is essential to provide adequate placement training tailored to the needs of such services as to enable the graduates to become effective instruments of implementation of those requirements.
- 1.1.4 The educational experience shall emphasize health and community orientation instead of only disease and hospital orientation or being-concentrated - on-curative -aspects. As such all the basic concepts of modern scientific medical education are to be adequately dealt with.
- 1.1.5 There must be enough experiences to be provided for self learning. The methods and techniques that would ensure this must become a part of teaching-learning process.
- 1.1.6 Lectures alone are generally not adequate as a method of training and are a poor means of transferring/acquiring information and even less effective at skill development and in generating the appropriate attitudes. Every effort shall be made to encourage the use of active methods related to demonstration and on first hand experience. While the curriculum objectives often refer to areas of knowledge or science, they are best taught in a setting of clinical relevance and hands on experience for students who assimilate and make this knowledge a part of their own working skills.

- 1.1.7 Proper records of the work shall be maintained.
- 1.1.8 Every attempt shall be made to encourage students to participate in group discussions and seminars to enable them to develop personality, character, expression and other faculties which are necessary for a medical graduate to function either in solo practice or as a team leader when he begins his independent career. A discussion group shall not have more than 20 students.
- 1.1.9 Faculty member shall avail modern educational technology while teaching the students and to attain this objective.
- 1.1.10 Institution shall insure that adequate financial and technical inputs are provided.
- 1.1.11 The Institution shall have a curriculum committee which would plan curricula and instructional method which will be regularly updated.
- 1.1.12 Integration of ICT in learning process will be implemented.

## 1.2 OBJECTIVES

At the end of undergraduate program, the medical student should be able to :

- 1.2.1 Recognize 'health for all' as a national goal and health right of all citizens and by undergoing training & fulfill his/her social obligations towards realization of this goal.
- 1.2.2 Learn every aspect of National policies on health and devote himself/herself to its practical implementation.
- 1.2.3 Achieve competence in practice of holistic medicine, encompassing promotive, preventive, curative and rehabilitative aspects of common diseases.
- 1.2.4 Develop scientific temper, acquire educational experience for proficiency in profession and promote healthy living.
- 1.2.5 Become exemplary citizen by observation of medical ethics and fulfilling social and professional obligations, so as to respond to national aspirations.
- 1.2.6 Be competent in diagnosis and management of common health problems of the individual and the community, commensurate with his/her position as a member of the health team at the primary, secondary or tertiary levels, using his/her clinical & diagnostic skills based on history and relevant investigations.
- 1.2.7 Be competent to practice preventive, promotive, curative and rehabilitative medicine in respect to the commonly encountered health problems.

- 1.2.8 Be able to appreciate the socio-psychological, cultural, economic and environmental factors affecting health and develop humane attitude towards the patients in discharging one's professional responsibilities.
- 1.2.9 Possess the attitude for continued self learning and to seek further expertise or to pursue research in any chosen area of medicine.
- 1.2.10 Possess the attitude for continued self learning and to seek further expertise or to pursue research in any chosen area of medical microbiology
- 1.2.11 Be familiar with the basic factors which are essential for the implementation of the National Health Programmes including practical aspects of the following:
  - Sanitation and water supply
  - Prevention and control of communicable and non-communicable diseases
  - Immunization
  - Health Education
  - IPHS standard of health at various level of service delivery, medical waste disposal.
  - Organizational institutional arrangements.
- 1.2.12 Acquire basic management skills in the area of human resources, materials and resource management related to health care delivery, General and hospital management, principal inventory skills and counseling.
- 1.2.13 Be able to identify community health problems and learn to work to resolve these by designing, instituting corrective steps and evaluating outcome of such measures.
- 1.2.14 Be able to work as a leading partner in health care teams and acquire proficiency in communication skills.
- 1.2.15 Be competent to work in a variety of health care settings.
- 1.2.16 Have personal characteristics and attitudes required for professional life such as personal integrity, sense of responsibility and dependability and ability to relate to or show concern for other individuals.
- 1.2.17 All efforts shall be made to equip the postgraduate in medical microbiology to acquire the requisite skills.

## 2.0 COURSE STRUCTURE

### 2.1 Training Period and Time Distribution

- 2.1.1 The course will be of 3 years duration



- 2.1.2 The first year shall be a foundation course, where the students will be familiarized with the basic subjects. There will be didactic lectures, regular practical and demonstration classes.
- 2.1.3 The second & third year shall be devoted to medical microbiology. Apart from regular lecture and practical classes, there will be group discussions, seminars, journal clubs etc. There will be hands-on training in diagnostic laboratories too.
- 2.1.4 Each student shall be given a research thesis topic to provide experience in research methodology.

## 2.2 Year wise subject details

### 2.2.1 Part – I (Foundation course)

**Paper - I** : Introductory Anatomy, Physiology, Pathology, Biochemistry and Immunology in relation to Microbiology

**Paper – II** : Basic principles of Microbiology

### 2.2.2 Part – II ( Medical Microbiology)

**Paper—I** : General Bacteriology & Immunology

**Paper II** : Systemic Bacteriology & Mycology

**Paper III** : Virology & Parasitology

## 2.3 Thesis

Each candidate after passing M.Sc. (Medical Microbiology) Part–I examination shall submit plan for the Thesis/Dissertation on the proposed subject through his/her Guide & the Head of the Institution to the University for registration of the subject within six months.

The Thesis/Dissertation shall be submitted to the University at least 04 months before the date fixed for the examination.

The Thesis/Dissertation may relate to the study of series of clinical cases in the same subject specialty or may be research on specific problem.

Approval by the examiner of the thesis submitted by the candidate shall be pre-condition for his admission to the written part of the M.Sc. (Medical Microbiology) Part – II examination.

The thesis will be evaluated by two external and one main internal examiner.

### 3.0 ACADEMIC QUALIFICATION AND SELECTION CRITERIA FOR ADMISSION

#### 3.1 Eligibility:

MBBS or B.Sc (Biology / Microbiology / Biochemistry / Zoology / Botany/ Bio-technology) from any recognized University. Medical graduates will be preferred.

#### 3.2 Selection of Students:

3.2.1 Selection of candidates for the MSc course shall be done strictly on merit basis. This will be based on academic performance in qualifying examination by counseling / interview and scrutiny.

3.2.2 If a selected candidate does not join the course by the stipulated date, the selection will automatically stand cancelled and the seat will be offered to the first candidate on the waiting list.

3.2.3 The decision of the Head of the Institution will be final in matter of selection of candidates and no appeal shall be entertained on this subject.

3.2.4 Candidates who are already in service will be required to apply through proper channel along with NOC from the employer.

3.2.5 The upper age for applying for the course is 30 years (as on 1<sup>st</sup> July 2010). No upper age limit for female candidates. Relaxation in age shall be as per Government rules.

### 4.0 COMMENCEMENT OF COURSE

The course for M.Sc. Medical Microbiology shall commence by July/ August of the year.

### 5.0 REGULATION RELATING TO ASSESSMENT OF ACADEMIC GROWTH OF STUDENTS

5.1 **Examination Regulations - Essentialities** for qualifying to appear in professional examinations. The performance in essential components of training are to be assessed, based on:

#### 5.1.1 Attendance

75% attendance in a subject for appearing in the examination is compulsory inclusive of attendance in non-lecture teaching i.e. seminars, group discussions, tutorials, demonstrations, practicals, hospital (Tertiary Secondary, Primary) posting.

#### 5.1.2 Internal Assessment

5.1.2.1 It shall be based on day to day assessment, evaluation of student assignment, preparation for seminar, clinical case presentation etc.:

- 5.1.2.2 Three examinations shall be conducted during the year.
- 5.1.2.3 Student must secure at least 35% marks of the total marks fixed for internal assessment in a particular subject in order to be eligible to appear in final University examination of that subject.
- 5.1.2.4 Internal assessment shall relate to different ways in which students participation in learning participation in learning process during the academic year shall be evaluated. Some examples are as follows:
- Preparation of subject for students seminar.
  - Problem solving exercise.
  - Participation in Project for health care in the community (planning stage to evaluation).
  - Proficiency in carrying out a practical or a skill in small research project.
  - Multiple choice questions (MCQ) test after completion of a system/teaching.

Each item tested shall be objectively assessed and recorded. Some of the items can be assigned as Home work/Vacation work.

## 6.0 APPOINTMENT OF EXAMINERS

- 6.1 No person shall be appointed as an examiner in any of the subjects of the Professional examination leading to and including the final examinations for the award of the degree unless he has taken at least five years previously, a doctorate degree of a recognized University or an equivalent qualification in the particular subject as per recommendation of the "Council on teachers" eligibility qualifications and has had at least five years of total teaching experience in the subject concerned in a college affiliated to a recognized University at a faculty position.
- 6.2 There shall be at least four examiners out of whom not less than 50% must be external examiners. Of the four examiners, the senior most internal examiner will act as the Chairman and co-ordinator of the whole examination programme so that sanctity and integrity is maintained throughout the examination.
- 6.3 Non medical scientists engaged in the teaching of medical students as whole time teachers, may be appointed examiners in their concerned subjects provided they possess requisite doctorate (PhD) qualifications and five year teaching experience of medical students after obtaining their doctorate (PhD) qualifications. Provided further that the 50% of the examiners (Internal & External) are from the medical qualification stream.
- 6.4 External examiners shall not be from the same University and preferably be from outside the state.

- 6.5 The internal examiner in a subject shall not accept external examinership for a college from which external examiner is appointed in his subject.
- 6.6 External examiners shall rotate at an interval of 2 years.
- 6.7 There shall be a Chairman of the Board of paper-setters who shall be an internal examiner and shall moderate the questions.
- 6.8 Except Head of the department of subject concerned in a college/institution, all other with the rank of reader or equivalent and above with requisite qualifications and experience shall be appointed internal examiners by rotation in their subjects; provided that where there are no posts of readers, then an Assistant Professor of 5 years standing as Assistant Professor may be considered for appointment as examiner.

## **7.0 UNIVERSITY EXAMINATIONS: THEORY AND PRACTICAL**

- 7.1 Theory papers will be prepared by the examiners where nature of questions will be Short Answer Questions(SAQ), Long Answer Questions (LAQ), Assay type, and Multiple Choice Questions. Marks for each part indicated separately.
- 7.2 Practicals shall be conducted in the laboratories. The objective will be to assess proficiency in skills, conduct of experiment, interpretation of data and logical conclusion. Practicals shall take into account common diseases which the student is likely to come in contact in practice.
- 7.3 Viva/oral includes evaluation of management approach.
- 7.4 The examinations are to be designed with a view to ascertain whether the candidate has acquired the necessary for knowledge, minimum skills along with clear concepts of the fundamentals which are necessary for him to carry out his professional day to day work competently. Evaluation will be carried out on an objective basis.
- 7.5 Question papers should preferably be of short structure/objective type.
- 7.6 During evaluation (both Internal and External) it shall be ascertained if the candidate has acquired the requisite skills
- 7.7 There shall be one main examination in a year and a supplementary to be held not later than 6 months after the publication of its results.
- 7.8 Universities Examinations shall be held as under:-
  - 7.8.1 The examination in M.Sc (Medical Microbiology) Part 1 (Foundation course) shall consist of
    - a. Theory paper
    - b. Practical examination & Viva voce
    - c. Internal Assessment

a. **Theory examination:** (each of 3 hrs duration)

**Paper I:** Introductory Anatomy, Physiology, Pathology, Biochemistry and Immunology in relation to Microbiology - 100 marks

**Paper II:** Basic principles of Microbiology - 100 marks

b. Practical examination & Viva voce (60+40)- 100 marks

c. Internal Assessment - 100 marks

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<b>Total</b>	<b>400 marks</b>
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7.8.2 **Note :** The student will be admitted to part 2 only after the student passes the part 1 examination.

7.9 **The examination in M.Sc (Medical Microbiology) Part 2 shall consist of**

- a. Thesis
- b. Theory paper
- c. Practical examination & Viva voce
- d. Internal Assessment

**a. Thesis (100 marks):**

Each candidate after passing M. Sc Part – I examination will submit plan for the Thesis / Dissertation on the proposed subject through his/ her Guide & the Head of the Institution to the University for registration of the subject within six months.

The Thesis/Dissertation will be submitted to the University at least 04 months before the date fixed for the examination.

The Thesis/Dissertation may relate to the study of series of clinical cases in the same subject specialty or may be research on specific problem.

Approval by the examiner of the thesis submitted by the candidate shall be pre-condition for his admission to the written part of the M.Sc. Part – II examination.

The thesis will be evaluated by two external and one main internal examiner.

**b. Theory examination: (each for 100 marks and of 3 hours duration)**

**Paper 1:** General Microbiology, immunology & related applied Microbiology

**Paper 2:** Systemic bacteriology, mycology & related applied Microbiology

**Paper 3:** Virology, Parasitology & related applied Microbiology

**c. Practical examination & Viva voce  
(for 60 + 40 marks and of 3 days duration)**

Will consist of exercises of bacteriology, mycology, parasitology, virology & immunology

**d. Internal assessment (100 marks)**

Includes Sessional examinations, record books and day-to-day assessments

Thesis	-	100 marks
Paper – I	-	100 marks
Paper – II	-	100 marks
Paper – III	-	100 marks
Practical & Viva voce (60 + 40)	-	100 marks
Internal Assessment	-	100 marks

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**Total** - **600 marks**

**7.10 Criteria for passing**

7.10.1 Results of University examinations shall be declared before the start of teaching for next academic session.

7.10.2 Passing in 1<sup>st</sup> part is compulsory before proceeding to Part II training.

7.10.3 In order to pass the examination the student must secure a minimum of 50% marks in theory and practicals separately.

7.10.4 Marks of Viva Voce shall be added to theory.

**7.11 Division and Merit list**

7.11.1 The division shall be awarded only after Part II University examination and shall be based on the aggregate marks obtained by the candidate at his /her successful attempts at the 1<sup>st</sup> and 2<sup>nd</sup> part of MSc. Medical Microbiology University examinations. There shall be only three divisions as follows—

-- 1 <sup>st</sup> division with honors	: 75 % and above
-- 1 <sup>st</sup> division	: 60 % and above but below 75%
-- 2 <sup>nd</sup> division	: 50 % and above but below 60%

7.11.2 The merit shall be declared by the University after the declaration of result of 2<sup>nd</sup> Part of MSc. Medical Microbiology University examinations on the basis of the integrated performance of all University examinations. The merit list shall include first 5 candidates securing at least 1<sup>st</sup> division and passing all MSc. Medical Microbiology University examinations in single attempt.

#### 7.12 Condonation of deficiency in marks

7.12.1 The grace marks up to a maximum of five marks may be awarded at the discretion of the University to a student who has failed only in one subject but has passed in all other subjects.

7.12.2 After condonation of marks the result of the concerned University examination shall be declared as "Pass by condonation" or "Pass by grace".

### 8.0 REVALUATION / RE-TOTALING

8.1 **Re-totaling-** The University on application and remittance of stipulated fees as prescribed by the University shall permit a recounting or opportunity to recount the marks received for various questions in an answer paper/papers for theory of all subject for which a candidate has appeared in the University examination. Any error in addition of marks awarded, if identified shall be suitably rectified.

8.2 **Revaluation -** Revaluation of theory papers in all years of study of the M.Sc. Medical Microbiology course shall be permissible by the University on application and remittance of the prescribed fees within the stipulated time. Such answer scripts shall be reevaluated by not less than two duly qualified examiners and the average obtained shall be awarded to the candidate and the result reconsidered accordingly.

### 9.0 CANCELLATION OF ADMISSION

9.1 The admission of the student at any stage of the study shall be cancelled by the Vice Chancellor based on the recommendation of the head of the institution if:

9.1.1 He/ She is not found to be qualified or eligible as per University norms and guidelines.

9.1.2 He/She is found to have produced false / forged documents or found to have used unfair means to secure admission.

9.1.3 He/ she is found to be involved in serious breach of discipline in the institution or the University campus.

**Established under M.P. Act No. 17 of 2007****Ordinance No. 23****MASTER OF BUSINESS ADMINISTRATION (M. B.A.)****1.0 AIM & OBJECTIVES OF M.B.A. COURSE**

People's University is committed to contribute to nation building by producing future Manager-Leaders who will lead India's quest to be a world superpower.

With a Mission to develop students into integrated personalities and worthy citizens of India through imparting managerial skills, imbining ethical values and building their self confidence, the MBA Programme has the following Aim and Objectives:

**1.1 AIM**

To produce competent Leaders and Managers, in all fields and specializations of Management, who will be full of self confidence, have very high managerial skills, have high concern for the environment and adhere to universal ethical and moral values.

**1.2 OBJECTIVES**

To achieve excellence in teaching, training, research and extension, the following shall be the objectives of the MBA Programme:

- 1.2.1 To impart management education for creating world class professionals.
- 1.2.2 To promote a yearning for creativity, entrepreneurship and research.
- 1.2.3 To establish synergistic relationships with the industry and society.
- 1.2.4 To help students become ethical and self confident human beings genuinely interested in serving the nation.

**2.0 COURSE DURATION**

The post graduate degree in Management shall be of 2 year (4 Semesters) duration and shall hereinafter be called Master of Business Administration designated in short as **M.B.A.**

- 2.1 The duration of M.B.A. Programme shall extend over a period of two years consisting of four semesters named below:
  - i. M.B.A. I Semester
  - ii. M.B.A. II Semester
  - iii. M.B.A. III Semester
  - iv. M.B.A. IV Semester



- 2.2 Each semester shall be spread over eighteen weeks (not less than 90 working days).
- 2.3 The maximum permissible duration for completion of the course shall be five years.

### **3.0 ACADEMIC QUALIFICATION AND SELECTION CRITERIA FOR ADMISSION**

- 3.1 **ELIGIBILITY** : Admission to MBA Programme is open to a student who holds a Bachelor Degree (Minimum 3 years Programme) or Post Graduate Degree of the University or of any other University recognized as equivalent thereto by the University with **50** percent or more marks in aggregate. Eligibility criteria for candidates of all reserved categories like SC/ ST/ OBC/ BPL/ Physically Handicapped etc. shall be as per the prevailing Government norms.

OR

The minimum qualification for admission to first semester of Master of Business Administration two years (Four semester) course shall be as per AICTE, New Delhi.

### **3.2 SELECTION CRITERIA FOR ADMISSION**

For selection the student should have cleared the eligibility test such as CAT/ XAT/ MAT / MP MET / Other State Entrance Test/ People's Admission Test (PAT) conducted by the University. A merit list shall be prepared on the basis of the test cleared and Personal Interview.

### **4.0 COMMENCEMENT OF COURSE**

M.B.A. I & III semesters shall commence during the period of July- December every year while M.B.A. II & IV semesters shall commence during the period of January-June every year.

### **5.0 EVALUATION & EXAMINATION SCHEME**

A Master of Business Administration (MBA) Programme shall comprise of a number of courses and/or other components as specified in the Teaching & Evaluation Scheme of the programme duly approved by the Academic Council.

- 5.1 A student has to undertake Summer Training Project and other assignments, projects, internship/on the job training, industry visit, international visit etc. successfully as per schedule of the course.
- 5.2 The evaluation shall be based upon the Project Report (weightage 60 % of marks) and the oral presentation / Viva-Voce (weightage 40 % of marks). It shall be conducted jointly by the External Examiner, and project supervisor of the Institute. In case the supervisor is from outside the University, then the viva-voce shall be conducted jointly by the External Examiner and Internal Examiner appointed by the Director of the Institute.
- 5.3 The specializations in the corresponding year will be offered by the Institute as per the course curriculum of the University and as per the

minimum students availability (minimum criteria will be fixed by the Institute) and the resources available.

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

5.4 A student may be asked to undergo “**Certificate Course(s)**” not included in the Teaching & Evaluation Scheme.

5.4.1 The University may ask a student to have certificate in one or more courses as pre-requisite courses so as to make up any deficiency at the entry level.

5.4.2 Such certificate course(s) shall be shown in the final mark-sheet under a distinct head of “Certificate Course(s)” provided the attendance requirement of the course is fulfilled.

#### 5.5 **APPOINTMENT OF EXAMINERS/QUESTION PAPER SETTERS**

For theory as well as practical examinations and viva-voce, the concerned subject teacher(s) shall be the Internal Examiners. However, the any External Examiners shall be appointed by the University with the recommendations of the Director of the Institute. The appointment of examiners for semester end theory and practical examination and viva voce shall be based on following Rules:

5.5.1 External Examiner for semester practical examination/ viva voce: A Professor, Associate Professor or Assistant Professor (with teaching experience of not less than 3 years) working in any Management institute of any other University, can be appointed as an External Examiner.

5.5.2 Internal Examiner for semester practical examination/ viva voce: A Professor, Associate Professor or Assistant Professor (with teaching experience of not less than 3 years) working in the Management Institute of People's University can be appointed as an Internal Examiner.

5.5.3 Question Paper Setter/ Moderator/ Head Evaluator: A Professor, Associate Professor or Assistant Professor (with teaching experience of not less than 5 years) working in any management institute conducting M.B.A. course can be appointed as Question Paper Setter/ Moderator/ Head Evaluator for semester theory examinations.

5.6 **EVALUATION:** University Examinations shall be open to all students who have undergone a course of study in the University for a period specified for that programme of study in the Teaching & Evaluation Scheme and are not debarred from appearing in the semester-end examinations for any reason.

The components of evaluation are designated as under:

- 5.6.1. **INTERNAL ASSESSMENT MARKS (WEIGHTAGE: 30%)** will be awarded on the basis of:

Participation in seminars, case discussions and group work activities.

Submission of written assignments, presentations and Viva-Voce.

Class room participation and attendance.

Mid Semester Test / Contingency Test

The weightage given to each of these factors shall be decided and announced at the beginning of the semester by the "Academic Programme Committee".

A student has to secure **minimum of 40% marks** in Internal Assessment in order to be eligible to appear for the end-semester examination. Names of such students **debarred** from appearing in the end-semester examination shall be notified by the Director of the Institute at least **3 days** before the commencement of the examination.

- 5.6.2 **SEMESTER END UNIVERSITY EXAMINATION MARKS (WEIGHTAGE:70%)**

The examiner shall set semester-end examination question paper and submit to the Controller of Examinations at least two weeks before the commencement of End-Term Examinations. Papers will be moderated by a moderation committee approved by the Vice-Chancellor.

The semester end theory examination in each subject shall consist of one paper of three hours duration and shall have maximum marks of 70. The theory question paper shall cover as broad as possible area/units of the content of the course. The essay questions should be properly structured and the marks specifically allotted.

- 5.6.3 For Semester-end Project / Viva-Voce examinations, the marks shall be awarded on the basis of attendance at the Workplace, Quality of Project, Presentation and Viva-Voce.

- 5.7 For any other type of evaluation/ examination, not covered by sub-clause 5.6.1, 5.6.2 and 5.6.3 above, the mode of conduct of examination shall be as specifically provided in the Teaching & Evaluation Scheme and in the absence of such a provision, it shall be decided by the Vice-Chancellor on the recommendations of the Board of Studies / Director of the Institute.
- 5.8 The complete results of a Semester Examination (including both the semester-end examination and teachers' internal assessment based on continuous evaluation) shall be declared by the Controller of Examination after it is cleared by the Examination Results Committee, specially constituted by the Vice-Chancellor for the purpose.

**5.9 CRITERIA FOR PASSING :** A student has to secure minimum **50%** in internal assessment and semester examination taken together, but he/she must secure minimum **40%** individually in each paper in end-semester and in internal assessment.

5.10 The award-list / mark-sheet containing the marks obtained by a student in various courses shall be issued by the Controller of Examinations, at the end of each semester, after the declaration of the result.

**5.11 SEMESTER EXAMINATION DEFAULT & BACKLOG PAPERS**

5.11.1 A candidate will **not** be promoted to the higher semester unless he/she has been registered in the previous semester examination.

5.11.2 A candidate having backlog papers in earlier semester examination(s) will have to clear such backlog (s) by available chances as and when in the following semester - examinations. He / She will be "Allowed to Keep the Term" (ATKT) but he/she must pass all semesters within **5 years** of his/her admission to the 1<sup>st</sup> year.

5.11.3 A candidate appearing in backlog paper(s) will have to clear the concerned paper as per the existing syllabus during that semester.

5.11.4 There shall be **no** second full or supplementary examination for any semester examination.

**5.12 EDUCATIONAL AND INDUSTRIAL STUDY TOUR:** An educational study tour to visit important manufacturing organizations 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, s/he will be awarded "Zero" marks. However, there shall be no minimum marks for passing this and marks obtained by the candidate will be reflected separately in University results of respective semester.

**6.0 CRITERIA FOR PASSING, GRADES AND DIVISIONS**

**6.1 GRADE SYSTEM :**The University will follow modern method of continuous evaluation through a credit system. The system offers flexibility to progress at a pace commensurate with the capabilities of a student, subject to minimum credit requirements.

The conversion from grade to an equivalent percentage in a given academic program shall be according to the following formula applicable to credit base grade system:

CGPA obtained by the student

Percentage marks scored = \_\_\_\_\_ x 100

The grades to be used and their numerical equivalents are as follows:

## Credit Based Grading system

Grade	Grade Points	% Range	Marks	Description of Performance
A+	10	91-100		Outstanding
A	9	81-90		Excellent
B+	8	71-80		Very Good
B	7	61-70		Good
C+	6	51-60		Average
C	5	41-50		Satisfactory
D	4	40 only		Marginal
F	0	Below 40		Fail
I	0	--		Incomplete *
W	0	--		Withdrawal

\* Student may be awarded grade "I" (Incomplete) in courses, if he has missed a minor part of the course requirement, but has done all other parts satisfactorily. A student is not entitled for "I" grade simply because he has failed to appear in some examinations. Minor in this context shall imply tutorial/assignment or any other class work defined by the University as minor from time to time. An "I" Grade cannot be given for research units. An "I" grade award to any student must be converted to an appropriate later grade. Student awarded an "I" grade shall automatically be converted to a "F" grade, if he fails to make up such examination.

The Semester Grade Points Average (SGPA) and Cumulative Grade Point Average (CGPA) shall be calculated as under:-

$$SGPA = \frac{\text{Sigma } i=1 \text{ to } n C_i P_i}{\text{Sigma } i=1 \text{ to } n C_i}$$

Where  $C_i$  is the number of credits offered in the  $i^{\text{th}}$  subject of a Semester for which SGPA is to be calculated,  $P_i$  is the corresponding grade point earned in the  $i^{\text{th}}$  subject, where  $i = 1, 2, \dots, n$ , are the number of subjects in that semester.

$$CGPA = \frac{\text{Sigma } j=1 \text{ to } m SG_j NC_j}{\text{Sigma } j=1 \text{ to } m NC_j}$$

here  $NC_j$  is the number of total credits offered in the  $j^{\text{th}}$  semester,  $SG_j$  is the SGPA earned in the  $j^{\text{th}}$  semester, where  $j = 1, 2, \dots, m$ , are the number of semesters in that course.

- 6.1.1 For the award of degree minimum Cumulative Grade Point Average (CGPA) required is **5.0**.
- 6.1.2 To pass a particular subject of the course the minimum required grade is D. However, the candidate should also separately score minimum of grade D in end semester examinations of theory and practical parts of the subject.

- 6.1.3 If a candidate has passed all the subjects of the course but has failed to score a minimum CGPA of 5.0 as per the requirement of rule 6.1.1 above, such a candidate shall be permitted to improve requisite grade point by reappearing in maximum of **four** theory /practical, subjects chosen from subjects of first to fourth semesters. Theory and practical of a subject shall be treated as separate subjects.
- 6.1.4 Other than the provision of rule 6.1.3 above a candidate shall not be permitted to reappear, in the papers which he/she has cleared, for improvement of division/marks or for any other purpose.
- 6.1.5 **RE-TOTALING AND REVALUATION:** Re-totalling and Revaluation 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, for the subject(s) applied. The marks obtained after revaluation or re-totalling will be the final marks awarded.
- 6.2 CONDONATION OF DEFICIENCY IN MARKS:** With a view to moderate hard line cases in the examination the following rules shall be observed:
- 6.2.1 Deficiency up to **5 marks** shall be condoned to the best advantage of the candidate for passing the examination, provided, the candidate fails in maximum of two theory or practical papers.
- 6.2.2 **One grace mark** will be given to the candidate who is failing/missing distinction/missing first division by one mark by the Vice Chancellor in the M.B.A. examination. This benefit will not, however, be available to a candidate getting advantage under clause 6.2.1.
- 6.3 DIVISION AND MERIT LIST:** The division shall be awarded only after the IV semester examination and shall be based on the aggregate marks obtained by the candidate at his/her successful attempts at the I, II, III & IV semester's examinations i.e. full examination of M.B.A.
- 6.3.1 There shall be only three divisions as follows:
- i. First Division with Distinction : 71% and above i.e. CGPA of B+, A and A+.
  - ii. First Division : 61% and above but below 71% i.e. CGPA of B.
  - iii. Second Division: 51% and above but below 61% i.e. CGPA of C+.

6.3.2 The merit shall be declared by the University after the main examination of the fourth semester of M.B.A. on the basis of the integrated performance of all the four semesters. The merit list shall include the **first ten** candidates securing at least first division.

#### **6.4 AWARD OF DIPLOMA/DEGREE:**

6.4.1 A student who secures a minimum D grade in all the papers in the first two semesters with an aggregate CGPA of 5.0, shall be eligible for the award of "**Diploma in Management**".

6.4.2 A student shall be eligible for the award of the degree of "**Master of Business Administration i.e. MBA (Dual Specialization)**", if:

- i. He/she has registered himself/herself, undergone the course of study, fulfilled the all requirements, completed the project report/ Internship specified in the curriculum of his/ her programme within the stipulated time, and secured the minimum credits prescribed for award of the concerned degree/ diploma.
- ii. Completed all prescribed courses of total credits and passed all courses individually with minimum "D" and maintaining Cumulative Grade Point Average (CGPA) of 5.0.

#### **7.0 ATTENDANCE:**

Candidates appearing as regular students for any semester examination are required to attend **75%** of the total lectures delivered and of the practical classes held separately in each subject.

#### **8.0 CANCELLATION OF ADMISSION:**

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

- 8.1 He/She is not found qualified as per AICTE/State Government norms and guidelines or the eligibility criteria prescribed by the University.  
OR
- 8.2 He/She is not found unable to complete the course within the stipulated time as prescribed in 2.3. OR
- 8.3 He/She is found involved in serious breach of discipline in the institution or in the University campus. OR
- 8.4 He/She is found to have produced false/ forged documents or found to have used unfair means to secure admission.

#### **9.0 TEACHING AND EVALUATION SCHEME:- Annexure -1**

**PEOPLE'S UNIVERSITY, BHOPAL**  
**MBA (Dual Specialisation) Programme**

**ANNEXURE - 1**

**First Year**  
**Semester I**

Subject Code	Nomenclature / Name of the Subject	Teaching(Hrs/week)			Number of papers	Duration (Hrs.)	Credits	Max. Theory Marks	Sessional Marks	Total Marks
		L	T	P						
CP-101	Principles and Practices of Management	3	1	0	1	4	3	70	30	100
CP-102	Managerial Economics	3	1	0	1	4	3	70	30	100
CP-103	Accounting and Finance for Managers	3	1	0	1	4	3	70	30	100
CP-104	Environment and Management	3	1	0	1	4	3	70	30	100
CP-105	Organisation Behaviour	3	1	0	1	4	3	70	30	100
CP-106	Quantitative Techniques	3	1	0	1	4	3	70	30	100
CP-107	Business Communication	3	1	0	1	4	3	70	30	100
CP-108	Information Technology and Management	3	0	1	1	4	3	70	30	100
	<b>Total</b>									<b>800</b>

**First Year**  
**Semester II**

Subject Code	Nomenclature / Name of the Subject	Teaching(Hrs/week)			Number of papers	Duration (Hrs.)	Credits	Max. Theory Marks	Sessional Marks	Total Marks
		L	T	P						
CP-201	Human Resource Management	3	1	0	1	4	3	70	30	100
CP-202	Marketing Management	3	1	0	1	4	3	70	30	100
CP-203	Values Ethics & Corporate Social Responsibility	3	1	0	1	4	3	70	30	100
CP-204	Operations Research	3	1	0	1	4	3	70	30	100
CP-205	Financial Management	3	1	0	1	4	3	70	30	100
CP-206	International Business Environment	3	1	0	1	4	3	70	30	100
CP-207	Production & Operations Management	3	1	0	1	4	3	70	30	100
CP-208	Research Methodology	3	1	0	1	4	3	70	30	100
CP-209	Comprehensive Viva									100
	<b>Total</b>									<b>900</b>

Minimum Pass Marks:

- (A) Theory and Sessional(combined): 50 percent  
(B) Practical and Sessional(combined): 50 percent

Duration of Theory papers: 3 Hours



**Second year  
Semester III**

Subject Code	Nomenclature / Name of the Subject	Teaching(Hrs/week)			Number of papers	Duration (Hrs.)	Credits	Max. Theory Marks	Sessional Marks	Total Marks
		L	T	P						
CP-301	Project Management	3	1	0	1	4	3	70	30	100
CP-302	Business Policy and Strategic Management	3	1	0	1	4	3	70	30	100
	Specialisation 1 Paper - 1	3	1	0	1	4	3	70	30	100
	Specialisation 1 Paper - 2	3	1	0	1	4	3	70	30	100
	Specialisation 1 Paper - 3	3	1	0	1	4	3	70	30	100
	Specialisation 2 Paper - 1	3	1	0	1	4	3	70	30	100
	Specialisation 2 Paper - 2	3	1	0	1	4	3	70	30	100
	Specialisation 2 Paper - 3	3	1	0	1	4	3	70	30	100
	Summer training project & Viva Voce									
	<b>Total</b>									<b>900</b>

**Second year  
Semester IV**

Subject Code	Nomenclature / Name of the Subject	Teaching(Hrs/week)			Number of papers	Duration (Hrs.)	Credits	Max. Theory Marks	Sessional Marks	Total Marks
		L	T	P						
CP-401	Decision Support System and Mgmt. Info. System	3	1	0	1	4	3	70	30	100
CP-402	Business Legislation	3	1	0	1	4	3	70	30	100
CP-403	Project Work & Comprehensive Viva Voce									100
	Specialisation 1 Paper - 4	3	1	0	1	4	3	70	30	100
	Specialisation 1 Paper - 5	3	1	0	1	4	3	70	30	100
	Specialisation 2 Paper - 4	3	1	0	1	4	3	70	30	100
	Specialisation 2 Paper - 5	3	1	0	1	4	3	70	30	100
	<b>Total</b>									<b>700</b>

Minimum Pass Marks:

- (A) Theory and Sessional(combined): 50 percent  
(B) Practical and Sessional(combined): 50 percent

Duration of Theory papers: 3 Hours

**PEOPLE'S UNIVERSITY, BHOPAL**  
MBA (Dual Specialisation) Programme  
Specialisation Subjects

**1. Marketing**

Subject Code	Nomenclature / Name of the Subject	Teaching(Hrs/week)			Number of papers	Duration (Hrs.)	Credits	Max. Theory Marks	Sessional Marks	Total Marks
		L	T	P						
MM-101	Consumer Behaviour	3	1	0	1	4	3	70	30	100
MM-102	Advertising and Sales Promotion	3	1	0	1	4	3	70	30	100
MM-103	International Marketing	3	1	0	1	4	3	70	30	100
MM-104	Industrial and Services Marketing	3	1	0	1	4	3	70	30	100
MM-105	Logistics and Sales Management	3	1	0	1	4	3	70	30	100

**2. Human Resource**

Subject Code	Nomenclature / Name of the Subject	Teaching(Hrs/week)			Number of papers	Duration (Hrs.)	Credits	Max. Theory Marks	Sessional Marks	Total Marks
		L	T	P						
HRM-101	Industrial Relations	3	1	0	1	4	3	70	30	100
HRM-102	Compensation Management	3	1	0	1	4	3	70	30	100
HRM-103	Training and Development	3	1	0	1	4	3	70	30	100
HRM-104	Organisational Development & Change Management	3	1	0	1	4	3	70	30	100
HRM-105	Human Resource Planning and Development	3	1	0	1	4	3	70	30	100

**3. Finance**

Subject Code	Nomenclature / Name of the Subject	Teaching(Hrs/week)			Number of papers	Duration (Hrs.)	Credits	Max. Theory Marks	Sessional Marks	Total Marks
		L	T	P						
FM-101	Security Analysis and Investment Management	3	1	0	1	4	3	70	30	100
FM-102	International Financial Management	3	1	0	1	4	3	70	30	100
FM-103	Management of Financial Services	3	1	0	1	4	3	70	30	100
FM-104	Financial Derivatives	3	1	0	1	4	3	70	30	100
FM-105	Corporate Taxation	3	1	0	1	4	3	70	30	100

## 4. International Business

Subject Code	Nomenclature / Name of the Subject	Teaching(Hrs/week)			Number of papers	Duration (Hrs.)	Credits	Max. Theory Marks	Sessional Marks	Total Marks
		L	T	P						
IB-101	International Financial Management	3	1	0	1	4	3	70	30	100
IB-102	International Marketing	3	1	0	1	4	3	70	30	100
IB-103	Export-Import Procedures, Documentation & Logistics	3	1	0	1	4	3	70	30	100
IB-104	India's Foreign Trade Policy	3	1	0	1	4	3	70	30	100
IB-105	Global Human Resource Management	3	1	0	1	4	3	70	30	100

## 5. Retail Management

Subject Code	Nomenclature / Name of the Subject	Teaching(Hrs/week)			Number of papers	Duration (Hrs.)	Credits	Max. Theory Marks	Sessional Marks	Total Marks
		L	T	P						
RMM-101	Retail Operations Management	3	1	0	1	4	3	70	30	100
RMM-102	Buyer Behaviour	3	1	0	1	4	3	70	30	100
RMM-103	Retail Planning	3	1	0	1	4	3	70	30	100
RMM-104	Supply Chain Management	3	1	0	1	4	3	70	30	100
RMM-105	Retail Sales Techniques and Promotions	3	1	0	1	4	3	70	30	100

## 6. Hospital Administration

Subject Code	Nomenclature / Name of the Subject	Teaching(Hrs/week)			Number of papers	Duration (Hrs.)	Credits	Max. Theory Marks	Sessional Marks	Total Marks
		L	T	P						
HM-101	Hospital Administration	3	1	0	1	4	3	70	30	100
HM-102	Hospital Architecture, Planning, Design and Maintenance	3	1	0	1	4	3	70	30	100
HM-103	Strategic Management for Hospital	3	1	0	1	4	3	70	30	100
HM-104	Support Services in Hospital	3	1	0	1	4	3	70	30	100
HM-105	Hospital Information Systems	3	1	0	1	4	3	70	30	100

## 7. Health Care Management

Subject Code	Nomenclature / Name of the Subject	Teaching(Hrs/week)			Number of papers	Duration (Hrs.)	Credits	Max. Theory Marks	Sessional Marks	Total Marks
		L	T	P						
HCM-101	Principle and Practices of Healthcare Management	3	1	0	1	4	3	70	30	100
HCM-102	Management of Healthcare Services	3	1	0	1	4	3	70	30	100
HCM-103	Marketing and Public Relations in Healthcare	3	1	0	1	4	3	70	30	100
HCM-104	Health Related Laws and Ethics	3	1	0	1	4	3	70	30	100
HCM-105	Healthcare Economics and Finance	3	1	0	1	4	3	70	30	100

## 8. Banking

Subject Code	Nomenclature / Name of the Subject	Teaching(Hrs/week)			Number of papers	Duration (Hrs.)	Credits	Max. Theory Marks	Sessional Marks	Total Marks
		L	T	P						
BM-101	Indian Banking Systems	3	1	0	1	4	3	70	30	100
BM-102	Foreign Trade Policy and Procedures	3	1	0	1	4	3	70	30	100
BM-103	Retailing and CRM in Banking	3	1	0	1	4	3	70	30	100
BM-104	International Banking	3	1	0	1	4	3	70	30	100
BM-105	Bank Regulation and Supervision, Audit and Control	3	1	0	1	4	3	70	30	100

## 9. Insurance Management

Subject Code	Nomenclature / Name of the Subject	Teaching(Hrs/week)			Number of papers	Duration (Hrs.)	Credits	Max. Theory Marks	Sessional Marks	Total Marks
		L	T	P						
IM-101	Life Insurance Products & Elements of Actuarial Sciences	3	1	0	1	4	3	70	30	100
IM-102	General Insurance and Reinsurance	3	1	0	1	4	3	70	30	100
IM-103	Overview of fire, Marine and Motor Insurance	3	1	0	1	4	3	70	30	100
IM-104	Rural and Miscellaneous Insurance	3	1	0	1	4	3	70	30	100
IM-105	Insurance Claims Management (Life and Non- Life)	3	1	0	1	4	3	70	30	100

## 10. Information Technology Management

Subject Code	Nomenclature / Name of the Subject	Teaching(Hrs/week)			Number of papers	Duration (Hrs.)	Credits	Max. Theory Marks	Sessional Marks	Total Marks
		L	T	P						
ITM-101	DBMS with Oracle	3	1	0	1	4	3	70	30	100
ITM-102	Software Project Management	3	1	0	1	4	3	70	30	100
ITM-103	Computer Network and Internet	3	1	0	1	4	3	70	30	100
ITM-104	Programming in C & C++	3	1	0	1	4	3	70	30	100
ITM-105	Enterprise Resource Planning	3	1	0	1	4	3	70	30	100

## 11. System Management

Subject Code	Nomenclature / Name of the Subject	Teaching(Hrs/week)			Number of papers	Duration (Hrs.)	Credits	Max. Theory Marks	Sessional Marks	Total Marks
		L	T	P						
SM-101	Database Management System	3	1	0	1	4	3	70	30	100
SM-102	Software Engineering	3	1	0	1	4	3	70	30	100
SM-103	Data Communication and Network	3	1	0	1	4	3	70	30	100
SM-104	Visual Basic	3	1	0	1	4	3	70	30	100
SM-105	Object Oriented Programming Concept and Basic JAVA	3	1	0	1	4	3	70	30	100

## 12. Entrepreneurship Management

Subject Code	Nomenclature / Name of the Subject	Teaching(Hrs/week)			Number of papers	Duration (Hrs.)	Credits	Max. Theory Marks	Sessional Marks	Total Marks
		L	T	P						
EM-101	Entrepreneurship Dev. and Enterprise Mgmt.	3	1	0	1	4	3	70	30	100
EM-102	Entrepreneurial Finance and Marketing	3	1	0	1	4	3	70	30	100
EM-103	Technology Innovation and Sustainable Enterprise	3	1	0	1	4	3	70	30	100
EM-104	Small Business Environment and Management	3	1	0	1	4	3	70	30	100
EM-105	Managing Diversity	3	1	0	1	4	3	70	30	100

## 13. Rural Management

Subject Code	Nomenclature / Name of the Subject	Teaching(Hrs/week)			Number of papers	Duration (Hrs.)	Credits	Max. Theory Marks	Sessional Marks	Total Marks
		L	T	P						
RM-101	Rural Economy and Theories of Development	3	1	0	1	4	3	70	30	100
RM-102	Co-operative Management	3	1	0	1	4	3	70	30	100
RM-103	Economics for Rural Managers	3	1	0	1	4	3	70	30	100
RM-104	Development, Administration, Panchayati-raj and its programme	3	1	0	1	4	3	70	30	100
RM-105	Rural Marketing	3	1	0	1	4	3	70	30	100

**Established under M.P. Act No. 17 of 2007****Ordinance No. 24****MASTER OF JOURNALISM - (M.J.)  
2 YEAR DEGREE COURSE****1.0 AIM & OBJECTIVES****1.1 AIM:**

To inculcate in students an understanding of the role of journalists in Indian Society and develop in them a deep appreciation for the importance of meticulous research and careful analysis.

**1.2 OBJECTIVE :**

The Master of Journalism - (M.J.) programme is designed to meet the following objectives:

- 1.2.1 To familiarize the students with the working of media both Print & Electronic.
- 1.2.2 To develop working skills needed for Newspapers, Magazines, Radio, T.V and Web Journalism.
- 1.2.3 To develop research attitude and research skills to understand media and to make use of them.
- 1.2.4 To develop understanding of development and its relationship with media.
- 1.2.5 To develop writing skills for different formats used in media.
- 1.2.6 To develop understanding of the role of media in society.
- 1.2.7 To sensitize students about human valued, culture, development of society, environment etc. in relation to media.
- 1.2.8 To develop competence to supervise and guide the working of media and spirit of a team-head.
- 1.2.9 To develop aptitude and competence to analyze and interpret the events.
- 1.2.10 Focus of the course will be on print journalism along with electronic media.

**2.0 COURSE STRUCTURE**

The Post graduate course in M.J. leading to the Degree Master of Journalism of the University shall be divided into four semesters. Each semester would be of six months duration including vacation/ examination/ Projects/ Internship etc.

- 2.1 There shall be University Examination at the end of each semester. These examinations shall be named as follows :
- |     |     |                 |                |
|-----|-----|-----------------|----------------|
| i.  | M.J | First year      |                |
|     |     | First semester  | - I Semester   |
|     |     | Second Semester | - II Semester  |
| ii. | M.J | Second Year     |                |
|     |     | Third Semester  | - III Semester |
|     |     | Fourth Semester | - IV semester  |
- 2.2 The Semester examinations will generally be held in Dec-January and May-June in each year.
- 2.3 The fourth semester is for Dissertation work. During this semester the candidate shall devote himself/herself for the research work in connection with any of the aspects of mass media relevant to the course selected, and assigned to him by the head of the department. Prior to submission of dissertation, candidate shall present a pre-submission seminar on his/her work. At the end of the fourth semester the candidate shall submit three typed or printed copies of the dissertation written by him/her and one dissertation prepared by him/her, to the University through the 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 candidate and the work has not been submitted earlier in part or full for the award of any other degree.

#### 2.4 SEMESTER EXAM & BACKLOG

- 2.4.1 A candidate who has failed in any subject of semester examination shall be permitted to reappear in that subject in subsequent examination.
- 2.4.2 Maximum permitted years to complete the course will be four years.
- 2.4.3 A candidate having backlog papers in earlier semester examination(s) will have to clear such backlog (s) by available chances as and when in the following semester -examinations. He / She will be "Allowed to Keep the Term" (ATKT) but he/she must pass all semesters within **4 years** of his/her admission to the 1<sup>st</sup> year.
- 2.4.4 A candidate appearing in backlog paper(s) will have to clear the concerned paper as per the existing syllabus during that ~~semester period~~ .
- 2.4.5 There shall be no supplementary examination

#### 3.0 ACADEMIC QUALIFICATION FOR ADMISSION

Candidate applying for admission to the Master of Journalism must have cleared bachelor or an equivalent Exam in any discipline from a recognized University.

#### 4.0 CRITERIA FOR SELECTION

Admission shall be granted on the basis of merit in qualifying examination.

#### 5.0 COURSE DURATION

Duration of the course shall be of two years consisting (four semesters). Each semester will consist of six months.

#### 6.0 COURSE COMMENCEMENT

The odd semesters (I, III) will start in **July** and the even semesters (II, IV) will start in **January** respectively.

#### 7.0 EXAMINATION AND EVALUATION SCHEME

- 7.1 There will be an examination at the semester end in which each paper will carry 75 Marks.
- 7.2 There will be internal assessment of 25 Marks in each paper (Theory & Practical both) during the semester which will evaluate theoretical as well as practical aspects of the paper.
- 7.3 There will be a practical examination at the semester end. Marks for practical examination are 75 in each semester.
- 7.4 Internal assessment will be in the form of class test, presentation, seminar, field work, field research, study tour, attendance, class performance and participation in class activities. This will be a continuous evaluation to be held more than once in the semester period.
- 7.5 The theory paper will test the level of knowledge and aptitude, whereas internal assignments will evaluate the learning level, skills, developments, ability to present views, perception in class, creative inputs, ideas, reading habits, both verbal and written abilities and the level of knowledge.
- 7.6 Practical training and project work shall be treated as practical subjects.
- 7.7 In each semester, there shall be at least two mid semester exams (Internal) and one end semester Examination (External).
- 7.8 Each student, registered for a course, shall be awarded marks by the concerned faculty/faculties for the specific subject/paper. The Marks awarded to a student shall depend upon his continuous evaluation through performance in various examinations. Assignments, project work, class work and mid exam etc.
- 7.9 The result sheet at the end of each even semester examination shall show position till the end of that semester. The final examination result sheet of the course shall also indicate equivalent percentage marks and the division awarded, according to the rules.



## 8.0 CRITERIA FOR PASSING

A candidate who has been admitted in the Master of Journalism - (M.J.) course will be promoted to the higher class in accordance with the following rules.

- 8.1 A candidate should score minimum 40% marks individually and separately in all papers of the end of semester in both Theory and Practical. The candidate will be declared as pass in projects if he scores minimum 50% marks.
- 8.2 In addition to the individual score the candidate shall have to secure at least 45% aggregate marks in each semester so as to pass the semester.
- 8.3 **INTERNAL ASSESMENT:** - Continuous evaluation of the students in the classroom shall be done in the semester itself. A candidate should score minimum 50% marks in Internal Assessment for passing. He fails if the score is less than 50%. A candidate who fails in Internal Assessment shall repeat the semester as a regular student. He shall not be allowed to keep term and shall be denied the entry into next semester.
- 8.4 The result of fourth and final semester shall be declared only if the candidate has fully cleared all the previous semesters.
- 8.5 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 can not claim any right on the basis of his/her provisional admission.

## 9.0 DIVISION AND MERIT

- 9.1 A Student shall be continuously evaluated for his/her academic performance in a subject through tutorial work, practical, home assignments, mid semester exam, field work, seminars, Quizzes and semester examination.
- 9.2 Division shall be awarded only after the Six and final semester examination based on integrated performance of the candidate for all the three years as per following details:-
  - i. 75% and above will be given first division with distinction.
  - ii. Candidate obtaining 60% but below 75% shall be awarded first division.
  - iii. A candidate obtaining 45% marks and above but less than 60% marks shall be awarded second division.
  - iv. University will not award and division until the last semester exam is passed.

## 9.3 CONDONATION OF DEFICIENCY IN MARKS :

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

- 9.3.1 Deficiency up to 5 marks be condoned to the best advantage of the candidate for passing the examination, provided the candidate fails in maximum of two theory, or one theory and one practical or two practicals.

9.3.2 One grace mark will be given to the candidate who is failing/missing distinction/missing first division by one mark by the Vice Chancellor in the MJ examination. This benefit will not, however, be available to a candidate getting advantage under clause.

9.3.3 After condonation of marks, the result of concerned subject/semester shall be declared as "pass by condonation" or "pass by grace".

#### 9.4 REVALUATION / RE-TOTALING

9.4.1 Revaluation and re-totalling 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.

9.4.2 The result after revaluation/re-totalling shall be declared as per prevailing revaluation/re-totalling rules and regulation of the People's University.

#### 10.0 ATTENDANCE

Candidate appearing as regular student for any semester examination shall be required to attend at least 75 percent of the lectures delivered and of the practical classes held separately in each paper as per the scheme of the examination described in section.

#### 11.0 APPOINTMENT OF EXAMINERS

Comprehensive / theory / project / dissertation Viva-voce examination shall be conducted by the Institute at the end of each semester, through a Board of examiners comprising one external examiner appointed by the University and one internal examiner appointed by Principal /Head of the Department of the institute.

#### 12.0 SCHEME OF STUDIES/EXAMINATION

12.1 The distribution of marks for each component is given under :-

A.	<b>Theory Work</b>	
	Project, assignments and regularity mid semester exam (to be given by Internal Examiner)	25%
	End semester exam (Theory Only)	<u>75%</u>
	<b>TOTAL</b>	<b><u>100%</u></b>
B.	<b>Practical work</b>	
	Lab work performance, Assignments and regularity (to be given by Internal Examiner)	25%
	End-semester examination (to be given by External Examiner)	<u>75%</u>
	<b>TOTAL</b>	<b><u>100%</u></b>

- 12.2 Every student is required to complete the project work as assigned by the Institute during the course of studies.
- 12.3 The training report and the project report shall have to be submitted to the HOD of the institute for assessment.
- 12.4 There shall be 90 days of teaching in every semester.
- 12.5 Each lecture shall be of one hour.

## 12.6 DETAIL OF MODULES

### MASTER OF JOURNALISM

No. of hours for Theory	-	75 Hours/Sem/ Subject
No. of hours for Practical	-	90 Hours /Sem/Subject

#### SEMESTER-I

Course No.	Course Title	Teaching (Hrs/week)		Number of Papers	Duration (Hrs.)	Max. Sem. Marks	Sessional Marks	Total Marks
		T	P					
1.1	Introduction to Communication & Media	6	0	1	6	75	25	100
1.2	Origin and Growth of Indian Media	6	0	1	6	75	25	100
1.3	Introduction to socio-economic polity	6	0	1	6	75	25	100
1.4	Media Language: Structure, Style & Translation	6	0	1	6	75	25	100
1.5	Basic Computer Applications	6	0	1	6	75	25	100
1.5	Basic Computer Applications	0	6	0	6	---	---	---
1.6	Practical Comprehensive Viva Voce					75	25	100
	<b>Total</b>	<b>30</b>	<b>6</b>	<b>5</b>	<b>36</b>	<b>450</b>	<b>150</b>	<b>600</b>

**SEMESTER-II**

Course No.	Course Title	Teaching (Hrs/week)		Number of Papers	Duration (Hrs.)	Max.Sem. Marks	Sessional Marks	Total Marks
		T	P					
2.1	Reporting	6	0	1	6	75	25	100
2.2	Editing	6	0	1	6	75	25	100
2.3	Theories of Communication	6	0	1	6	75	25	100
2.4	Electronic Media	6	0	1	6	75	25	100
2.4	Electronic Media	0	6	1	6	75	25	100
2.5	Intercultural Communication And Contemporary Issues	6	0	0	6	---	---	---
2.6	Practical A) Attachment in media org. and project on it. B) Written Practical & Viva-Voice.					75	25	100
	<b>Total</b>	<b>30</b>	<b>6</b>		<b>36</b>	<b>450</b>	<b>150</b>	<b>600</b>

**SEMESTER-III**

Course No.	Course Title	Teaching (Hrs/week)		Number of Papers	Duration (Hrs.)	Max. Sem. Marks	Sessional Marks	Total Marks
		T	P					
3.1	Advance Reporting	6	0	1	6	75	25	100
3.2	Advance Editing and Layout Designing	6	0	1	6	75	25	100
3.2	Advance Editing and Layout Designing	0	6	0	6	---	---	---
3.3	Communication Research	6	0	1	6	75	25	100
3.4	Public Relations and Advertising	6	0	1	6	75	25	100
3.5	Management of Media Business	6	0	1	6	75	25	100
3.6	Practical & Viva Voce					75	25	100
	<b>Total</b>	<b>30</b>	<b>6</b>	<b>5</b>	<b>36</b>	<b>450</b>	<b>150</b>	<b>600</b>

**SEMESTER-IV**

Course No.	Course Title	Teaching (Hrs/week)		Number of Papers	Duration (Hrs.)	Max. Sem. Marks	Sessional Marks	Total Marks
		T	P					
0219	Media Law & Ethics	6	0	1	6	75	25	100
0220	Opinion Writing.	6	0	1	6	75	25	100
0221	Development Journalism	6	0	1	6	75	25	100
0222	special Paper (any One) a. Business Journalism	6	0	1	6	75	25	100
	b. Gender Studies.		0					
	c. Sports Journalism.		0					
	d. Defiance Journalism.		0					
	e. Media writing for Art & Culture.		0					
0227	A. Dissertation	---	6	1	6	75	25	100
	Study tour/Publication of articles/Participation in Lab Journal, Media related seminars, workshops and survey, etc. any two compulsory.	---	---	0	---	75	25	100
	<b>Total</b>	<b>24</b>	<b>6</b>	<b>5</b>	<b>30</b>	<b>450</b>	<b>150</b>	<b>600</b>

**People's University, Bhopal**  
**Course of Study and Scheme of Examination**  
**M.J. (Master of Journalism)**

Established under M. P. Act. No. 17 of 2007

## Ordinance No. 25

### MASTER OF ARTS (BROADCAST JOURNALISM) 2 YEAR DEGREE COURSE

#### 1.0 AIM & OBJECTIVES

##### 1.1 AIM

To provide students with hands-on experience in the functioning of large and small media organizations and to create an awareness of critical management issues in the electronic media industry.

##### 1.2 OBJECTIVE :

The Master of Arts (Broadcast Journalism) programme is designed to meet the following objectives:

- 1.2.1 To provide the students an insight into the broadcast media and its relevance to rural and urban development. The course shall be a judicious blend of knowledge and skills.
- 1.2.2 To train students in the basic skills which will enable them to perform entry-level jobs in various broadcast media institutions, radio, doordarshan news and advertisement units, satellite and cable television networks etc.
- 1.2.3 To expose students to the basic concepts, characteristics of Indian society to enable them to plan suitable programmes on current political, economic, environmental and rural problems.
- 1.2.4 To understand the responsibilities and ethics of broadcast media for Indian society.
- 1.2.5 To develop communication skills of students for broadcasting purpose.
- 1.2.6 To prepare them as excellent professionals to meet the challenges posed by rapidly changing environment.
- 1.2.7 To make the students aware of the state of the art technology used in broadcasting and to attract the students to join the glamorous field of broadcasting.

#### 2.0 COURSE STRUCTURE

- 2.1 The Post graduate course in M.A.B.J leading to the Degree of Master of Arts (Broadcast Journalism) of the University shall be divided into four semesters. Each semester would be of six months duration including vacation/ examination/ Projects/ Internship etc. There shall be University Examination at the end of each semester.

2.2 There shall be University Examination at the end of each semester. These examinations shall be named as follows:

- |     |      |                 |               |
|-----|------|-----------------|---------------|
| i.  | MABJ | First year      |               |
|     |      | First semester  | - I semester  |
|     |      | Second Semester | - II semester |
| ii. | MABJ | Second Year     |               |
|     |      | Third Semester  | -III Semester |
|     |      | Fourth Semester | - IV semester |

2.3 The Semester examinations will generally be held in Dec-January and May-June in each year.

2.4 The fourth semester is for Project work. During this semester the candidate shall devote himself/herself for the research work in connection with any of the aspects of mass media relevant to the course selected, and assigned to him by the head of the department. Prior to submission of dissertation/Documentary, candidate shall present a pre-submission seminar on his/her work. At the end of the fourth semester the candidate shall submit three typed or printed copies of the dissertation written by him/her and one DVD of the Documentary prepared by him/her, to the University through the 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 candidate and the work has not been submitted earlier in part or full for the award of any other degree.

## 2.5 SEMESTER EXAM & BACKLOG

2.5.1 A candidate who has failed in any subject of semester examination shall be permitted to reappear in that subject in subsequent examination.

2.5.2 Maximum permitted years to complete the course will be four years.

2.5.3 A candidate having backlog papers in earlier semester examination(s) will have to clear such backlog (s) by available chances as and when in the following semester -examinations. He / She will be "Allowed to Keep the Term" (ATKT) but he/she must pass all semesters within **4 years** of his/her admission to the 1<sup>st</sup> year.

2.5.4 A candidate appearing in backlog paper(s) will have to clear the concerned paper as per the existing syllabus during that period.

2.5.5 There shall be no supplementary examination

## ACADEMIC QUALIFICATION FOR ADMISSION

Candidate applying for admission to the Master of Arts (Broadcast Journalism) must have cleared bachelor or an equivalent Exam in any discipline from a recognized University.

#### 4.0 CRITERIA FOR SELECTION

Admission shall be granted on the basis of merit in qualifying examination.

#### 5.0 COURSE DURATION

Duration of the course shall be of two years consisting (four semesters). Each semester will consist of six months.

#### 6.0 COURSE COMMENCEMENT

The odd semesters (I, III) will start in **July** and the even semesters (II, IV) will start in **January** respectively.

#### 7.0 EXAMINATION AND EVALUATION SCHEME

- 7.1 There will be an examination at the semester end in which each paper will carry 75 Marks.
- 7.2 There will be internal assessment of 25 Marks in each paper (Theory & Practical both) during the semester which will evaluate theoretical as well as practical aspects of the paper.
- 7.3 There will be a practical examination at the semester end. Marks for practical examination are 75 in each semester.
- 7.4 Internal assessment will be in the form of class test, presentation, seminar, field work, field research, study tour, attendance, class performance and participation in class activities. This will be a continuous evaluation to be held more than once in the semester period.
- 7.5 The theory paper will test the level of knowledge and aptitude, whereas internal assignments will evaluate the learning level, skills, developments, ability to present views, perception in class, creative inputs, ideas, reading habits, both verbal and written abilities and the level of knowledge.
- 7.6 Practical training and project work shall be treated as practical subjects.
- 7.7 In each semester, there shall be at least two mid semester exams (Internal) and one end semester Examination (External).
- 7.8 Each student, registered for a course, shall be awarded marks by the concerned faculty/faculties for the specific subject/paper. The Marks awarded to a student shall depend upon his continuous evaluation through performance in various examinations. Assignments, project work, class work and mid exam etc.
- 7.9 The result sheet at the end of each even semester examination shall show position till the end of that semester. The final examination result sheet of the course shall also indicate equivalent percentage marks and the division awarded, according to the rules.

#### 8.0 CRITERIA FOR PASSING

A candidate who has been admitted in the Master of Arts (Broadcast Journalism) course will be promoted to the higher class in accordance with the following rules.



- 8.1 A candidate should score minimum 40% marks individually and separately in all papers of the end of semester in both Theory and Practical. The candidate will be declared as pass in projects if he scores minimum 50% marks.
- 8.2 In additions to the individual score the candidate shall have to secure at least 45% aggregate marks in each semester so as to pass the semester.
- 8.3 **INTERNAL ASSESMENT:** - Continuous evaluation of the students in the classroom shall be done in the semester itself. A candidate should score minimum 50% marks in Internal Assessment for passing. He fails if the score is less than 50%. A candidate who fails in Internal Assessment shall repeat the semester as a regular student. He shall not be allowed to keep term and shall be denied the entry into next semester.
- 8.4 The result of fourth and final semester shall be declared only if the candidate has fully cleared all the previous semesters.
- 8.5 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 can not claim any right on the basis of his/her provisional admission.

## 9.0 DIVISION AND MERIT

- 9.1 A Student shall be continuously evaluated for his/her academic performance in a subject through tutorial work, practical, home assignments, mid semester exam, field work, seminars, Quizzes and semester examination.
- 9.2 Division shall be awarded only after the Six and final semester examination based on integrated performance of the candidate for all the three years as per following details:-
- 75% and above will be given first division with distinction.
  - Candidate obtaining 60% but blow 75% shall be awarded first division.
  - A candidate obtaining 45% marks and above but less than 60% marks shall be awarded second division.
  - University will not award and division until the last semester exam is passed.

## 9.3 CONDONATION OF DEFICIENCY IN MARKS :

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

- 9.3.1 Deficiency up to 5 marks be condoned to the best advantage of the candidate for passing the examination, provided the candidate fails in maximum of two theory, or one theory and one practical or two practicals.

9.3.2 One grace mark will be given to the candidate who is failing/missing distinction/missing first division by one mark by the Vice Chancellor in the MABJ examination. This benefit will not, however, be available to a candidate getting advantage under clause.

9.3.3 After condonation of marks, the result of concerned subject/semester shall be declared as "pass by condonation" or "pass by grace".

#### 9.4 REVALUATION / RE-TOTALING :

9.4.1 Revaluation and re-totalling 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.

9.4.2 The result after revaluation/re-totalling shall be declared as per prevailing revaluation/re-totalling rules and regulation of the People's University.

#### 10.0 ATTENDANCE

Candidate appearing as regular student for any semester examination shall be required to attend at least 75 percent of the lectures delivered and of the practical classes held separately in each paper as per the scheme of the examination described in section.

#### 11.0 APPOINTMENT OF EXAMINERS

Comprehensive / theory / project Viva-voce examination shall be conducted by the Institute at the end of each semester, through a Board of examiners comprising one external examiner appointed by the University and one internal examiner appointed by the Principal/Head of the Department of the Institute.

#### 12.0 SCHEME OF STUDIES/EXAMINATION

12.1 The distribution of marks for each component is given under:-

A.	<b>Theory Work</b>	
	Project, assignments and regularity mid semester exam (to be given by Internal Examiner)	25%
	End semester exam (Theory Only)	<u>75%</u>
	<b>TOTAL</b>	<b><u>100%</u></b>
B.	<b>Practical work</b>	
	Studio work, Assignments and regularity (to be given by Internal Examiner)	25%
	End-semester examination (to be given by External Examiner)	<u>75%</u>
	<b>TOTAL</b>	<b><u>100%</u></b>

- 12.2 Every student is required to complete the project work as assigned by the Institute during the course of studies.
- 12.3 The training report and the project report shall have to be submitted to the HOD of the institute for assessment.
- 12.4 There shall be 90 days of teaching in every semester.
- 12.5 Each lecture shall be of one hour.

## 12.6 DETAILS OF MODULES – OVERLEAF

### DETAIL OF MODULES

#### Master of Arts (Broadcast Journalism)

No. of hours for Theory - 75 Hours/Sem/ Subject

No. of hours for Practical - 90 Hours /Sem/Subject

### SEMESTER-I

Course No.	Course Title	Teaching (Hrs/week)		Number of Papers	Duration (Hrs.)	Max. Sem. Marks	Sessional Marks	Total Marks
		T	P					
M-1	Introduction to communication and media	6	0	1	6	75	25	100
M-2	Origin and growth of Indian media	6	0	1	6	75	25	100
M-3	Applied knowledge	6	0	1	6	75	25	100
M-4	Language of communication and translation	6	0	1	6	75	25	100
M-5	Basic computer applications	6	0	1	6	75	25	100
M-5	Basic computer applications	0	6	0	6	--	--	--
M-6	Practical and viva voce					75	25	100
	<b>Total</b>	<b>30</b>	<b>6</b>	<b>5</b>	<b>36</b>	<b>450</b>	<b>150</b>	<b>600</b>

**SEMESTER-II**

Course No.	Course Title	Teaching (Hrs/week)		Number of Papers	Duration (Hrs.)	Max. Sem. Marks	Sessional Marks	Total Marks
		T	P					
M-7	Introduction to global broadcasting	6	0	1	6	75	25	100
M-8	Radio journalism	6	0	1	6	75	25	100
M-9	Televisions journalism	6	0	1	6	75	25	100
M-10	Radio news production	6	0	1	6	75	25	100
M-11	Television news production	6	0	1	6	75	25	100
M-11	Television news production	0	6	0	6	--	--	--
M-12	Practical and viva voce					75	25	100
	<b>Total</b>	<b>30</b>	<b>6</b>	<b>5</b>	<b>36</b>	<b>450</b>	<b>150</b>	<b>600</b>

**SEMESTER-III**

Course No.	Course Title	Teaching (Hrs/week)		Number of Papers	Duration (Hrs.)	Max. Sem. Marks	Sessional Marks	Total Marks
		T	P					
M-13	Communication research	6	0	1	6	75	25	100
M-14	Radio current affairs programme production	6	0	1	6	75	25	100
M-15	Television current affairs programme production	6	0	1	6	75	25	100
M-16	Electronic media management	6	0	1	6	75	25	100
M-17	Multimedia applications in broadcast media	6	0	1	6	75	25	100
M-17	Multimedia applications in broadcast media	0	6	0	6	--	--	--
M-18	Practical and Viva voce					75	25	100
	<b>Total</b>	<b>30</b>	<b>6</b>	<b>5</b>	<b>36</b>	<b>450</b>	<b>150</b>	<b>600</b>

**SEMESTER-IV**

Course No.	Course Title	Teaching (Hrs/week)		Number of Papers	Duration (Hrs.)	Max. Sem. Marks	Sessional Marks	Total Marks
		T	P					
M-19	Media laws and ethics	6	0	1	6	75	25	100
M-20	Issues, ideas and challenges	6	0	1	6	75	25	100
M-21	Elective Papers: A) Business Journalism A) Environmental and development journalism B) Defense Reporting D) Rural broadcasting E) Film art and culture F) Crime Reporting	6	0	1	6	75	25	100
M-22	Dissertation	0	6	0	6	75	25	100
M-23	Audio/Video Production project	0	6	0	6	75	25	100
	<b>Total</b>	<b>18</b>	<b>12</b>	<b>3</b>	<b>30</b>	<b>375</b>	<b>125</b>	<b>500</b>

**People's University, Bhopal**

Course of Study and Scheme of Examination

**MABJ (Master of (Broadcast Journalism))**

**Established under M. P. Act. No. 17 of 2007**

**Ordinance No. 26**

**MASTER OF ARTS IN ADVERTISING & PUBLIC RELATIONS-  
M.A. (APR) 2 YEAR DEGREE COURSE**

**1.0 AIM & OBJECTIVES**

**1.1 AIM :**

To build excellent Public Relations professionals. To turn out young men and women possessing knowledge and skills for the challenging function of the Public Relations in Government, Public Sector, corporate and non-corporate institutions.

**1.2 OBJECTIVE :**

The Master of Arts in Advertising & Public Relations-M.A.(APR) programme is designed to meet the following objectives:

- 1.2.1 To provide students a deeper insight into the philosophy, theory and techniques of Public Relations, Advertising and Communication with a judicious mix of theory and their application skills.
- 1.2.2 To develop expertise in Public Relations, Advertising and Communication and research techniques.
- 1.2.3 To equip the students with the ability to conceptualise and analyse social, economic and technical issues.
- 1.2.4 To inculcate in the students the ability for the application of principles of communication for development and change.
- 1.2.5 To offer opportunities for specialisation, in any of the areas of advertising, Public Relations and communication.

**2.0 COURSE STRUCTURE**

The Post graduate course in M.A. (APR) leading to the Degree Master of Arts in Advertising & Public Relations of the University shall be divided into four semesters. Each semester would be of six months duration including vacation/ examination/ Projects/ Internship etc.

- 2.1 There shall be University Examination at the end of each semester. These examinations shall be named as follows :

i.	M.A.(APR)	First year		
		First semester	-	I semester
		Second Semester	-	II semester

ii.	M.A.(APR)	Second Year		
		Third Semester	-	III Semester
		Fourth Semester	-	IV semester

2.2 The Semester examinations will generally be held in Dec-January and May-June in each year.

2.3 The fourth semester is for dissertation work. During this semester the candidate shall devote himself/herself for the research work in connection with any of the aspects of mass media relevant to the course selected, and assigned to him by the head of the department. Prior to submission of dissertation, candidate shall present a pre-submission seminar on his/her work. At the end of the fourth semester the candidate shall submit three typed or printed copies of the dissertation written by him/her and one dissertation prepared by him/her, to the University through the 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 candidate and the work has not been submitted earlier in part or full for the award of any other degree.

2.4 A candidate who has failed in any subject of semester examination shall be permitted to reappear in that subject in subsequent examinations.

## 2.5 SEMESTER EXAM & BACKLOG :

2.5.1 A candidate who has failed in any subject of semester examination shall be permitted to reappear in that subject in subsequent examination.

2.5.2 Maximum permitted years to complete the course will be four years.

2.5.3 A candidate having backlog papers in earlier semester examination(s) will have to clear such backlog (s) by available chances as and when in the following semester -examinations. He / She will be "Allowed to Keep the Term" (ATKT) but he/she must pass all semesters within **4 years** of his/her admission to the 1<sup>st</sup> year.

2.5.4 A candidate appearing in backlog paper(s) will have to clear the concerned paper as per the existing syllabus during that period.

2.5.5 There shall be no supplementary examination

## 3.0 ACADEMIC QUALIFICATION FOR ADMISSION

Candidate applying for admission to the Master of Arts in Advertising & Public Relations-M.A. (APR) must have cleared bachelor or an equivalent in any discipline from a recognized University.

#### 4.0 CRITERIA FOR SELECTION

Admission shall be granted on the basis of merit in qualifying examination.

#### 5.0 COURSE DURATION

Duration of the course shall be of two years consisting (four semesters). Each semester will consist of six months.

#### 6.0 COURSE COMMENCEMENT

The odd semesters (I, III) will start in **July** and the even semesters (II, IV) will start in **January** respectively.

#### 7.0 EXAMINATION AND EVALUATION SCHEME

- 7.1 There will be an examination at the semester end in which each paper will carry 75 Marks.
- 7.2 There will be internal assessment of 25 Marks in each paper (Theory & Practical both) during the semester which will evaluate theoretical as well as practical aspects of the paper.
- 7.3 There will be a practical examination at the semester end. Marks for practical examination are 75 in each semester.
- 7.4 Internal assessment will be in the form of class test, presentation, seminar, field work, field research, study tour, attendance, class performance and participation in class activities. This will be a continuous evaluation to be held more than once in the semester period.
- 7.5 The theory paper will test the level of knowledge and aptitude, whereas internal assignments will evaluate the learning level, skills, developments, ability to present views, perception in class, creative inputs, ideas, reading habits, both verbal and written abilities and the level of knowledge.
- 7.6 Practical training and project work shall be treated as practical subjects.
- 7.7 In each semester, there shall be at least two mid semester exams (Internal) and one end semester Examination (External).
- 7.8 Each student, registered for a course, shall be awarded marks by the concerned faculty/faculties for the specific subject/paper. The Marks awarded to a student shall depend upon his continuous evaluation through performance in various examinations. Assignments, project work, class work and mid exam etc.
- 7.9 The result sheet at the end of each even semester examination shall show position till the end of that semester. The final examination result sheet of the course shall also indicate equivalent percentage marks and the division awarded, according to the rules.



## 8.0 CRITERIA FOR PASSING

A candidate who has been admitted in the Master of Arts in Advertising & Public Relations-M.A.(APR) course will be promoted to the higher class in accordance with the following rules.

- 8.1 A candidate should score minimum 40% marks individually and separately in all papers of the end of semester in both Theory and Practical. The candidate will be declared as pass in projects if he scores minimum 50% marks.
- 8.2 In addition to the individual score the candidate shall have to secure atleast 45% aggregate marks in each semester so as to pass the semester.
- 8.3 **INTERNAL ASSESMENT:** - Continuous evaluation of the students in the classroom shall be done in the semester itself. A candidate should score minimum 50% marks in Internal Assessment for passing. He fails if the score is less than 50%. A candidate who fails in Internal Assessment shall repeat the semester as a regular student. He shall not be allowed to keep term and shall be denied the entry into next semester.
- 8.4 The result of fourth and final semester shall be declared only if the candidate has fully cleared all the previous semesters.
- 8.5 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 can not claim any right on the basis of his/her provisional admission.

## 9.0 DIVISION AND MERIT

- 9.1 A Student shall be continuously evaluated for his/her academic performance in a subject through tutorial work, practical, home assignments, mid semester exam, field work, seminars, Quizzes and semester examination.
- 9.2 Division shall be awarded only after the Six and final semester examination based on integrated performance of the candidate for all the three years as per following details:-
  - i. 75% and above will be given first division with distinction.
  - ii. Candidate obtaining 60% but below 75% shall be awarded first division.
  - iii. A candidate obtaining 45% marks and above but less than 60% marks shall be awarded second division.
  - iv. University will not award and division until the last semester exam is passed.

## 9.3 CONDONATION OF DEFICIENCY IN MARKS :

With a view to moderate hard line cases in the examination the following Rules shall be observed;

- 9.3.1 Deficiency up to 5 marks be condoned to the best advantage of the candidate for passing the examination, provided the candidate fails in maximum of two theory, or one theory and one practical or two practicals.

9.3.2 One grace mark will be given to the candidate who is failing/missing distinction/missing first division by one mark by the Vice Chancellor in the MABJ examination. This benefit will not, however, be available to a candidate getting advantage under clause.

9.3.3 After condonation of marks, the result of concerned subject/semester shall be declared as "pass by condonation" or "pass by grace".

#### 9.4 REVALUATION / RE-TOTALING

9.4.1 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.

9.4.2 The result after revaluation/re-totaling shall be declared as per prevailing revaluation/re-totaling rules and regulation of the People's University.

#### 10.0 ATTENDANCE

Candidate appearing as regular student for any semester examination shall be required to attend at least 75 percent of the lectures delivered and of the practical classes held separately in each paper as per the scheme of the examination described in section.

#### 11.0 APPOINTMENT OF EXAMINERS

Comprehensive / theory / project / dissertation Viva-voce examination shall be conducted by the Institute at the end of each semester, through a Board of examiners comprising one external examiner appointed by the University and one internal examiner appointed by Principal /Head of the Department of the Institute.

#### 12.0 SCHEME OF STUDIES/EXAMINATION

12.1 The distribution of marks for each component is given under:-

a.	<b>Theory Work</b>	
	Project, assignments and regularity mid semester exam (to be given by Internal Examiner)	25%
	End semester exam (Theory Only)	<u>75%</u>
	<b>TOTAL</b>	<b><u>100%</u></b>
b.	<b>Practical work</b>	
	Studio work, Assignments and regularity (to be given by Internal Examiner)	25%
	End-semester examination (to be given by External Examiner)	<u>75%</u>
	<b>TOTAL</b>	<b><u>100%</u></b>

- 12.2 Every student is required to complete the project work as assigned by the Institute during the course of studies.
- 12.3 The training report and the project report shall have to be submitted to the HOD of the institute for assessment.
- 12.4 There shall be 90 days of teaching in every semester.
- 12.5 Each lecture shall be of one hour.
- 12.6 **DETAIL OF MODULES**

**Master of Arts in Advertising & Public Relations-M.A. (APR)**

No. of hours for Theory - 75 Hours/Sem/ Subject

No. of hours for Practical - 90 Hours /Sem/Subject

**SEMESTER-I**

Course No.	Course Title	Teaching Hrs/Week		No. of Papers	Duration (Hrs.)	Max. Sem. Marks	Sessional Marks	Total Marks
		T	P					
M-1	Introduction to communication and media	6	0	1	6	75	25	100
M-2	Origin and growth of Indian media	6	0	1	6	75	25	100
M-3	Introduction to socio-Economic policy	6	0	1	6	75	25	100
M-4	Media language: structure, style and translation	6	0	1	6	75	25	100
M-5	Basic computer application	6	0	1	6	75	25	100
M-5	Basic computer application	0	6	0	6			
M-6	Practical and comprehensive viva voce					75	25	100
	<b>Total</b>	<b>30</b>	<b>6</b>		<b>36</b>	<b>450</b>	<b>150</b>	<b>600</b>

**SEMESTER-II**

Course No.	Course Title	Teaching Hrs/Week		No. of Papers	Duration (Hrs.)	Max. Sem. Marks	Sessional Marks	Total Marks
		T	P					
M-7	Principles and practices of public relation	6	0	1	6	75	25	100
M-8	Principles and practices of management	6	0	1	6	75	25	100
M-9	Advertising management	6	0	1	6	75	25	100
M-10	Communication for development	6	0	1	6	75	25	100
M-11	Trans creation	6	0	1	6	75	25	100
M-12	Computer multimedia application	6	0	1	6	75	25	100
M-12	Computer multimedia application	0	6	0	6			
	<b>Total</b>	<b>36</b>	<b>6</b>	<b>6</b>	<b>42</b>	<b>450</b>	<b>150</b>	<b>600</b>

**SEMESTER-III**

Course No.	Course Title	Teaching Hrs/Week		No. of Papers	Duration (Hrs.)	Max. Sem. Marks	Sessional Marks	Total Marks
		T	P					
M-13	Advanced advertising and brand management	6	0	1	6	75	25	100
M-14	Tools and techniques of communication	6	0	1	6	75	25	100
M-15	Consumer behavior	6	0	1	6	75	25	100
M-16	Introduction to marketing management	6	0	1	6	75	25	100
M-17	e-PR and web advertising	6	0	1	6	75	25	100
M-17	e-PR and web advertising	0	6	1	6	---	---	---
M-18	Communication research	6	0	0	6	75	25	100
	<b>Total</b>	<b>36</b>	<b>6</b>	<b>6</b>	<b>42</b>	<b>450</b>	<b>150</b>	<b>600</b>

**SEMESTER-IV**

Course No.	Course Title	Teaching Hrs/Week		No. of Papers	Duration (Hrs.)	Max. Sem. Marks	Sessional Marks	Total Marks
		T	P					
M-19	Mass media: ethics and laws	6	0	1	6	75	25	100
M-20	Media planning	6	0	1	6	75	25	100
M-21	Specialized copywriting	6	0	1	6	75	25	100
M-22	Corporate and business communication	6	0	1	6	75	25	100
M-23	APR through electronic media	6	0	1	6	75	25	100
M-24	Writing for media	6	0	1	6	75	25	100
M-24	Writing for media	0	6	0	6			
<b>Total</b>		<b>36</b>	<b>6</b>	<b>6</b>	<b>42</b>	<b>450</b>	<b>150</b>	<b>600</b>

**People's University, Bhopal**  
**Course of Study and Scheme of Examination**  
**Master of Arts in Advertising & Public Relations-M.A. (APR)**

Established under M. P. Act. No. 17 of 2007

## Ordinance No. 27

### MASTER OF ARTS IN MASS COMMUNICATION(MAMC) 2 YEAR DEGREE COURSE

#### 1.0 AIM & OBJECTIVES

##### 1.1 AIM:

To provide students with hands-on experience in the functioning of large and small media organizations and to create an awareness of critical management issues in the electronic media industry.

##### 1.2 OBJECTIVE :

The MA in Mass Communication programme is designed to meet the following objectives:

- 1.2.1 To offer a curriculum that provides training in basic skills in different areas of mass communication.
- 1.2.2 To improve the, communication ability of students, particularly in professional genres.
- 1.2.3 To install in students a sense of purpose, mission and ethical values in their chosen fields.
- 1.2.4 To engage students in critical analysis of the texts of the media of mass communication.
- 1.2.5 To initiate students in the culture and habit of self study.
- 1.2.6 To prepare professionals, who possess the ability to produce, present, and disseminate information in accordance with the higher standard of excellence of media organizations, NGOs and other.
- 1.2.7 To impart students an understanding of the mass communication process, its impact on human and social sphere, and the social-cultural environment within which it operates.
- 1.2.8 To lead students towards, intellectual preparation that emphasizes the ability to think critically and creatively, the ability to solve problems effectively in a professional- context and to cope with the fast moving changes in the professional world of media.

## 2.0 COURSE STRUCTURE

2.1 The Post graduate course in MAMC leading to the Degree of Master of Mass Communication of the University shall be divided into four semesters. Each semester would be of six months duration including vacation/ examination/ Projects/ Internship etc.

2.2 There shall be University Examination at the end of each semester. These examinations shall be named as follows:

i. MAMC First year

First semester - I semester

Second Semester - II semester

ii. MAMC Second Year

Third Semester - III Semester

Fourth Semester - IV semester

2.3 The Semester examination will generally be held in Dec.-January and May-June in each year.

2.4 The fourth semester is for Project work. During this semester the candidate shall devote himself /herself for the research work in connection with any of the aspects of Mass Communication relevant to the course selected, and assigned to him by the head of the department. Prior to submission of dissertation, candidate shall present a pre-submission seminar on his/her work. At the end of the fourth semester the candidate shall submit three typed or printed copies of the dissertation written by him/her, to the University through the 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 candidate and the work has not been submitted earlier in part or full for the award of any other degree.

## 2.5 SEMESTER EXAM & BACKLOG

2.5.1 A candidate who has failed in any subject of semester examination shall be permitted to reappear in that subject in subsequent examination.

2.5.2 Maximum permitted years to complete the course will be four years.

2.5.3 A candidate having backlog papers in earlier semester examination(s) will have to clear such backlog (s) by available chances as and when in the following semester -examinations. He / She will be "Allowed to Keep the Term" (ATKT) but he/she must pass all semesters within **4 years** of his/her admission to the 1<sup>st</sup> year.

2.5.4 A candidate appearing in backlog paper(s) will have to clear the concerned paper as per the existing syllabus during that period.

2.5.5 There shall be no supplementary examination

### **3.0 ACADEMIC QUALIFICATION FOR ADMISSION**

Candidate applying for admission to the MAMC (Master of Arts in Mass Communication) must have cleared bachelor or an equivalent Exam in any discipline from a recognized University.

### **4.0 CRITERIA FOR SELECTION**

Admission shall be granted on the basis of merit in qualifying examination.

### **5.0 COURSE DURATION**

Duration of the course shall be of two years consisting (four semesters). Each semester will consist of six months.

### **6.0 COURSE COMMENCEMENT**

The odd semesters (I, III) will start in **July** and the even semesters (II, IV) will start in January respectively.

### **7.0 EXAMINATION AND EVALUATION SCHEME**

- 7.1 There will be an examination at the semester end in which each paper will carry 75 Marks.
- 7.2 There will be internal assessment of 25 Marks in each paper (Theory & Practical both) during the semester which will evaluate theoretical as well as practical aspects of the paper.
- 7.3 There will be a practical examination at the semester end. Marks for practical examination are 75 in each semester.
- 7.4 Internal assessment will be in the form of class test, presentation, seminar, field work, field research, study tour, attendance, class performance and participation in class activities. This will be a continuous evaluation to be held more than once in the semester period.
- 7.5 The theory paper will test the level of knowledge and aptitude, whereas internal assignments will evaluate the learning level, skills, developments, ability to present views, perception in class, creative inputs, ideas, reading habits, both verbal and written abilities and the level of knowledge.
- 7.6 Practical training and project work shall be treated as practical subjects.
- 7.7 In each semester, there shall be at least two mid semester exams (Internal) and one end semester Examination (External).



- 7.8 Each student, registered for a course, shall be awarded marks by the concerned faculty/faculties for the specific subject/paper. The Marks awarded to a student shall depend upon his continuous evaluation through performance in various examinations. Assignments, project work, class work and mid exam etc.
- 7.9 The result sheet at the end of each even semester examination shall show position till the end of that semester. The final examination result sheet of the course shall also indicate equivalent percentage marks and the division awarded, according to the rules.

## 8.0 CRITERIA FOR PASSING

A candidate who has been admitted in the Master of Mass Communication course will be promoted to the higher class in accordance with the following rules.

- 8.1 A candidate should score minimum 40% marks individually and separately in all papers of the end semester in both Theory and Practical. The candidate will be declared as pass in projects if he scores minimum 50% marks.
- 8.2 In addition to the individual score the candidate shall have to secure at least 45% aggregate marks in each semester so as to pass the semester.
- 8.3 **INTERNAL ASSESMENT:** - Continuous evaluation of the students in the classroom shall be done in the semester itself. A candidate should score minimum 50% marks in Internal Assessment for passing. He fails if the score is less than 50%. A candidate who fails in Internal Assessment shall repeat the semester as a regular student. He shall not be allowed to keep term and shall be denied the entry into next semester.
- 8.4 The result of fourth and final semester shall be declared only if the candidate has fully cleared all the previous semesters.
- 8.5 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 can not claim any right on the basis of his/her provisional admission.

## 9.0 DIVISION AND MERIT

- 9.1 A Student shall be continuously evaluated for his/her academic performance in a subject through tutorial work, practical, home assignments, mid semester exam, field work, seminars, Quizzes and semester examination.

9.2 Division shall be awarded only after the Six and final semester examination based on integrated performance of the candidate for all the three years as per following details:-

- i. 75% and above will be given first division with distinction.
- iii. Candidate obtaining 60% but below 75% shall be awarded first division.
- iv. A candidate obtaining 45% marks and above but less than 60% marks shall be awarded second division.
- iv. University will not award and division until the last semester exam is passed.

### 9.3 CONDONATION OF DEFICIENCY IN MARKS

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

- 9.3.1 Deficiency up to 5 marks be condoned to the best advantage of the candidate for passing the examination, provided the candidate fails in maximum of two theory, or one theory and one practical or two practicals.
- 9.3.2 One grace mark will be given to the candidate who is failing/missing distinction/missing first division by one mark by the Vice Chancellor in the MABJ examination. This benefit will not, however, be available to a candidate getting advantage under clause.
- 9.3.3 After condonation of marks, the result of concerned subject/semester shall be declared as "pass by condonation" or "pass by grace".

### 9.4 REVALUATION / RE-TOTALING

- 9.2.1 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.
- 9.2.2 The result after revaluation/re-totaling shall be declared as per prevailing revaluation/re-totaling rules and regulation of the People's University.

## 10.0 ATTENDANCE

Candidate appearing as regular student for any semester examination shall be required to attend at least 75 percent of the lectures delivered and of the practical classes held separately in each paper as per the scheme of the examination described in section.

**11.0 APPOINTMENT OF EXAMINERS**

Comprehensive / theory / project Viva-voce examination shall be conducted by the Institute at the end of each semester, through a Board of examiners comprising external one examiner appointed by the University and one internal examiner appointed by the Principal/Head of the Department of the institute.

**12.0 SCHEME OF STUDIES/EXAMINATION**

12.1 The distribution of marks for each component is given under :-

<b>A.</b>	<b>Theory Work</b>	
	Project, assignments and regularity mid semester exam (to be given by Internal Examiner)	25%
	End semester exam (Theory Only)	<u>75%</u>
	<b>TOTAL</b>	<u>100%</u>
<b>B.</b>	<b>Practical work</b>	
	Practical work same as above: Lab work performance Assignments and regularity	25% (Internal) 75% (External)
	<b>TOTAL</b>	<u>100%</u>

- 12.2 Every student is required to complete the project work as assigned by the Institute during the course of studies.
- 12.3 The training report and the project report shall have to be submitted to the HOD of the institute for assessment.
- 12.4 There shall be 90 days of teaching in every semester.
- 12.5 Each lecture shall be of one hour.

**12.6 DETAIL OF MODULES****MASTER OF ARTS IN MASS COMMUNICATION (MAMC)**

No. of hours for Theory - 75 Hours/Sem/ Subject

No. of hours for Practical - 90 Hours /Sem/Subject

**SEMESTER -I**

Course No.	Course Title	Teaching (Hrs/week)		Number of Papers	Duration (Hrs.)	Max. Sem. Marks	Sessional Marks	Total Marks
		T	P					
0201	Introduction to Communication & Media	6	0	1	6	75	25	100
0202	Origin and Growth of Indian Media	6	0	1	6	75	25	100
0203	Introduction to Socio-Economic Polity	6	0	1	6	75	25	100
0204	Media Language: Structure, Style & Translation	6	0	1	6	75	25	100
0205	Basic Computer Application	6	0	1	6	75	25	100
0205	Basic Computer Application	0	6	0	6	--	--	--
0206	Practicals & Comprehensive Viva Voce					75	25	100
	<b>Total</b>	<b>30</b>	<b>6</b>	<b>5</b>	<b>36</b>	<b>450</b>	<b>150</b>	<b>600</b>

**SEMESTER -II**

Course No.	Course Title	Teaching (Hrs/week)		Number of Papers	Duration (Hrs.)	Max. Sem. Marks	Sessional Marks	Total Marks
		T	P					
0207	Reporting and Editing for Newspaper	6	0	1	6	75	25	100
0208	Radio Programmes and Production	6	0	1	6	75	25	100
0209	Television and Video Programme Production	6	0	1	6	75	25	100
0210	Multi Media & Cyber Communication	6	0	0	6	75	25	100
0210	Multi Media & Cyber Communication	0	6	1	6	--	--	--
0211	Communication for Development	6	0	1	6	75	25	100
0212	Practicals and Comprehensive Viva Voce					75	25	100
	<b>Total</b>	<b>30</b>	<b>6</b>	<b>5</b>	<b>36</b>	<b>450</b>	<b>150</b>	<b>600</b>

**SEMESTER -III**

Course No.	Course Title	Teaching (Hrs/week)		Number of Papers	Duration (Hrs.)	Max. Sem. Marks	Sessional Marks	Total Marks
		T	P					
0213	Principles and Theories of Communication	6	0	1	6	75	25	100
0214	Communication Research	6	0	1	6	75	25	100
0215	Writing on Current Affairs	6	0	1	6	75	25	100
0216	Advertising – Principles and Practice	6	0	1	6	75	25	100
0217	Report Writing on Regional Characteristics (One of the Indian States)	6	0	1	6	75	25	100
0218	Practicals and Comprehensive Viva Voce				0	75	25	100
	<b>Total</b>	<b>30</b>	<b>6</b>	<b>5</b>	<b>30</b>	<b>450</b>	<b>150</b>	<b>600</b>

**SEMESTER IV**

Course No.	Course Title	Teaching (Hrs/week)		Number of Papers	Duration (Hrs.)	Max. Sem. Marks	Sessional Marks	Total Marks
		T	P					
0219	Corporate Communication & Media Management	6	0	1	6	75	25	100
0220	Media Laws and Ethics	6	0	1	6	75	25	100
0221	Issues Oriented Writing	6	0	1	6	75	25	100
0222 0223 0224 0225	Elective (Any One) 1. Specialised Reporting 2. Web Communication 3. Entertainment Television 4. Community Communication	6	0	1	6	75	25	100
0226	Dissertation		6		6	75	25	100
0227	Comprehensive Viva Voce					75	25	100
	<b>Total</b>	<b>24</b>	<b>6</b>	<b>4</b>	<b>30</b>	<b>450</b>	<b>150</b>	<b>600</b>

**People's University, Bhopal**  
**Course of Study and Scheme of Examination**  
**MASTER OF ARTS IN MASS COMMUNICATION (MAMC)**

**Established under M. P. Act. No. 17 of 2007****Ordinance No. 28****MASTER OF DENTAL SURGERY (MDS) COURSE****1.0 AIMS**

- 1.1 The Aim of postgraduate training in various specialties is to train M.D.S. student who will-
  - 1.1.1 Practice respective specialty efficiently and effectively, backed by scientific knowledge and skill.
  - 1.1.2 Exercise empathy and caring attitude and maintain high ethical standards.
  - 1.1.3 Continue to evince keen interest in continuing professional education in the specialty and allied specialties irrespective of whether in teaching or practice.
  - 1.1.4 Willing to share the knowledge and skills with any learner, junior or a colleague.
  - 1.1.5 To develop the faculty for critical analysis and evaluation of various concepts and views, to adopt the most rational approach.

**2.0 OBJECTIVES:**

- 2.1 The objective is to train a candidate so as to ensure higher competence in both general and special area of interest and prepare him for a career in teaching, research and specialty practice. A candidate must achieve a high degree of clinical proficiency in the subject matter and develop competence in research and its methodology as related to the concerned Field. The above objectives are to be achieved by the time the candidate completes the course. The objectives may be considered as - Knowledge (Cognitive domain), Skills (Psycho motor domain), Human values, ethical practice and communication abilities

**2.2 KNOWLEDGE:**

- 2.2.1 Demonstrate understanding of basic sciences relevant to specialty.
- 2.2.2 Describe etiology, patho-physiology, principles of diagnosis and management of common problems within the specialty in adults and children.
- 2.2.3 Identify social, economic, environmental and emotional determinants in a given case and take them into account for planning treatment.

- 2.2.4 Recognize conditions that may be outside the area of specialty/ competence and to refer them to an appropriate specialist.
- 2.2.6 Update knowledge by self study and by attending courses, conferences and seminars relevant to specialty.
- 2.2.7 Undertake audit, use information technology and carryout research both basic and clinical with the aim of publishing or presenting the work at various scientific gatherings.

### 2.3. SKILLS:

- 2.3.1 Take a proper clinical history, examine the patient, perform essential diagnostic procedures and order relevant-tests and interpret them to come to a reasonable diagnosis about the condition.
- 2.3.2 Acquire adequate skills and competence in performing various procedures as required in the specialty.

### 4. HUMAN VALUES, ETHICAL PRACTICE AND COMMUNICATION ABILITIES:

- 2.4.1 Adopt ethical principles in all aspects of practice.
- 2.4.2 Professional honesty and integrity are to be fostered.
- 2.4.3 Patient care is to be delivered irrespective of social status, caste, creed or religion of the patient.
- 2.4.4 Develop communication skills, in particular and skill to explain various options available in management and to obtain a true informed consent from the patient.
- 2.4.5 Provide leadership and get the best out of his team in a congenial working atmosphere.
- 2.4.6 Apply high moral and ethical standards while carrying out human or animal research.
- 2.4.7 Be humble and accept the limitations in his knowledge and skill and to ask for help from colleagues when needed.
- 2.4.8 Respect patient's rights and privileges including patient's right to information and right to seek a second opinion.

### 3.0 INFRASTRUCTURE

- 3.1 The Infrastructure like staff, equipment, Instruments, Material, Books and Journals, space, clinical material and number of students in each specialty shall be as per the stipulations of Dental Council of India from time to time.

#### **4.0 M.D.S COURSE- BRANCHES**

##### **4.1. SPECIALITIES FOR THE MDS DEGREE**

- 4.1.1 Prosthodontics and Crown & Bridge
- 4.1.2 Periodontology
- 4.1.3. Oral & Maxillofacial Surgery
- 4.1.4 Conservative Dentistry and Endodontics
- 4.1.5. Orthodontics & Dentofacial Orthopedics
- 4.1.6. Oral Pathology & Microbiology
- 4.1.7. Public Health Dentistry
- 4.1.8. Paedodontics & Preventive Dentistry
- 4.1.9 Oral Medicine & Radiology

##### **5.0 ELIGIBILITY FOR ADMISSION**

- 5.1. A candidate for admission to the MDS course (Master of Dental Surgery) must have a recognized degree of BDS (Bachelor of Dental Surgery) awarded by an Indian University in respect of recognized Dental College under Section 10(2) of the Dentists Act, 1948 or an equivalent qualification recognized by the Dental Council of India (DCI) and should have obtained permanent registration with any State Dental Council on or before 31<sup>st</sup> March of the calendar year of admission.

Candidates not possessing a recognized Dental qualification for the above purpose shall secure the prior approval of his qualifications by the DCI before he can be admitted to the MDS Course under People's University.

- 5.2. Candidates who possess PG-Diploma recognized by the DCI with the duration of 2 years (proposed) in particular specialty is eligible for admission in MDS in the same specialty and the duration of the MDS course will be 2 years of full time study. Such Candidates shall undergo other procedures like Dissertation submission and other training, examination as prescribed for MDS course.
- 5.3. Provided that in the case of a foreign national, the Dental Council of India may, on payment of the prescribed fee for registration, grant temporary registration for the duration of the postgraduate training under People's University. He is admitted for the time being exclusively for postgraduate studies.
- 5.4. Provided that further temporary registration to such foreign national shall be subject to the condition that such person is duly registered as dental practitioner in his own country from which he/she has obtained his/her basic dental qualification and that his/her degree is recognized by DCI.



## 6.0 SELECTION OF STUDENTS FOR MDS COURSES:

- 6.1. Students for MDS course shall be selected strictly on the basis of their academic merit based on
- 6.1.1 The merit as determined by the Common Entrance examination conducted by the People's University/ any designated agency approved by the People's University or as decided by Statutory Body.
- 6.1.2 The minimum percentage of marks for eligibility for admission to postgraduate Dental Courses shall be 50% for general category candidates and 40% for the candidates belonging to Scheduled Castes and Scheduled Tribes, obtained in Common Entrance examination or as prescribed by Statutory Body/Competent Authority.

## 7.0 DURATION OF THE MDS COURSE:

- 7.1 The MDS Course shall be of three academic years duration as full time study. All the candidates for the degree of MDS are required to pursue the prescribed course for three academic years as full time candidates. No candidate is permitted to run a clinic or work in clinic / laboratory / nursing home/ College while studying postgraduate course.
- 7.2 The candidates shall undertake the study, under the direction of the Head of the Department, who has to be a recognized postgraduate teacher in that specialty.
- 7.3 The students undergoing postgraduate courses shall be exposed to the following:
- 7.3.1 Regular study of all the aspects as given in syllabus of the specialty
- 7.3.2 Basics of statistics to understand and critically evaluate published research papers.
- 7.3.3 Few lectures on other type of exposure to human behavior studies.
- 7.3.4 Basic understanding of pharmacodynamics.
- 4 A candidate who is already possessing MDS degree from any Institute and who wishes to study MDS again in another specialty shall be subjected to admission process as stipulated above and shall study the course again for three years as a full time student.

## 8.0 COMMENCEMENT OF COURSE

MDS course shall commence from 2nd of MAY each year/ or as prescribed by Statutory Body/Competent Authority.

## 9.0 TEACHING AND LEARNING ACTIVITIES

- 9.1 All the candidates registered for MDS course in various specialties shall pursue the course for a period of three years as fulltime students. During this period each students shall take part actively in learning and teaching activities designed by People's University.

- 9.2 Lecture: There shall be some didactic lecturers in the specialty and in the allied fields. The postgraduate departments should encourage the guest lectures in the required areas to strengthen the training programmes. It is also desirable to have certain integrated lectures by multidisciplinary teams on selected topics.
- 9.3 Journal club: The journal review meetings shall be held at least once a week. All trainees are expected to participate actively and enter relevant details in logbook. The trainee should make presentations from the allotted journals of selected articles at least 5 times in a year.
- 9.4 Seminars: The seminars shall be held at least twice a week in each postgraduate department. All trainees are expected to participate actively and enter relevant details in logbook. Each trainee shall make at least 5-seminar presentation in each year.
- 9.5 Symposium: It is recommended to hold symposium on topics covering multiple disciplines.
- 9.6 Clinical postings: Each trainee shall work in the clinics on regular basis to acquire adequate professional skills and competency in managing various cases to be treated by a specialist.
- 9.8 Clinico pathological conference: The clinico-pathological conferences should be held once in a month involving the faculties of oral medicine and radiology, oral pathology and concerned clinical department. The trainees should be encouraged to present the clinical details, radiological and histo-pathological interpretations and participation in the discussions.
- 9.9 Interdepartmental meetings: To bring in more integration among various specialties there shall be interdepartmental meeting chaired by the dean with all heads of postgraduate departments at least once a month.
- 9.10 Teaching skills: All the trainees shall be encouraged to take part in undergraduate teaching programmes either in the form of lectures or group discussions.
- 9.11 Continuing dental education programmes: Each postgraduate department shall organize these programme on regular basis involving the other institutions. The trainees shall also be encouraged to attend such programmes conducted elsewhere.
- 9.12 Conferences/ Workshops/ Advanced courses: The trainees shall be encouraged not only to attend conference/ workshops/ advance course but also to present at least two papers at state/ national specialty meetings during their training period.
- 9.13 Rotation & posting in other departments: To bring in more integration between the specialty and allied fields each postgraduate department shall workout a programme to rotate the trainees in related disciplines.
- 9.14 Dissertation: The People's University appreciates the importance of Research activities for the growth of the profession, Institution and trainee students. Therefore preparation of Dissertation based on clinical or research or experimental or any other method of study is one of the criteria for the award of MDS degree.

## 10.0 METHOD OF TRAINING

- 10.1 The training of a postgraduate student shall be full time with graded responsibilities in the management and treatment of patients entrusted to his/ her care. The participation of the students in all facets of educational process is essential. Every candidate should take part in Lectures, seminars, group discussions, case demonstration, clinics, journal review meetings, and clinical meetings. Every candidate shall be required to participate in the teaching and training programme of undergraduate students. Training should include involvement in laboratory and experimental work, and research studies.

## 11.0 ATTENDANCE, PROGRESS AND CONDUCT

- 11.1 A candidate pursuing MDS degree course should work in the concerned department of the institution for the full period as a full time student.
- 11.2 Each Academic year shall be taken as a unit for the purpose of calculating the attendance.
- 11.3 Every student shall attend symposia, seminars, conferences, journal review meetings, OT, ward rounds, case presentation, clinics; and lectures during each year as prescribed by the department and not absent himself / herself from work without valid reasons.
- 11.4 Every candidate shall have not less than 80 percent of attendance in each year of the course. However, candidates should not be absent continuously as the course is a full time one.
- 11.5 Every candidate shall complete from time to time the assignments as prescribed in the curriculum and assigned by HOD.

## 12.0 MONITORING PROGRESS OF STUDIES

- 12.1 Work diary / Log Book: Every candidate shall maintain a work diary and record of his /her participation in the training programme conducted by the department such as journal reviews, seminars, etc. Please see Chapter 24 & 25 for model checklists and logbook. Special mention may be made of the presentations by the candidate as well as details of clinical or laboratory procedures, if any conducted by the candidate. The work diary shall be scrutinized and certified by the Head of the Department and Head of the Institution, and presented in the University practical / clinical examination.
- 12.2 Periodic tests:  
In case of MDS degree courses of three years duration, the concerned departments shall conduct three tests, first at the end of first year and second at the end of second year and the Third, two months before the University examination. The tests shall include written papers, practical / clinical and viva voce. Records and marks obtained in such tests will be maintained by the Head of the Department.
- 12.3 In addition to these annual tests the departments may conduct assessment tests periodically to monitor the progress

**13.0 DISSERTATION:**

13.1 Every candidate shall prepare two Dissertations, one based on Review of Literature ( LIBRARY DISSERTATION ) and second one based on clinical or research or experimental or any other method of study ( MAIN/ RESEARCH )

13.1.1 Library Dissertation: It is a process of collection and compiling of data available in already published literature on a given topic. The dissertation work shall be completed before the end of first year.

13.1.2 Main / Research Dissertation

13.1.2.1 Main /Research dissertation shall be based on work / Research done by the candidate under the approved Guide, during the course of study.

13.1.2.2 Every candidate pursuing MDS degree course is required to carry out work on a selected research project under the guidance of a recognized post graduate teacher. The results of such a work shall be submitted in the form of a dissertation.

13.1.2.3 The dissertation is aimed to train a postgraduate student in research methods and techniques. It includes identification of a problem, formulation of a hypothesis, search and review of literature, getting acquainted with recent advances, designing of a research study, collection of data, critical analysis, comparison of results and drawing conclusions.

13.1.2.4 Every candidate shall submit to the Registrar of the University in the prescribed proforma, a synopsis containing particulars of proposed dissertation work within six months from the date of commencement of the course or before the dates notified by the University. The synopsis shall be sent through the proper channel.

13.1.2.5 Such synopsis will be reviewed and the dissertation topic will be registered by the University. No change in the dissertation topic or guide shall be made without prior approval of head of the Institution or the University.

13.1.2.6 The dissertation should be written under the following headings:

13.1.2.6.1 Introduction

13.1.2.6.2 Aims or Objectives of study

13.1.2.6.3 Review of Literature

13.1.2.6.4 Material and Methods

- 13.1.2.6.5 Results
- 13.1.2.6.6 Discussion
- 13.1.2.6.7 Conclusion
- 13.1.2.6.8 Summary
- 13.1.2.6.9 Bibliography
- 13.1.2.6.10 Tables
- 13.1.2.6.11 Annexure
- 13.1.2.7 The written text of dissertation shall be not less than 50 pages and shall not exceed 200 pages excluding reference, tables, questionnaires and other annexure. It should be neatly typed in double line spacing on one side of paper (Executive size, 7.25" x 10.5") and bound properly. Spiral binding is not permitted. The dissertation shall be certified by the guide, head of the department and head of the Institution.
- 13.1.2.8 Six copies and one soft copy of dissertation thus prepared and duly certified by the Guide, and HOD shall be submitted to the Registrar, through the Head of the Institution, six months before final examination on or before the dates notified by the University.
- 13.1.2.9 The dissertation shall be valued by all the four examiners (2 Internal and 2 external) appointed by the University.
- 13.1.2.10 Approval of dissertation work by all the four examiners in writing is an mandatory precondition for a candidate to be eligible to appear in the University examination, provided further that the candidate fulfills other eligibility requirements of attendance, progress and due clearance.
- 13.1.2.11 If any examiner does not approve the dissertation, examiner shall give in writing the specific reasons for NOT accepting the work.
- 13.1.2.12 Such candidates whose dissertation has not been approved shall, rectify the deficiencies as pointed out by the examiner and submit three copies of new bound dissertation and one soft copy duly approved and signed by the Guide and H.O.D. to the University through HOI, 3 months before commencement of next or subsequent examination.
- 13.1.2.13 University shall get the dissertation valued by the external examiner, preferably the same examiner. After due approval of the dissertation by the examiner, the candidate may be permitted to appear for the Theory, Clinical / Practical examination.

**14.0 GUIDE:**

- 14.1 The academic qualification and teaching experience required for recognition by the University as a guide for dissertation work shall be as laid down by Dental Council of India and People's University, Bhopal.
- 14.2 The Guide for each student in the specialty shall be nominated by the HOI, in consultation with the HOD.
- 14.3 Two students for each Professor and one student for each Reader can be allotted in each academic year. However a guide shall not have under him/her more than six students at a given time,
- 14.4 HOI may nominate if required, a co-guide who shall be a postgraduate teacher in the same specialty in the Institution.
- 14.5 Guides and co-guides shall be approved by the People's University, Bhopal.
- 14.6 CHANGE OF GUIDE : In the event of a registered guide leaving the institution for any reason or retiring from service, or arising of any unforeseen circumstances, guide may be changed with prior permission from head of the Institution and the University.

**15.0 UNIVERSITY EXAMINATION**

- 15.1 Eligibility: The following requirement shall be fulfilled by every candidate to become eligible to appear for the MDS University examination.
  - 15.1.1 Attendance & Progress: Every candidate shall have attendance and progress in each academic year of the postgraduate course as given in Para 9.
  - 15.1.2 Progress and conduct: Every candidate shall have participated in seminars, journal review meetings, symposia, conferences, case presentation, clinics and didactic lectures during each year as designed by the concerned department.
  - 15.1.3 Work diary and Logbook: Every candidate shall maintain a work diary and logbook for recording his / her participation in the training programme conducted by the department. The work diary and logbook shall be verified and certified by the Head of the Department and Head of the institution. (Please see SECTION III for Model Checklist and Log book)
  - 15.1.4 Dissertation: The approval of Main dissertation by all the four examiners.
  - 15.1.5 The certification of satisfactory progress by the head of the department and head of the institution shall be based on (15.1.1) , (15.1.2) and (15.1.3) mentioned above.

**16.0 SCHEME OF UNIVERSITY EXAMINATION:****16.1. GENERAL**

- 16.1.1 There shall be one examination at the end of 3 years for the students appearing for the first time.
- 16.1.2 The examination consists of Theory (Written), Practical / Clinical and VIVA VOCE
- 16.1.3 The failed candidates shall appear again in supplementary examination, after six months.
- 16.1.4 The main examination shall be held in the month of April each year and supplementary examination shall be held in the month of October each year.
- 16.1.5 There shall be a gap of at least six months between the two examinations (Main, supplementary and subsequent examinations)
- 16.1.6 The failed student shall appear once again in all the parts of University examination (Written, Clinical/Practical and Viva voce).
- 16.1.7 The failed candidate need not prepare new dissertation, if it is approved by the University. However this is applicable to SIX attempts or a maximum of 5 years from the date of first appearance in the examination only.
- 16.1.8 Such students shall apply to the University for permission to carry out the dissertation work again in the Institution. If permitted a fresh dissertation need to be prepared under the Guide approved by the University.

16.2 **WRITTEN EXAMINATION:** The written examination shall consist of four papers, out of which two shall be pertaining to the specialty; one in Applied Basic Sciences and one shall be an Essay in the speciality. Each paper shall be of three hours duration.

**16.3 CLINICAL / PRACTICAL EXAMINATION**

- 16.3.1 It should aim at examining the clinical skills and competence of candidate for undertaking independent work as a specialist. The actual format of clinical work and minimum number of clinical exercised shall be prescribed by the University to enable the candidate to develop confidence and clinical skill.

**16.4 VIVA VOCE EXAMINATION**

- 16.4.1 Viva voce examination shall aim at assessing depth of knowledge, logical reasoning, confidence and verbal communication skills.

## 16.5 DISTRIBUTION OF MARKS AT THE UNIVERSITY EXAMINATION

### 16.5.1 PART- A- WRITTEN

16.5.1.1	Paper-I	Applied Basic subjects	75 marks
16.5.1.2	Paper-II	Concerned specialty	75 marks
16.5.1.3	Paper-III	Concerned specialty	75 marks
16.5.1.4	Paper-IV	Essay on any one topic in concerned specialty (Choice shall be given for the essay )	75 marks

**Total:300 M:**

### 16.5.2 PART-B- Practical/ Clinical & Viva

16.5.2.1	Practical & Clinical Examination	: 200 marks
16.5.2.2	Viva-voce	: 100 marks

## 17.0 THE SCHEME OF TYPE OF QUESTIONS IN WRITTEN PAPERS

17.1 Each paper except Essay paper shall be of 3 hrs duration and shall carry maximum of 75 marks and shall contain questions as mentioned below:

Q.No. I Long essay question- 20 Marks

Q.No. II Long essay question- 20 Marks

Q.No. III Seven short note questions- 5 Marks each

17.2 Fourth ESSAY paper shall be of 3 hrs duration, carrying 75 marks. It shall have two essay topics. The candidate shall answer any one of the two.

17.3 All the written papers shall be valued by all the four examiners and aggregate of average marks in all the written papers shall be computed to determine the result. Pass mark shall be 150 marks out of maximum 300 Marks.

## 18.0 TITLES AND CONTENTS OF WRITTEN PAPERS IN VARIOUS SPECIALITIES:

### 18.1 Prosthodontics and Crown & Bridge

Paper- I	- Applied Anatomy, physiology, pathology and Dental Materials
Paper –II	- Removable Prosthodontics and Oral Implantology
Paper –III	- Fixed Prosthodontics
Paper – IV	- Essay



**18.2 Periodontology**

- Paper- I - Applied Anatomy, physiology, Biochemistry, Pathology and Pharmacology
- Paper –II - Etiopathogenesis
- Paper –III - Clinical Periodontology and Oral Implantology
- Paper – IV - Essay

**18.3. Oral & Maxillofacial Surgery**

- Paper- I - Applied Anatomy, physiology and Pathology
- Paper –II - Minor oral Surgery and Trauma
- Paper –III - Maxillofacial Surgery and oral Implantology
- Paper – IV - Essay

**18.4 Conservative Dentistry and Endodontics**

- Paper- I - Applied Anatomy, Physiology, Pathology and Dental Materials
- Paper –II - Conservative dentistry & Aesthetic Dentistry
- Paper –III - Endodontics
- Paper – IV - Essay

**18.5 Orthodontics & Dentofacial Orthopedics**

- Paper- I - Applied Anatomy, Physiology, Pathology, Genetics Physical anthropology & Dental material
- Paper –II - Diagnosis and treatment planning.
- Paper –III - Clinical Orthodontics ad Mechanotherapy
- Paper – IV - Essay

**18.6 Oral Pathology & Microbiology Forensic Odontology**

- Paper- I - Applied Anatomy, Physiology, Pathology and Research methodology
- Paper –II - Oral pathology, Microbiology and Oncology
- Paper –III - Laboratory Techniques and Diagnosis
- Paper – IV - Essay

**18.7 Public Health Dentistry**

- Paper- I** - Applied Anatomy, Physiology, Pathology and Research methodology
- Paper –II** - Public Health
- Paper –III** - Dental Public Health
- Paper – IV** - Essay

**18.8 Pediatric & Preventive Dentistry**

- Paper- I** - Applied Anatomy, Physiology, Pathology Microbiology, nutrition and Dietics
- Paper –II** - Clinical pediatric dentistry
- Paper –III** - Preventive and community dentistry as applied to pediatric dentistry
- Paper – IV** - Essay

**18.9 Oral Medicine and Radiology**

- Paper- I** - Applied Anatomy, Physiology, Pathology and pharmacology
- Paper –II** - Diagnosis, diagnostic methods and imageology and Applied Oral Pathology
- Paper –III** - Oral medicine, therapeutics and laboratory investigations
- Paper – IV** - Essay

**19.0 PRACTICAL / CLINICAL EXAMINATION :**

- 19.1 In case of practical/ Clinical examination, it should be aimed at assessing competence and skills of techniques and procedures, It should also aim at testing student's ability to make relevant and valid observations, interpretation and inference of laboratory or experimental or clinical work relating to his / her subject for undertaking independent work as a specialist. The actual format of clinical examination in various specialties are given below.
- 19.2 Duration of practical/Clinical examination including VIVA VOCE is minimum of TWO days up to 4 candidates. Duration shall be increased as per the requirement.
- 19.3 There shall be NO practical examinations in Applied Basic Medical subjects.
- 19.4 The Maximum marks for practical / clinical examination shall be 200 marks. Exercises and distribution of marks for various clinical / practical exercises in the specialties is mentioned below:

**19.5 PROSTHODONTICS, CROWN & BRIDGE**

19.5.1 Examination shall be for three days. If there are more than 6 candidates, it may be extended for one more day. Each candidate shall be examined for a minimum of two days, six hours per day including viva voce.

19.5.2 **Presentation of treated patients and records during their 3 years training period – 25 Marks**

- |    |  |   |         |
|----|--|---|---------|
| a. | C. D.  | - | 1 mark  |
| b. | R.P.D.   | - | 2 marks |
| c. | F.P.D including single tooth and surface restoration | - | 2 marks |
| d. | I.S.P.   | - | 5 marks |
| e. | Occlusal rehabilitation                              | - | 5 marks |
| f. | T. M.J.  | - | 5 marks |
| g. | Maxillofacial Prosthesis                             | - | 5 marks |

19.5.3 **Present actual treated patients C. D. Prosthesis and Insertion – 90 Marks**

- |    |  |   |          |
|----|--|---|----------|
| a. | Discussion on treatment plan and patient review  | - | 10 marks |
| b. | Tentative jaw relation records   | - | 5 marks  |
| c. | Face Bow – transfer  | - | 5 marks  |
| d. | Transferring it on articulators  | - | 5 marks  |
| e. | Extra oral tracing and securing centric and protrusive/ lateral, record                                    | - | 25 marks |
| f. | Transfer in on articulator   | - | 5 marks  |
| g. | Selection of teeth   | - | 5 marks  |
| h. | Arrangement of teeth   | - | 15 marks |
| i. | Waxed up denture trial   | - | 10 marks |
| j. | Fit, insertion and instruction of previously processed characterized, anatomic complete denture prosthesis | - | 5 marks  |

All steps will include chair side, lab and viva voce

**19.5.4 Fixed Partial Denture – 50 Marks**

- a. Case discussion and selection of patients for F. P. D. - 5 marks
- b. Abutment preparation isolation and fluid control - 25 marks
- c. Gingival retraction and impressions - 10 marks
- d. Cementation of provisional restoration - 10 marks

**19.5.5 Removable Partial Denture – 35 Marks**

- Surveying and designing of partial dentate cast - 10 marks
- Discussion on components and material selection Including occlusal scheme. - 15 marks

**19.5.6 Viva Voce: 100 Marks**

- i. Viva-Voce examination : 80 marks

All examiners will conduct viva-voce conjointly on candidate's comprehension, analytical approach, expression, interpretation of data and communication skills. It includes all components of course contents. It include presentation and discussion on dissertation also.

**19.5.6.1 Pedagogy Exercise : 20 marks**

A topic be given to each candidate in the beginning of clinical examination. He/ She is asked to make a presentation on the topic for 8-10 minutes.

**19.6 PERIODONTOLGY**

The clinical examination shall be of two days duration

**19.6.1 Case discussion**

Long case - One

Short case - One

19.6.1.1 Periodontal surgery – Periodontal flap surgery on previously prepared case in one quadrant of the mouth after getting approval from the examiners.

19.6.1.2 Post surgical review and discussion of the case treated on the 1<sup>st</sup> day

Presentation of dissertation & discussion

19.6.1.3 All the examiners shall participate in all the aspects of clinical examinations/ Viva Voce

19.6.1.4 Distribution of Marks for clinical examination (recommended)

a) Long Case discussion	50
b) 2 Short cases	50
c) periodontal Surgery	75
d) Post – Operative review	25
<b>Total</b>	<b>200</b>

**19.6.2 Viva Voce: 100 Marks**

19.6.2.1 **Viva-Voce examination: 80 marks**

All examiners will conduct viva-voce conjointly on candidate's comprehension, analytical approach, expression, interpretation of data and communication skill. It includes all components of course contents. It includes presentation and discussion on dissertation also.

19.6.2.2 **Pedagogy : 20 marks**

A topic be given to each candidate in the beginning of clinical examination. He/ she is asked to make a presentation on the topic for 8-10 minutes.

## **19.7 ORAL & MAXILLOFACIAL SURGERY**

19.7.1 **Minor Oral Surgery – 100 Marks**

Each candidate is required to perform the minor oral surgical procedures under local anaesthesia. The minor surgical cases may include removal of impacted lower third molar, cyst enucleation, any similar procedure where students can exhibit their professional skills in raising the flap, removing the bone and suturing the wound.

19.7.2 (a) One long case - 60 marks

(b) Two short cases - 20 marks each

**19.7.3 Viva Voce - 100 Marks**

19.7.3.1 Viva-Voce examination: 80 marks

All examiners will conduct viva-voce conjointly on candidate's comprehension, analytical approach, and expression interpretation of data and communication skills. It includes all components of courses contents. It includes presentation and discussion on dissertation also.

19.7.3.2 Pedagogy Exercise: 20 marks

A topic be given to each candidate in the beginning of clinical examination. He/ she is asked to make a presentation on the topic for 8-10 minutes.

**19.8 CONSERVATIVE DENTISTRY & ENDODONTICS**

19.8.1 The duration of Clinical and Viva Voce examination will be 2 days for a batch of four students

**19.8.2 Clinical Exercise I - 50 Marks**

Cast core preparation

- |       |                                     |   |          |
|-------|-------------------------------------|---|----------|
| (i)   | Tooth Preparation                   | - | 10 marks |
| (ii)  | Direct Wax Patter                   | - | 10 marks |
| (iii) | Casting                             | - | 10 marks |
| (iv)  | Cementation                         | - | 10 marks |
| (v)   | Retraction & Elastomeric Impression | - | 10 marks |

**19.8.3 Viva Voce : 100 Marks**

19.8.3.1. Viva-Voce examination: 80 marks

19.8.3.2. Pedagogy Exercise: 20 marks

A topic be given to each candidate in the beginning of clinical examination. He/ she is asked to make a presentation on the topic for 8-10 minutes.

**19.9 ORTHODONTICS****19.9.1 Practical / Clinical Examination :200 Marks****19.9.1.1 Exercise No.: 1 Functional Case : 50 Marks**

Selection of case for functional appliance and recording of construction bite. Fabrication and delivery of the appliance the next day.

**19.9.1.2 Exercise No.: 2 multiband exercise : 50 Marks**

III stage with auxiliary springs

OR

Bonding of SWA brackets and construction of suitable arch wire.

**19.9.1.3 Exercise No. 3 Display of records of the treated cases (minimum of 5 cases) 5 cases X 15 marks = 75 Marks****19.9.1.4 Exercise No. : 4 long case discussions: 25**

No.	Exercise	Marks allotted	Approximate Time
1	Functional appliance	50	1 hour
2	III stage mechanics / Bonding and arch wire fabrication	50	1 hr. 30 min.
3	Display of case records (a minimum of 5 cases to be presented with all the cases)	75	1 hour
4	Long cases	25	2 hours

**19.9.2 Viva Voce : 100 Marks****19.9.2.1. Viva-voce examination: 80 marks**

All examiners will conduct viva-voce conjointly on candidate's comprehension, analytical approach, and expression, interpretation of data and communication skills. It includes all components of course contents. It includes presentation and discussion on dissertation also.

**19.9.2.2. Pedagogy Exercise: 20 marks**

A topic be given to each candidate in the beginning of clinical examination. He/ she is asked to make a presentation on the topic for 8-10 minutes.

**19.10 ORAL PATHOLOGY & MICROBIOLOGY****19.10.1 Practical / Clinical - 200 Marks****19.10.1.1 Case Presentation**

a) Long case – 20 marks

b) Short case – 10 marks

- 19.10.1.2 Clinical Hematology  
(any two investigations) – 20 marks  
Hb%, bleeding time, clotting time,  
Total WBC count, Differential WBC  
count and ESR
- 19.10.1.3 Smear Presentation – 20 marks  
Cytology or microbial smear  
and staining
- 19.10.1.4 Paraffin sectioning and  
H & E Staining – 30 Marks
- 19.10.1.5 Histopathology slide discussion – 100 Marks

**19.10.2 Viva Voce 100 Marks**

- 19.10.2.1 Viva-Voce examination: 80 marks

All examiners will conduct viva-voce conjointly on candidate's comprehension, analytical approach, expression, interpretation of data and communication skills. It includes all components of course contents. It includes presentation and discussion on dissertation also.

- 19.10.2.2 Pedagogy Exercise: 20 marks

A topic be given to each candidate in the beginning of clinical examination. He/ she is asked to make a presentation on the topic for 8-10 minutes.

**19.11 PUBLIC HEALTH DENTISTRY**

**19.11.1 Practical / Clinical Examination: 200 Marks**

- 19.11.1.1 Clinical examination of at least 2 patients representing the community – include history, main complaints, examination and recording of the findings, using indices for the assessment of oral health and presentation of the observation including diagnosis, comprehensive treatment planning.

(50 Marks – 1 ½ Hrs.)



- 19.11.1.2 Performing
  - a One of the treatment procedures as per treatment plan. (Restorative, surgical, rehabilitation)
  - b Preventive oral health care procedure.
  - c One of the procedures specified in the curriculum

(50 Marks – 1 ½ Hrs.)
- 19.11.1.3 Critical evaluation of a given research article published in an international journal. (50 Marks – 1 ½ Hrs.)
- 19.11.1.4 Problem solving – a hypothetical oral health situation existing in a community is given with sufficient data. The student as a specialist in community dentistry is expected to suggest practical solutions to the existing oral health situation of the given community. (50 Marks – 1 ½ Hrs.)

**19.11.2 Viva voce: 100 Marks**

- 19.11.2.1 Viva-Voce examination: 80 marks
 

All examiners will conduct viva-voce conjointly on candidate's comprehension, analytical approach, expression, interpretation of data and communication skills. IT includes all components of course contents. It includes presentation and discussion on dissertation also.

ii. Pedagogy Exercise: 20 marks

A topic is given to each candidate in the beginning of clinical examination. He/ she is asked to make a presentation on the topic for 8-10 minutes.

**19.12 PEDODONTIA & PREVENTIVE DENTISTRY**

**19.12.1 Practical Examination: 200 Marks**

The Clinical / Practical and Viva-Voce Examinations are conducted for a minimum of two days.

1<sup>st</sup> Day

**19.12.1.1 Case Discussion, Pulp Therapy i.e. Pulpectomy on a Primary Molar.**

Case Discussion	:	20 marks
Rubber Dam application	:	10 marks
Working length X-ray	:	20 marks
Obturation	:	<u>20 marks</u>

**Total                    70 marks**

19.12.1.2 **Case Discussion, Crown preparation on a Primary Molar for Stainless steel crown and cementation of the same.**

Case Discussion : 10 marks

Crown Preparation : 20 marks

Crown Selection and Cementation : 20 marks

**Total** **50 marks**

19.12.1.3 **Case Discussion, band adaptation for fixed type of space maintainer and impression making.**

Case Discussion : 20 marks

Band adaptation : 20 marks

Crown Selection and Cementation : 20 marks

**Total** **60 marks**

19.12.1.4 **Evaluation of Fixed Space Maintainer and Cementation** : 20 marks

**19.12.2 Viva Voce : 100 Marks**

19.12.2.1 Viva-Voce examination : 80 marks

All examiners will conduct viva-voce conjointly on candidate's comprehension, analytical approach, expression, interpretation of data and communication skills. It includes all component of course contents. It includes presentation and discussion on dissertation also.

19.12.2.2 Pedagogy Exercise: 20 marks

A topic be given to each candidate in the beginning of clinical examination. He/ she is asked to make a presentation on the topic for 8-10 minutes.

**19.13 ORAL MEDICINE & RADIOLOGY**

**19.13.1 Practical / Clinical Examination : 200 Marks**

19.13.1.2 Clinical Case Presentation

2 Spotters 2 x 10 = 20 Marks

2 Short Cases 2 x 15 = 30 Marks

2 Short Cases 1 x 50 = 50 Marks

**Total = 100 Marks**

**19.13.1.2 Radiology Exercise**

A) One Intra Oral Radiograph: 10 Marks

B) One Occlusal Radiograph: 30 Marks

C) Two Extra Oral Radiograph:

2x30=60 Marks

Including technique and interpretation

**19.13.2 Viva Voce: 100 Marks****19.13.2.1 Viva- Voce examination : 80 marks**

All examiners will conduct viva-voce conjointly on candidate's comprehension, analytical approach, expression, interpretation of data and communication skills. It includes all components of course contents. It includes presentation and discussion on dissertation also.

**19.13.2.2 Pedagogy Exercise: 20 marks**

A topic be given to each candidate in the beginning of clinical examination. He/ she is asked to make a presentation on the topic for 8-10 minutes.

**20.0 RE- VALUATION OF ANSWER BOOKS:**

There shall be no provision of re-totaling / Revaluation of written and practical/ Clinical papers as the papers are valued by the four expert examiners.

**21.0 CRITERIA FOR DECLARING AS PASS:**

To pass in the University examination

- 21.1 Dissertation should have been approved by the examiners in that year or previous years.
- 21.2 Shall have secured a minimum of 50% marks in aggregate of all the written papers (150 Marks out of 300 Marks.)
- 21.3 Shall have secured a minimum of 50% marks in aggregate of Practical / Clinical examination and VIVA examination. (150 Marks out of 300 Marks).

21.4 Candidates passing the MDS examination shall be declared to have passed the examinations in

A) Second class – 50% and above and below 75 % marks in aggregate.

B) First Class – above 75 % of marks in aggregate.

21.5 A candidate who is declared successful in the M.D.S. examination shall be granted a degree of "Master of Dental Surgery" in the specialty.

## **22.0 EXAMINERS:**

22.1 The University examination shall be conducted by a board of four examiners appointed by the University.

22.2 The board of four examiners consists of two internal and two external examiners.

22.3 One of the internal examiners shall be appointed as chairman of board by the University.

22.4 50% of the external examiners shall be from outside the state.

## **23.0 QUALIFICATION & EXPERIENCE FOR EXAMINERS:**

23.1 He/She should possess PG qualification and teaching experience of more than 4 Years after obtaining PG qualification in the same specialty.

23.2 No person who is not an active postgraduate teacher in the subject can be appointed as an examiner.

23.3 Reciprocal arrangement of Examiners should be discouraged, in that, the Internal Examiner in a Subject should not accept External Examiner ship for a institution from which External Examiner is appointed.

23.4 No person shall be an external examiner for the same institution for more than Four consecutive Examinations. However if there is a break of two examinations, the person can be re-appointed in subsequent examinations.

**24.0 CHECK LISTS****24.1 CHECKLIST – 1****MODEL CHECKLIST FOR EVALUATION OF JOURNAL  
REVIEW PRESENTATIONS**

Name of Trainee:

Date:

Name of Faculty / Observer:

S.No	Items for observation during presentation	Poor 0	Below Average 1	Average 2	Good 3	Very Good 4
1	Article chosen was					
2	Extent of understanding of scope and objectives of the paper by the candidate					
3	Whether cross references have been consulted.					
4	Whether other relevant publications consulted					
5	Ability to respond to questions on the paper / subject.					
6	Audio – Visual aids used					
7	Ability to defend the paper.					
8	Clarity of presentation.					
9	Any other observation					
	<b>Total Score</b>					

**24.2. CHECKLIST-2****MODEL CHECKLIST FOR EVALUATION OF SEMINAR  
PRESENTATIONS**

Name of the Trainee :

Date:

Name of the Faculty / Observer :

S.No	Items for observation during presentation	Poor 0	Below Average 1	Average 2	Good 3	Very Good 4
1	Whether other relevant publications consulted.					
2	Whether cross-references have been consulted.					
3	Completeness of Preparation.					
4	Clarity of presentation.					
5	Understanding of subject.					
6	Ability to answer the questions.					
7	Time scheduling.					
8	Appropriate use of Audio – Visual aids.					
9	Overall performance.					
10	Any other observation.					
	<b>Total Score</b>					

## 24.3. CHECKLIST-3

**MODEL CHECKLIST FOR EVALUATION OF CLINICAL WORK IN OPD***(To be completed once a month by respective Unit Heads including posting in other department)*

Name of the Trainee :

Date:

Name of the Unit Head :

S.No	Items for observation during presentation	Poor 0	Below Average 1	Average 2	Good 3	Very Good 4
1	Regularity of attendance.					
2	Punctuality.					
3	Interaction with colleagues and supportive staff.					
4	Maintenance of case records.					
5	Presentation of cases.					
6	Investigations work up.					
7	Chair-side manners.					
8	Report with patients.					
9	Over all quality of clinical work.					
	<b>Total Score</b>					

## 24.4. CHECKLIST- 4

**EVALUATION FROM THE CLINICAL CASE PRESENTATION**

Name of the Trainee :

Date:

Name of the Faculty / Observer :

SL. No.	Items for observation during presentation	Poor 0	Below Average 1	Average 2	Good 3	Very Good 4
1	Completeness of history					
2	Whether all relevant points elicited.					
3	Clarity of presentation.					
4	Logical order.					
5	Mentioned all positive and negative.					
6	Accuracy of general physical examination.					
7	Diagnosis : whether it follows logically from history and findings.					
8	Investigations required.					
	Complete List.					
	Relevant order.					
9	Interpretation of investigations.					
	Ability to react to questioning whether it follows logically from history and findings					
10	Ability to defend diagnosis.					
11	Ability to justify differential diagnosis.					
12	Others.					
	<b>Grand Total</b>					

**Note:- Please use a separate sheet for each faculty member.**

## 24.5. CHECKLIST- 5

**MODEL CHECK LIST FOR EVALUATION OF TEACHING SKILL**

Name of the Trainee :

Date:

Name of the Faculty / Observer:

SL. No		Strong Point	Weak Point
1	Communication of the purpose of the talk		
2	Evokes audience interest in the subject.		
3	The introductions.		
4	The sequence of ideas.		
5	The use of practical example and / or illustrations.		
6	Speaking style (enjoyable, monotonous, etc. Specify)		
7	Attempts audience participation.		
8	Summary of the main points at the end.		
9	Asks questions.		
10	Answers questions asked by the audience.		
11	Rapport of speaker with his audience.		
12	Effectiveness of the talk		
13	Uses AV Aids appropriately.		

## 24.6. CHECKLIST- 6

**MODEL CHECK LIST FOR DISSERTATION PRESENTATION**

Name of the Trainee:

Date:

Name of the Faculty / Observer:

S.No	Items for observation during presentation	Poor 0	Below Average 1	Average 2	Good 3	Very Good 4
1	Interest shown in selecting topic.					
2	Appropriate review.					
3	Discussion with guide and other faculty.					
4	Quality of protocol.					
5	Preparation of Proforma					
	<b>Total Score</b>					

## 24.7. CHECKLIST- 7

**CONTINUOUS EVALUATION OF DISSERTATION WORK BY  
GUIDE / CO-GUIDE**

Name of the Trainee :

Date:

Name of the Faculty / Observer :

SL. No.	Items for observation during presentation	Poor 0	Below Average 1	Average 2	Good 3	Very Good 4
1	Periodic consultation with guide / co-guide.					
2	Regular collection of case material					
3	Depth of analysis/ Discussion.					
4	Department presentation of findings.					
5	Quality of final output.					
6	Others					
	<b>Total Score</b>					

## 24.8. CHECKLIST- 8

**OVERALL ASSESSMENT SHEET**

Date:

SL. No.	Faculty Member	Name of trainee ..... and Mean Score									
		A	B	C	D	E	F	G	H	I	J
1											
2											
3											
4											
5											
6											

Signature of HOD

Signature of Principal

The above overall assessment sheet used along with the logbook should form the basis for certifying satisfactory completion of course of study, in addition to the attendance requirement.

**KEY:****Faculty member** : Name of the faculty doing the assessment.**Mean score** : Is the sum of all the scores of checklist 1 to 7.**A, b,.....** : Name of the trainees.



**25.0 LOG BOOK**

The proforma of tables are given below.

**25.1. TABLE 1****ACADEMIC ACTIVITIES ATTENDED**

Name: \_\_\_\_\_ Admission Year: \_\_\_\_\_

College : \_\_\_\_\_

Date	Type of activity Specify Seminar, Journal club, presentation, UG teaching	Attended / Participated

**25.2. TABLE 2****ACADEMIC PRESENTATIONS MADE BY THE TRAINEE**

Name: \_\_\_\_\_ Admission Year: \_\_\_\_\_

College : \_\_\_\_\_

Date	Topic	Type activity Specify Seminar, Journal club, presentation, UG teaching etc.

**25.3. TABLE 3****DIAGNOSTIC AND OPERATIVE PROCEDURES PERFORMED**

Name: \_\_\_\_\_ Admission Year: \_\_\_\_\_

College: \_\_\_\_\_

Date	Name	OP No.	Procedure	Category O,A,PA,PI

**Key:**

- O - Washed up and observed-Initial 6 months of admission.  
 A - Assisted a more senior surgeon – I year MDS  
 PA - Performed procedure under the direct supervision of a senior surgeon – II year MDS.  
 PI - Performed independently – III year MDS

Established under M. P. Act. No. 17 of 2007

**Ordinance No. 29**

**DOCTOR OF MEDICINE (M.D.) AND MASTER OF  
SURGERY(M.S.)**

**GENERAL RULE**

These general rules are subject to alterations from time to time. The degree shall be conferred after the acceptance of thesis and passing in examination (Written, Viva and Practical).

**SUBJECTS OF AWARDS**

**M.D.**

1. Anatomy
2. Physiology
3. Biochemistry
4. Pathology
5. Pharmacology
6. Microbiology
7. Forensic Medicine
8. Community Medicine
9. General Medicine
10. Paediatrics
11. Anaesthesiology
12. Dermatology, Venereology & Leprosy
13. Respiratory Medicine
14. Psychiatry
15. Radiodiagnosis
16. Radiotherapy
17. Emergency Medicine
18. Immuno Haematology and Blood Transfusion
19. Infectious diseases
20. Physical Medicine Rehabilitation
21. Geriatrics

**M.S.**

1. General Surgery
2. Obstetrics & Gynaecology
3. Orthopaedics
4. Ophthalmology
5. E.N.T.

## 1.0 AIMS & OBJECTIVES

### 1.1 AIMS

The goal of postgraduate medical education shall be to produce competent specialists and/or Medical teachers.

- 1.1.1 Who shall recognize the health needs of the community, and carry out professional obligations ethically and in keeping with the objectives of the national health policy.
- 1.1.2 Who shall have mastered most of the competencies, pertaining to the speciality, that are required to be practiced at the secondary and the tertiary levels of the health care delivery system;
- 1.1.3 Who shall be aware of the contemporary advance and developments in the discipline concerned;
- 1.1.4 Who shall have acquired a spirit of scientific inquiry and is oriented to the principles of research methodology and epidemiology; and
- 1.1.4 Who shall have acquired the basic skills in teaching of the medical and paramedical professionals

### 1.2 OBJECTIVES

At the end of the postgraduate training in the discipline concerned the student shall be able to;

- 1.2.1 Recognize the importance to the concerned speciality in the context of the health needs of the community and the national priorities in the health section.
- 1.2.2 Practice the speciality concerned ethically and in step with the principles of primary health care.
- 1.2.3 Demonstrate sufficient understanding of the basic sciences relevant to the concerned speciality.
- 1.2.4 Identify social, economic, environmental, biological and emotional determinants of health in a given case, and take them into account while planning therapeutic, rehabilitative, preventive and primitive measure/strategies.
- 1.2.5 Diagnose and manage majority of the conditions in the speciality concerned on the basis of clinical assessment, and appropriately selected and conducted investigations.
- 1.2.6 Plan and advise measures for the prevention and rehabilitation of patients suffering from disease and disability related to the speciality.

- 1.2.7 Demonstrate skills in documentation of individual case details as well as morbidity and mortality rate relevant to the assigned situation.
- 1.2.8 Demonstrate empathy and humane approach towards patients and their families and exhibit interpersonal behaviour in accordance with the societal norms and expectations.
- 1.2.9 Play the assigned role in the implementation of national health programme, effectively and responsibly.
- 1.2.10 Organize and supervise the chosen/assigned health care services demonstrating adequate managerial skills in the clinic/hospital or the field situation.
- 1.2.11 Develop skills as a self-directed learner, recognize continuing education needs; select and use appropriate learning resources.
- 1.2.12 Demonstrate competence in basic concepts of research methodology and epidemiology, and be able to critically analyze relevant published research literature.
- 1.2.13 Develop skills in using educational methods and techniques as applicable to the teaching of medical/nursing students, general physicians and paramedical health workers.
- 1.2.14 Function as an effective leader of a health team engaged in health care, research or training.

### **1.3 STATEMENT OF THE COMPETENCIES :**

Keeping in view the general objectives of postgraduate training, each discipline has developed specific competencies which has been defined and spelt out in clear terms. Each department has produced a statement to bring it to the notice of the trainees in the beginning of the programme so that he or she can direct the efforts towards the attainment of these competencies.

### **1.4 COMPONENTS OF THE POSTGRADUATE CURRICULUM :**

The major components of the Postgraduate curriculum shall be :

- 1.4.1 Theoretical knowledge
- 1.4.2 Practical and clinical skills.
- 1.4.3 Writing Thesis / Research articles.
- 1.4.4 Attitudes including communication skills.
- 1.4.5 Training in research methodology, Medical Ethics and Medico-legal aspects.

## 2.0 COURSE STRUCTURE

### 2.1 Training Period and Time Distribution

The period of training for obtaining the degrees shall be three completed years including the period of examination.

**Provided that** in the case of students having a recognised two year postgraduate diploma course in the same subject, the period of training, including the period of examination, shall be two year.

### 2.2 Timing of Examinations:-

The examinations shall be organised on the basis of grading or marking system to evaluate and certify candidate's level of knowledge, skill and competence at the end of the training and obtaining a minimum of 50% marks in theory as well as practical separately shall be mandatory for passing the whole examination. The examination for M.S./ M.D., shall be held at the end of 3 academic years (six academic terms). The academic terms shall mean six months training period.

## 3.0 ACADEMIC QUALIFICATION AND SELECTION CRITERIA FOR ADMISSION

### 3.1 Eligibility Criteria: Candidate for M.D./M.S. degree must be

3.1.1 An M.B.B.S. of any University recognized by the Medical Council of India and People's University.

3.1.2 Completed one year of Internship by 30<sup>th</sup> March of calendar year of admission.

### 3.2 Selection of Students:

Students for Postgraduate medical courses shall be selected strictly on the basis of their academic merit:

3.2.1 The merit as determined by 'Common Entrance Test' conducted by People's University/any designated agency approved by People's University or as decided by Statutory Body.

**Provided that** wherever entrance test for Postgraduate admission is held the minimum percentage of marks for eligibility for admission to postgraduate medical courses shall be fifty per cent for general category candidates and 40 per cent for the candidate belonging to Scheduled Castes, Scheduled Tribes and Other Backward classes or as prescribed by Statutory Body/Competent Authority.

### 3.3 Migration:

Migration/transfer of students undergoing any postgraduate course shall not be permitted by any University or any authority.

## 4.0 COMMENCEMENT OF COURSE

The M.D /M.S. course shall commence with effect from 2<sup>nd</sup> May of respective year or as prescribed by Statutory Body/Competent Authority.

## 5.0 REGULATION RELATING TO ASSESSMENT OF ACADEMIC GROWTH OF STUDENTS

5.1 Examination Regulations - Essentialities for qualifying to appear in professional examinations. The performance in essential components of training are to be assessed, based on:

### 5.1.1 Attendance :

All candidates joining the Post Graduate training programme shall work as full time residents during the period of training, attending not less than 80% (Eighty percent) of the training during each calendar year, and given full time responsibility, assignments and participation in all facets of the educational process.

### 5.1.2 Internal Assessment :

5.1.2.1 Post Graduate students shall maintain a record (log) book of the work carried out by them and the training programme undergone during the period of training including details of surgical operations assisted or done independently by M.S. candidates.

5.1.2.2 The record books shall be checked and assessed by the faculty members imparting the training.

5.1.2.3 Internal assessment shall also be based on the following:-

#### 5.1.2.3.1 Basic Medical Sciences

Lectures, Seminars, Journal Clubs, Group Discussions, Participation in laboratory and experimental work, and involvement in research studies in the concerned speciality and exposure to the applied aspects of the subject relevant to clinical specialities.

#### 5.1.2.3.2 Clinical disciplines

In service training, with the students being given graded responsibility in the management and treatment of patients entrusted to their care; participation in Seminars, Journal clubs, Group Discussions, Clinical Meetings, Grand rounds, and Clinico - Pathological Conferences; practical training in Diagnosis and medical and Surgical treatment; training in the Basic Medical Sciences, as well as in allied clinical specialities.

## 6.0 APPOINTMENT OF EXAMINERS

- 6.1 No person shall be appointed as an examiner in any subject unless he fulfils the minimum requirements for recognition as a Post Graduate teacher as laid down by the Medical Council of India and has teaching experience of 8 (Eight) years out of which he has not less than 5 (Five) years teaching experience after obtaining Post Graduate degree as a Lecturer / Asstt. Professor. For external examiners, he should have minimum three years experience of examinership for Post Graduate diploma in the concerned subject. Out of internal examiners, one examiner shall be a professor and Head of Department or Head of Department.
- 6.2 There shall be at least four examiners in each subject at an examination out of which at least 50% (Fifty percent) shall be external examiners. The external examiner who fulfils the condition laid down in clause – 1 above shall ordinarily be invited from another recognised University, from outside the State: provided that in exceptional circumstances examinations may be held with 3 (three) examiners if two of them are external and Medical council of India is intimated with the justification of such examination and the result shall be published in such a case with the approval of Medical council of India.
- 6.3 An external examiner shall be ordinarily been appointed for not more than three years consecutively. Thereafter he may be reappointed after an interval of two years.
- 6.4 The internal examiner in a subject shall not accept external examinership for a college from which external examiner is appointed in his subject.
- 6.5 The same set of examiners shall ordinarily be responsible for the written, practical or part of examination.
- 6.6 There shall be a Chairman of the Board of paper-setters who shall be an internal examiner and shall moderate the questions.
- 6.7 The Head of the Department of the institution concerned shall ordinarily be one of the internal examiners and second internal examiner shall rotate after every two year.

## 7.0 UNIVERSITY EXAMINATIONS: THEORY AND PRACTICAL

### 7.1 THESIS

- 7.1.1 Every candidate shall carry out work on an assigned research project under the guidance of a recognized Post Graduate Teacher, the result of which shall be written and submitted in the form of a thesis.
- 7.1.2 Thesis shall be submitted and approved before commencement of theory and clinical / practical examination.
- 7.1.3 The thesis shall be examined by a minimum of four examiners: two internal and two external, and on acceptance of the thesis by minimum two examiners, including one external, the candidate shall be eligible for appearing for final examination

## 7.2 THEORY

- 7.2.1 There shall be four theory papers,
- 7.2.2 One paper out of these shall be on Basic Medical Sciences, and fourth paper on Recent Advances.
- 7.2.3 The second and third paper shall be based on syllabus as specified by the concerned subject specialty.
- 7.2.4 The first and fourth theory paper shall be set and evaluated by two internal examiners and the second and third paper shall be set and evaluated by two external examiners.
- 7.2.5 The theory examination will be held sufficiently earlier than the Clinical and Practical examination, so that the answer books can be assessed and evaluated before the start of the clinical/Practical and Oral examination.

## 7.3 CLINICAL / PRACTICAL AND ORAL EXAMINATION

Practical examination shall consist of carrying out special investigative techniques for Diagnosis and Therapy.

Oral examination shall be comprehensive to test the candidate's overall knowledge of the subject.

## 7.4 CRITERIA FOR PASSING

A candidate shall secure not less than 50% marks in each head which shall include (1) Theory (2) Practical / Clinical and viva voce examination.

## 7.5 RESULT OF EXAMINATION

- 7.5.1 No marks will be assigned.
- 7.5.2 The fitness of the candidate for award of degree will be decided by all four examiner.
- 7.5.3 The results of the examinations will be declared as Pass / Fail in the concerned subject.

## 8.0 CANCELLATION OF ADMISSION

- 8.1 The admission of the student at any stage of the study shall be cancelled by the Vice Chancellor based on the recommendation of the head of the institution if:
  - 8.1.1 He/ She is not found to be qualified or eligible as per MCI norms and guidelines.
  - 8.1.2 He/She is found to have produced false / forged documents or found to have used unfair means to secure admission.
  - 8.1.3 He/ she is found to be involved in serious breach of discipline in the institution or the University camp.



**Established under M. P. Act. No. 17 of 2007****Ordinance No. 30****MASTER OF PHARMACY (M. PHARM)  
2 YEAR POST GRADUATE COURSE****1.0 AIM AND OBJECTIVES**

The People's University is committed to contribute to the national programme of providing graduate trained pharmaceutical manpower through prescribed training programme during M.Pharm course, with Professional Pharmaceutical education and effective competency to undertake the national task of meeting social and pharmaceutical needs in Industrial pharmacy, Medicare program, pharmaceutical education, drug discovery and research.

**1.1 AIM**

To produce a competent Industrial pharmacy professionals with advanced knowledge of various modern analytical techniques used/applicable in pharmaceutical research and development. With a view to meet global challenges, the post graduates are required to acquire an in-depth knowledge of formulation, storage and analysis of various pharmaceutical dosage forms including herbal medicines required for both large scale commercial production and research.

**1.2 OBJECTIVES**

Upon completion of the course, the candidate shall have knowledge and understanding of the concept and design of various pharmaceutical dosage forms using modern technology. The ability to formulate and evaluate various dosage forms.

The post graduates shall have knowledge of understanding the concept of drug action and its mechanism involved. The ability to screen new molecules for their potential pharmacological effects and toxicity.

**2.0 COURSE STRUCTURE**

The post graduate degree in Pharmacy of 2 year (4 Semesters) duration hereinafter called Post Graduate course in Pharmacy shall be designated as Master of Pharmacy in short M. Pharm.

2.1 The duration of M. Pharm. course shall extend over a period of two years consisting of four semesters named below:

- i. M.Pharm. I Semester
- ii. M.Pharm II Semester
- iii. M.Pharm III Semester
- iv. M.Pharm IV Semester

- 2.2 Each semester shall be spread over for not less than sixteen weeks.
- 2.3 The student admitted in M. Pharm course shall have to complete the course within the maximum permissible duration of 5 years.

### **3.0 ACADEMIC QUALIFICATION & SELECTION CRITERIA FOR ADMISSION**

- 3.1 The minimum qualification for admission to first semester of M. Pharm two years (four semesters) course shall be
- i. 55% of B.Pharm marks with GATE/GPAT Score for GATE/GPAT qualified students.
  - ii. 60% of B.Pharm marks for Non-GPAT/GATE students.
  - iii. 50% of B.Pharm marks with minimum 2 years experience from the date of passing B.Pharm for Sponsored Candidates.
  - iv. 55% of B.Pharm marks for NRI/NRI Sponsored candidates.
- 3.2 Selection Criteria: The admission in M. Pharm I semester shall be based on the merit in common entrance test or marks in qualifying examination as prescribed in clause 3.1.

### **4.0 COMMENCEMENT OF COURSE**

- 4.1 M. Pharm I, III, semesters shall commence from during July every year while M. Pharm II, IV, semesters shall commence from January every year.
- 4.2 Semester break: Maximum of 10 days leave as semester break shall be granted to the students between two semesters.
- 4.3 The subjects to be studied in different semesters of M.Pharm shall be as per the schemes given in subsequent sections.

### **5.0 REGULATIONS RELATING TO ASSESSMENT OF ACADEMIC GROWTH OF STUDENT**

The assessment of academic growth of student shall be done on the basis of two sessionals (conducted during the semester) and one semester/University examination (conducted at the end of semester). The medium of instruction and examination shall be English throughout the course of study.

#### **5.1 SESSIONAL**

Two sessionals shall be conducted for each theory and practical.

- 5.1.1 Twenty five percent of the total marks for each theory and practical shall be allotted for sessionals.
- 5.1.2 Theory: Two sessional examinations shall be held during the semester for each theory paper/ subject from which one higher marks obtained by the candidate shall be considered for the award of sessional marks.
- 5.1.3 Practical: Marks shall be awarded on the basis of the experiments performed by the students, prior preparation for the experiment, conduct in the laboratory, result of the experiments, day-to-day completion of the records and viva-voce.

## 5.2 SEMESTER / UNIVERSITY EXAMINATION

- 5.2.1 There shall be one University examination at the end of each semester. These examinations will be designated as follows:
- a. During first year:  
M.Pharm. I semester,  
M.Pharm. II semester,
  - b. During second year:  
M.Pharm III semester (Mini project & Major Research Project),  
M.Pharm IV semester (Major Research Project).
- 5.2.2 There will be a semester examination at the end of each semester consisting of the theory papers and the laboratory practicals.
- 5.2.3 A candidate who fails to secure the minimum marks in any subject may improve the same at the next semester.
- 5.2.4 The examination of major Research project shall be conducted in the fourth semester.
- 5.2.5 There will be no supplementary examination.

## 5.3 CRITERIA FOR PASSING

In each subject/head (theory and practical);

- 5.3.1 Minimum 50% in sessional and semester examination separately.
- 5.3.2 Each theory paper and practical will be treated as separate subject/head for passing.
- 5.3.3
- a. An examinee who fails to obtain minimum marks in not more than two papers (theory and practical should be treated as separate paper) at in the first and second semester examinations shall be declared to have obtained A.T.K.T. (allowed to keep term). Such candidates may be admitted provisionally to the third semester. In case he fails to clear the backlog in the A.T.K.T. examination he shall be treated as having failed.
  - b. A candidate failing in more than two papers (theory and practical should be treated as separate paper) in first and second semester examinations shall be treated to have failed and will not be promoted to third semester.
  - c. A candidate failing at any semester examination may be readmitted to a subsequent main examination of that semester without prosecuting a further course of study in the institute. He shall, however be required to appear and clear only those subjects in which he had failed to secure the minimum pass marks. The marks in the subjects already cleared by him shall be carried over.

- d. The failed candidate as per clause 5.3.3 (a) and (b) above shall not be permitted to continue in the course. He shall, however be eligible to take admission to the next higher semester after he has passed the examination at which he had failed as provided at clause 5.3.3 (c) above.
- e. The candidate failing in third/fourth semester examination may seek readmission however he/she shall submit his/her dissertation after necessary improvement and/or modification or re-written dissertation on a different topic approved by the Head of the Institute.

#### 5.4 DIVISION AND MERIT LIST

5.4.1 The division shall be awarded only after IV semester examination and shall be based on the aggregate marks obtained at his/her successful attempts at M. Pharm I, II, III and IV semester examinations/project viva- voce. There will be only four divisions as follows;

- a. Above 75% A (Grade: First class with Honours)
- b. Above 65% & below 75% B (Grade:First class)
- c. Above 60% & below 65% C (Grade:Second class)
- d. Below 60% D (Grade:Pass class)

5.4.2 The University shall declare the merit after the main examination of the fourth semester of M. Pharm on the basis of the integrated performance of all the 2 Years. The merit list shall include the first five candidates securing at least first class and passing all semester examinations in first attempt.

#### 5.5 PROJECT WORK

For M.Pharm. III (Mini project) semester and IV (Major Research project) semester students a project work shall be compulsory. The project shall be undertaken in any of the areas of Pharmacy in respective discipline. The project work shall be done under the supervision of faculty member/s. The candidate shall be required to submit the project report in triplicate. The candidate shall present a seminar on his/her mini and major project. There shall be Thesis seminar, examination & viva-voce of Mini and Major research project at the end of III and IV semester.

Class/Project	Internal Assessment of Project and Max. Marks	Assessment of Project; External Assessment and Max. Marks
M. Pharm. III semester (Mini Project)	Project report/Thesis: 100 Viva-voce/Seminar : 100	Project report/Thesis : 200 Viva-voce/Seminar : 100
M. Pharm. IV semester (Major Project)	Project report/Thesis: 100 Viva-voce/Seminar : 100	Project report/Thesis : 300 Viva-voce/Seminar : 200

## 5.6 ATTENDANCE

- 5.6.1 Candidates appearing as regular students for any semester examination are required to attend 75 percent of the total lectures delivered and of the practical classes held separately in each subject of the course of study.
- 5.6.2 The total theory lectures and practical shall be conducted as per scheme and syllabus given in subsequent sections.

## 6.0 SEMESTER/UNIVERSITY EXAMINATION; THEORY & PRACTICAL

- 6.1 The semester theory examination in each subject shall consist of one paper of three hours duration and shall have maximum marks of 75.
- 6.2 The question paper shall cover as broad as area/units of the content of the course. The essay questions should be properly structured and the marks specifically allotted.
- 6.3 The semester practical examination in M. Pharm I and II semester shall consist of one paper of five hours. Based on the scheme of M. Pharm, the question paper shall contain 4 exercises as below;
- i. Major Experiment
  - ii. Minor Experiment
  - iii. Synopsis/Quiz/Spotting
  - iv. Viva voce

## 7.0 APPOINTMENT OF EXAMINERS/QUESTION PAPER SETTERS

The appointment of examiner for semester practical examination shall be based on following rules;

- 7.1 External Examiner for semester practical examination: Professor and Associate Professor (with teaching experience of not less than 7 years) working in pharmacy institute not affiliated to the People's University can be appointed as an external examiner for semester practical examination.
- 7.2 Internal Examiner for semester practical examination: Professor, Associate Professor and Assistant Professor (with teaching experience of not less than 5 years) working in pharmacy institute of People's University can be appointed as an internal examiner for semester practical examination.
- 7.3 Question Paper Setter/Moderator/Head Evaluator: Professor and Associate Professor (with teaching experience of not less than 7 years) working in any pharmacy institute conducting M. Pharm course can be appointed as Question Paper Setter/Moderator/Head Evaluator for semester theory examinations.

## 8.0 REVALUATION / RE-TOTALING

Revaluation and re-totalling 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.

- 8.3. The result after revaluation/re-totalling shall be declared as per prevailing revaluation/re-totalling rules and regulation of the People's University.

## 9.0 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;

- 9.1 He/She is not found qualified as per AICTE/State Government norms and guidelines or the eligibility criteria prescribed by the University.

OR

- 9.2 He/She is not found unable to complete the course within the stipulated time as prescribed in 2.3.

OR

- 9.3 He/She is found involved in serious breach of discipline in the Institution or in the University campus.

OR

- 9.4 He/She is found to have produced false/ forged documents or found to have used unfair means to secure admission.

**People's University, Bhopal**  
**Scheme of Examination & Course of Study**  
**Master of Pharmacy**  
**I-Semester**

Subject Code	Nomenclature/name of Subject	Teaching (Hrs/week)		Max.Marks (Theory Slot)		Max.Marks (Practical Slot)		Total Marks
		L	P	End Sem. Exam.	Tests (Two)	End Sem. Practical/ Viva	Practical Record	
MPY 101	Modern Analytical Technique	4	6	75	25	75	25	200
MPY 102	Biotechnology and bioinformatics	4	6	75	25	75	25	200
MPY 103	Drug Regulatory Affairs, IPR and Quality assurance Techniques	4	0	75	25	--	--	100
MPY 104	Product Development and Formulation	4	6	75	25	75	25	200
	<b>Total</b>	<b>16</b>	<b>18</b>	<b>300</b>	<b>100</b>	<b>225</b>	<b>75</b>	<b>700</b>

**Duration of Theory Papers: 3 Hours**

**Duration of Practical examination: 10 Hours.; Two days**

**Minimum Pass Marks:**

**(A) Theory and Sessional (separately): 50 Percent**

**(B) Practical and Sessional (separately): 50 Percent**

**People's University, Bhopal**  
**Scheme of Examination & Course of Study**  
**Master of Pharmacy**  
**II-Semester**

Subject Code	Nomenclature/name of Subject	Teaching (Hrs/week)		Max.Marks (Theory Slot)		Max.Marks (Practical Slot)		Total Marks
		L	P	End Sem. Exam.	Tests (Two)	End Sem. Practical/ Viva	Practical Record	
MPY 201	Advance specialization -I	4	6	75	25	75	25	200
MPY 202	Advance specialization -II	4	6	75	25	75	25	200
MPY 203	Advance specialization -III	4	0	75	25	--	--	100
MPY 204	Advance specialization -IV	4	6	75	25	75	25	200
	<b>Total</b>	<b>16</b>	<b>18</b>	<b>300</b>	<b>100</b>	<b>225</b>	<b>75</b>	<b>700</b>

Duration of Theory Papers: 3 Hours

Duration of Practical examination: 10 Hours.; Two days

Minimum Pass Marks:

(A) Theory and Sessional (separately) : 50 Percent

(B) Practical and Sessional (separately) : 50 Percent

**SCHEME OF EXAMINATION AND COURSE OF STUDY**  
**Master of Pharmacy**  
**III-Semester, Mini Project**  
**IV-Semester, Major Project**

Class/Project	Internal Assessment of Project and Max. Marks	Assessment of Project; External Assessment and Max. Marks
M. Pharm. III semester (Mini Project)	Project report/Thesis: 100 Viva-voce/Seminar : 100	Project report/Thesis : 200 Viva-voce/Seminar : 100
M. Pharm. IV semester (Major Project)	Project report/Thesis: 100 Viva-voce/Seminar : 100	Project report/Thesis : 300 Viva-voce/Seminar : 200



इसे वेबसाईट [www.govtpressmp.nic.in](http://www.govtpressmp.nic.in) से भी डाउन लोड किया जा सकता है.



# मध्यप्रदेश राजपत्र

प्राधिकार से प्रकाशित

क्रमांक 52 ]

भोपाल, शुक्रवार, दिनांक 27 दिसम्बर 2013—पौष 6, शक 1935

## भाग ४

विषय-सूची

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

भाग ४ (क)—कुछ नहीं

भाग ४ (ख)

अध्यादेश

उच्च शिक्षा विभाग

मंत्रालय, वल्लभ भवन, भोपाल

भोपाल, दिनांक 19 दिसम्बर 2013

No. R-365-CC-2013-XXXVIII.—In exercise of the powers conferred by sub-section (1) of Section 29 of the Madhya Pradesh Niji Vishwavidyalaya (Sthapna avam Sanchalan) Adhinyam, 2007 the State Government hereby makes, the Subsequent Ordinance No. 31 of the People's University Bhopal (M.P.) is here by published in the ordinary gazette as per the Provision of the Madhya Pradesh Niji Vishwavidyalaya (Sthapna avam Sanchalan) Adhinyam, 2007 under section 35.

THE SUBSEQUENT ORDINANCES.

By order and in the name of Governor of Madhya Pradesh,  
C. B. PADWAR, Dy. Secy.

PEOPLE'S UNIVERSITY, BHOPAL  
**Established under M. P. Act No. 17 of 2007**  
**Ordinance No. 31**  
**MASTER OF TECHNOLOGY (M. TECH.)**

This ordinance shall be applicable for master degree course in technology and shall follow the norms laid down by AICTE.

**1.0 AIM and objectives :**

- 1.1 To offer advanced programmes and courses to the graduates to specialize in particular field of Engineering.
- 1.2 To inculcate the specialized skills to meet the demand of rapidly growing Technology.
- 1.3 To orient the graduates to judiciously apply theoretical knowledge in effective practical management of various associated problems.

**2.0 Applicability :**

This ordinance shall apply to all the programmes and courses leading to the award of post graduate degree of Master in Technology (M. Tech.)

**3.0 Definitions :**

- 3.1 Academic Programme/Programmes shall mean a programme of courses and/or any other component leading to a Master's Degree in Technology.
- 3.2 Academic Year is a period of 12 months devoted for the completion of requirement specified in the scheme of teaching and the related examinations.
- 3.3 Course means an academic programme and/or component, carrying a distinctive code and specific credits assigned to it.
- 3.4 University shall mean People's University, Bhopal Madhya Pradesh.
- 3.5 Semester System—A programme wherein each academic year is appointed into two parts know as semesters.
- 3.6 Student shall mean a person admitted and enrolled for a programme in the Instituted School of the University which is constituent unit.
- 3.7 Ex-student shall mean those students who are not eligible for promotion/admission to higher semester due to short -fall in academic standards/attendance.
- 3.8 External Examiner shall mean an examiner who is not in the employment of the University.

**4.0 Admission :**

4.1 Candidates possessing following qualifications shall be eligible for admission :

- 4.1.1 Regular fulltime B. E./B. Tech. and with minimum CGPA of 5.0 or 50% marks in aggregate.  
or
- 4.1.2 Candidates possessing associate membership of professional bodies (AMIE and IME) in the discipline of the concerned degree.  
or
- 4.1.4 M. Sc. in relevant subject with minimum CGPA of 5.0 or 50% marks in aggregate.

4.2 Admissions shall be according to the following Criteria—

- 4.2.1 Merit prepared on the basis of valid GATE score.  
or  
4.2.2 Merit prepared on the basis of test conducted by University or an Agency on its behalf.  
or  
4.2.3 Merit prepared on the basis of CGPA or marks obtained in the qualifying examination and subject to qualifying in personal interview conducted by the University with a provision that seats shall be first filled by candidates possessing BE/B Tech./AMIE degrees before offering them to others.
- 4.3 Candidate who has already appeared in last (i.e.VIII) semester examination of Bachelor of Engineering (BE)/Bachelor of Technology (B.Tech) may be considered for admission, if he/she has successfully passed, I to VII Semester examinations of BE/B. Tech. Such candidate shall be admitted provisionally and shall be required to submit, certificate and mark-sheet as proof of passing qualifying examination within three months of commencement of the course. Otherwise his/her admission will be cancelled. Such candidate can not claim for refund of fees.

4.4

S. No. (1)	P. G. Programmes Offered (2)	Eligibility Qualification (B.E./B. Tech.) (3)
I.	Thermal Engineering	Mechanical Engineering Production Engineering Automobile Engineering Industrial & Production Engineering Aeronautics Engineering.
II.	Computer Science and Engineering	Computer Science and Engg. Computer Science & Application Computer Technology Computer Engineering Information Technology

S. No. (1)	P. G. Programmes Offered (2)	Eligibility Qualification (M.Sc.) (3)	Eligibility Qualification (M.C.A. & M.S.)
I.	Computer Science and Engineering	Computer Science Information Technology Information Science Software Engineering	Computer Science Information Technology

#### 5.0 Duration :

- 5.1 Master of Technology shall be a fulltime Post-graduate Degree programme of two academic years (i.e. four semesters) including examinations, commencing from July every year.
- 5.2 Maximum period for completion of M.Tech. Course shall be of five years from the date of commencement of the Course.
- 5.3 Non-appearance at an examination on grounds of sickness or otherwise, will be treated as one attempt.

#### 6.0 Medium of Instruction :

- 6.1 English shall be medium of instructions, examination and dissertation.

**7.0 Attendance :**

- 7.1 Regular students are required to attend a minimum of 75% theory classes and 80% practical classes separately in a semester to be eligible to appear in the University Examination.

**8.0 Examination :**

- 8.1 Following University Examinations shall be held at the end of each semester :

*8.1.1 M. Tech. First year*

- 8.1.1.1 I semester.  
8.1.1.2 II semester

*8.1.2 M. Tech. Second Year*

- 8.1.2.1 III semester  
8.1.2.2 IV semester (Project Work only)

- 8.2 Details of subjects and credits shall be prescribed separately as per the scheme duly approved by Academic Council.
- 8.3 University examination shall be held in Nov.-Dec. and May-June, each year.
- 8.4 Failed/absent students shall appear in the subsequent regular university examination as per para 8.3.

**9.0 Project Work/Dissertation :**

- 9.1.1 Project Work is intended to impart training in research methodology and documentation of research work, which shall culminate in submission of a dissertation for evaluation.
- 9.1.2 Dissertation shall be documentation of original compilation of study material investigations analysis and results etc.

**9.2 Selection of Project:**

- 9.2.1 Each student shall submit a list of sufficient number of proposed projects, in concerned specialty, to HOD by the end of Semester III.
- 9.2.2 HOD shall assign one of the topics to the student who shall present a detailed synopsis on it, at the start of Semester IV, to a panel comprising of teachers nominated by HOI. Synopsis shall be the blue print for developing the dissertation.

**9.3 Guides/Co-Guides.**

- 9.3.1 HOD shall nominate Guide for each project/student. Co-Guide(s) may be nominated, if required, by HOD.
- 9.3.2 Guide shall be responsible for rendering guidance and supervision leading to completion of dissertations of quality and giving the certificate that work is done under him duly endorsed and certified by HOD.

**9.4 Appointment and qualifications of External Examiners**

External examiner possessing M. Tech. in concerned subject with five years of post. PG teaching experience shall be appointed. Names of external examiners shall be proposed by Dean-Faculty from a panel recommended by Board of Studies.

**9.5 Role of Internal Examiner :**

Role of Internal Examiner Subject teacher for practical subjects and project guide for the project work shall be appointed as Internal Examiner by the Dean-Faculty Internal Examiner shall certify the genuineness of the candidate and shall be responsible for the smooth conduct of the examination.

**9.6 Submission of Dissertation :**

Students shall submit three hard and one soft copy of dissertation duly authenticated by HOI, HOD, Guide and Co-Guide to University through HOI by stipulated date in semester IV.

**10.0 Promotion :**

10.1 A student admitted to Master of Technology course shall be promoted and / or allowed to kjeep term (ATKT) as per following criteria :

10.1.1 Student shall be allowed to keep term for Semester II if he/she appears and fails or does not appear in Semester I examination (subject to the condition that student has filled the examination form).

10.1.2 Student shall be allowed to keep term(s) for Semester III examination even if he/she fails in a total of not more than two subjects of Semester I and II examinations taken together.

10.1.3 Project Report, to be submitted in Semester IV, shall be evaluated by the external examiner only after the student passes all subjects of Semester I, II and III.

**11.0 Criteria for passing and Improvement of Grad(s) :**

S. No.	Head of Passing	Passing Criterion	Grade
1	Theory Paper	Marks $\geq$ 40%	D
2	Practical	Marks $\geq$ 40%	D
3	Project	Marks $\geq$ 50%	C
4	Semester	SGPA 5	C
5	Programme	CGPA 5	C

**12 Provision for improvement of Grads(s) for students having SCGPA less than 5.0 :**

Students shall be permitted to improve their grads under following conditions—

12.1 The facility for improvement in the grades will be available only to those students who have SGPA less than 5.0 and more than 4.0, in-spite of passing in all subjects.

12.2 A subject for improvement in the grade can be undertaken only once within two years of the first time earning the grade D in the subject (i. e. maximum of two papers/subjects) and before finishing the degree program.

12.3 Additional fee will be paid by the student for undertaking each subject/paper for grade improvement (i. e. fees structure for ATKT examination will be applicable).

12.4 After the final result of the subject/paper, the higher grade achieved out of the two shall be considered as the final grade.

12.5 Students having undertaken improvement of grade option will not be eligible for the award of any medal/merit position.

**13.0 Internal Assessment/Mid-Sessional Tests :**

13.1 Two mid semester examinations shall be conducted in each semester.

13.2 Best marks out of the two examinations shall be considered.

**14.0 Scheme of University Examination and Evaluation :**

The distribution of weight-age of the various components of evaluation for each subject shall be as follows :—

**14.1 Theory**

14.1.1. Class quiz/Assignment/Seminars and Attendance	15%
14.1.2 Mid-semester test	15%
14.1.3 Semester Examination	70%
Total	100%

**14.2 Practical**

14.2.1 Course Work and Attendance	30%
14.2.2 Semester Examination	70%
Total	100%

14.3 Project work (where no class work is involved) University Examination (Evaluation of research work)	100%
Total	100%

**15.0 Grading System :**

15.1 Aggregate marks in each subject and total of semester examination shall be converted in equivalent grade for declaration of result :—

15.2 A student shall be awarded Grade in each subject/paper based on his/her evaluation of performance in University examination,

15.3 Numerical equivalents of grade shall be as under —

Grade	Marks range (based on absolute marks System)	Grade Point	Description of performance
A+	91-100	10	Outstanding
A	81-90	9	Excellent
B+	71-80	8	Very Good
B	61-70	7	Good
C+	51-60	6	Average
C	41-50	5	Marginal
D	40 Only	4	Pass
F	Below 40	0	Fail

(Note : W-Result Withheld)

15.4 Semester Grade Points Average (SGPA) and Cumulative Grade Point Average (CGPA) shall be calculated as follows :—

$$SGPA = \frac{\sum_{i=1}^{\pi} c_i p_i}{\sum_{i=1}^{\pi} c_i}$$

Where  $c_i$  is the number of credits offered in the  $i^{th}$  subject of a Semester for which SGPA is to be calculated,  $p_i$  is the corresponding grade point earned in the  $i^{th}$  subject, where  $i=1, 2, \dots, n$ , are the number of subjects in that semester.

$$CGPA = \frac{\sum_{j=1}^{\pi} SG_j NC_j}{\sum_{j=1}^{\pi} NC_j}$$

Hence  $NC_j$  is the number of total credits offered in the  $j^{th}$  semester,  $SG_j$  is the SGPA earned in the  $j^{th}$  semester, where  $j=1, 2, \dots, m$ , are the number of semesters in that course.

15.5 Grade sheet, issued at the end of each semester, shall indicate SGPA of that semester. Final Grade sheet, issued at the end of final semester of the course shall also indicate CGPA, Equivalent Percentage Marks and Division awarded.

#### 16. Retotaling and Revaluation :

16.1 Retotaling and Revaluation shall be permissible only for theory paper.

16.2 The University on application and remittance of a stipulated fees, shall permit retotaling.

16.3 The University on application and remittance of a stipulated fees, shall permit revaluation in maximum 2 (two) theory papers.

#### 17.0 Award of division :

Division shall be awarded, only after Semester IV examination, based on integrated performance of two years (4 semesters), as follows :—

CGPA	Division
$7.5 \leq CGPA$	First Division with distinction
$6.5 \leq CGPA < 7.5$	First Division
$5.0 \leq CGPA < 6.5$	Second Division

17.2 Conversion from grade to an equivalent percentage in a given academic program shall be according to following formula.

$$\% \text{ Score} = CGPA \times 10$$

#### 18.0 Cancellation of Admission :

18.1 Admission of a student may be cancelled under following circumstances.

18.1.1 At any stage, if student is not found qualified, for the Course, as per AICTE norms/guidelines or the eligibility criteria prescribed by the University.

18.1.2 Failing to complete the course within five years of commencement of the course.

18.1.3 Involvement in gross indiscipline in the Institute/University.

No.—R-66-CC-2015-XXXVIII.—WHEREAS, pursuing the procedure specified in Section 29 of Madhya Pradesh Niji Vishwavidyalaya (Sthapna avam Sanchalan) Adhiniyam, 2007 (No. 17 of 2007), the Peoples University Bhopal (M.P.) has made the Subsequent Ordinance No. 32 to 40;

Now, THEREFORE, in pursuance of Section 35 of the said Act the State Government, hereby publish the said Subsequent Ordinances in the official Gazette. The Subsequent Ordinances of the University shall come into force from the date of notification.

By order and in the name of the Governor of Madhya Pradesh,  
R. K. VIJAY, Dy. Secy.

## PEOPLE'S UNIVERSITY, BHOPAL

(Established under M.P. Act No. 17 of 2007)

### Ordinance No. 32

#### POST BASIC DIPLOMA IN ORTHOPEDIC & REHABILITATION NURSING (1 YEAR DIPLOMA COURSE)

The Programme shall be governed by the norms laid down by the Indian Nursing Council.

#### 1.0 AIMS & OBJECTIVES

##### 1.1 AIMS

Prepare nurses with specialized knowledge, skills and attitude in providing advanced quality care to the patient with Orthopaedic disorders, their families and communities.

##### 1.2 OBJECTIVE

- 1.2.1 Describe the concepts and principles of Orthopaedic nursing.
- 1.2.2 Demonstrate skill in providing essential diagnostic orthopedic and rehabilitation procedures.
- 1.2.3 Apply nursing process in caring of patients with orthopedic disorders.
- 1.2.4 Participate effectively as a member of the health care team.
- 1.2.5 Communicate effectively with patients undergoing surgery and their family members.
- 1.2.6 Participate in rehabilitation programmes.
- 1.2.7 Demonstrate skills in use of orthopedic and rehabilitation appliances.
- 1.2.8 Make a plan for organization of Orthopaedic & Rehabilitation units.
- 1.2.9 Conduct research in Orthopaedic & Rehabilitation Nursing.
- 1.2.10 Teach and supervise nurses and allied health workers.
- 1.2.11 Communicate effectively with patients, their families and community.

#### 2.0 The Diploma in Nursing One year course here in after will be designated as **Post Basic Diploma in Orthopedic and Rehabilitation Nursing.**

#### 3.0 ACADEMIC QUALIFICATION & ELIGIBILITY FOR ADMISSION

- 3.1 Candidate should be a Registered Nurse & Midwife (R.N. & R.M.) or equivalent.
- 3.2 Possess a minimum of one year experience as a staff nurse.
- 3.3 Candidates from other countries must obtain an equivalence certificate as per guideline of INC.
- 3.4 Male Nurses who have not done midwifery in GNM programme must submit a certificate of completion of a course of 6-9 months duration approved by INC in lieu of midwifery.

#### 4.0 **Seat intake:** As per approval of regulatory body.

#### 5.0 **Reservation:** As per Statute No.18 clause no. 5 of People's University, Bhopal, approved & published in M. P. Gazette.

#### 6.0 CRITERIA FOR SELECTION

- 6.1. The candidate who fulfills the aforesaid academic qualification for admission.
- 6.2. Admission shall be based on merit.
- 6.3. Candidate should be medically fit.
- 6.4. There shall be no upper age limit for admission for trained registered nurses.

#### 7.0 COURSE DURATION

- 7.1. The duration of Post Basic Diploma in Orthopedic & Rehabilitation Nursing course shall be one academic year including internship.
- 7.2. The maximum period to complete the course successfully should not exceed 2 years from the date of admission.

#### 8.0 COURSE COMMENCEMENT

The commencement of the course shall start during the period of July/Aug of every year.



**9.0 EXAMINATION**

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

**9.2. Scheme of Examination**

Subject	Int. ass. Marks	Ext. Ass. Marks	Total Marks	Duration (In hours)
<b>A. Theory</b>				
Paper I -Clinical Nursing- I	50	150	200	3
Paper II - Clinical Nursing- II	50	150	200	3
Paper III - Supervision & Management, Clinical Teaching, Elementary Research & Statistics	50	150	200	3
<b>B. Practical</b>				
Clinical Nursing (Teaching & Supervision to be Integrated)	100	100	200	-
<b>Grand Total</b>	<b>250</b>	<b>550</b>	<b>800</b>	-

**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 The internal assessment marks shall be on the basis of two term examination and one pre-university examination, class tests, theory and practical assignments and clinical performance.

9.3.3 The internal assessment marks for theory subjects shall be as per scheme of examination.

9.3.4 A candidate should obtain minimum 50% marks separately in Internal assessment.

**10.0 University Examination**

10.1. There shall be an annual university examination at the end of academic session in the month of May/June.

10.2. There shall be supplementary examination in the month of Sep/Oct.

10.3. The candidate who fails in supplementary examination, can reappear in next annual university examination.

10.4. The practical examination shall be held in respective clinical area.

**11.0 CRITERIA FOR PASSING**

11.1. 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.

11.2. If a candidate fails in either theory or practical subject(s), he/she has to reappear in failed paper only.

11.3. If a candidate fails in any number of subjects in main examination, he/she will be considered as supplementary candidate in subsequent examination.

11.4. Grace marks up to a aggregate of 5 marks may be awarded to students who have failed in two subjects but passed in all other subjects. However the total marks obtained should not be altered.

**12.0 DIVISION, MERIT & CERTIFICATION**

- 12.1 The division shall be awarded on the following basis-
- |                  |   |
|------------------|---|
| Distinction -    | 75% and above (First attempt only)  |
| First Division-  | 60% and above and below 75 %  |
| Second Division- | 50% and above and below 60%   |
| Pass-            | Shall be awarded to the candidate passing with Supplementary or passing in more than one attempt. |
- 12.2 The merit shall be awarded on the basis of the grand total marks.

**13.0 ATTENDANCE**

- 13.1 A candidate must have minimum of 80% attendance in each subject for appearing in university examination.
- 13.2 The candidate should have 100% of attendance for integrated practice experience and internship in term of hours and activities before awarding the certificate.

**14.0 APPOINTMENT OF EXAMINERS**

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

- 14.1 Question paper setter / moderator / evaluator/ practical examiner shall be M.Sc Nursing in Medical Surgical Nursing with minimum 1 years teaching experience or Post Basic Diploma in Orthopaedic & Rehabilitation Nursing with 2 years of teaching experience working in any nursing institute. The panel of the entire above mentioned category shall be submitted by Dean-Faculty.
- 14.2 One internal and one external examiner should jointly conduct practical examination for each student.

**15.0 REVALUATION / RE-TOTALING**

- 15.1 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 subject(s) applied.
- 15.2 The result after revaluation/re-totalling shall be declared as per prevailing revaluation/re-totalling rules and Regulation of the People's University.

**16.0 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;

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

OR

- 16.2 Candidate is not able to complete the course within the stipulated time as prescribed in para 5.2

OR

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

**17.0 SCHEME OF STUDIES**

- 17.1 Annual schedule of studies

i.	Teaching: Theory & Clinical Practice	42 weeks
ii.	Internship	4 weeks
iii.	Examination (Including preparatory leave)	2 weeks
iv.	Vacation	2 weeks
v.	Public Holidays	2 weeks

**52 weeks**

- 17.2 The subject of study in academic year shall be as per the scheme given in subsequent sections.

**DISTRIBUTION OF HOURS:**

Subject	Theory	Practical
1. Clinical Nursing-I (Inclusive of foundation courses)	155 Hrs	Integrated Clinical Practice  (1280 hrs)
2. Clinical Nursing-II	155 Hrs	
3. Supervision & Management, Clinical Teaching, Elementary Research & Statistics i Supervision and Management ii Clinical Teaching iii Elementary Research & Statistics	30 Hrs 30 Hrs 30 Hrs	
4. Internship		160 Hrs
<b>TOTAL</b>	<b>400 Hrs.</b>	<b>1440 Hrs.</b>

• Hours distribution for theory and practice	42 weeks x 40hrs./week =1680 hrs
• Block classes	4 weeks x 40 hours/week =160 hrs
• Integrated theory & clinical practice	38 weeks x 40 hours/week = 1520 hrs
• (Theory 400 hrs)* Theory 6 hours/week	38 weeks x 6 hours/week = 240 hrs
• Clinical experience 34 hours/weeks	38 weeks x 34 hrs/week =1280 hrs
• Internship	4 weeks x 40 hrs =160 hrs.

**17.3 Clinical Experience**

Clinical experience must be provided as the stipulated clinical hours.

The student should be posted in - Orthopaedic & Rehabilitation unit for 38 weeks including two weeks evening and two weeks night.

▪ Orthopedic ward	-	12 weeks
▪ Neuro Surgical Ward	-	4 weeks
▪ OT	-	6 weeks
▪ Physiotherapy Unit	-	4 weeks
▪ Rehabilitation Unit	-	4 weeks
▪ Emergency and Trauma Unit	-	4 weeks
▪ Ortho OPD'S	-	4 weeks

## PEOPLE'S UNIVERSITY, BHOPAL

(Established under M.P. Act No. 17 of 2007)

### Ordinance No. 33

#### POST BASIC DIPLOMA IN NEONATAL NURSING (1 YEAR DIPLOMA COURSE)

The Programme shall be governed by the norms laid down by the Indian Nursing Council.

#### 1.0 AIMS & OBJECTIVES

##### 1.1 AIMS

Prepare nurses with specialized knowledge, skills and attitude in providing advanced quality care to neonates, their families and communities.

##### 1.2 OBJECTIVE

- 1.2.1 Describe the concepts and principles of neonatal nursing.
- 1.2.2 Communicate effectively and foster actively a family-child relationship.
- 1.2.3 Demonstrate skill in providing essential newborn care.
- 1.2.4 Perform neonatal advance life support skills.
- 1.2.5 Apply nursing process in caring of neonates receiving intensive care.
- 1.2.6 Participate effectively as a member of the health care team.
- 1.2.7 Organize and demonstrate skills in management of neonatal services.
- 1.2.8 Make a plan for organization of neonatal unit.
- 1.2.9 Conduct research in neonatal nursing.
- 1.2.10 Teach and supervise nurses and allied health workers.

#### 2.0 The Diploma in Nursing One year course here in after will be designated as **POST BASIC DIPLOMA IN NEONATAL NURSING.**

#### 3.0 ACADEMIC QUALIFICATION & ELIGIBILITY FOR ADMISSION

- 3.1 Candidate should be a Registered Nurse & Midwife (R.N & R.M) or equivalent.
- 3.2 Possess a minimum of one year experience as a staff nurse.
- 3.3 Candidate from other countries must obtain an equivalence certificate as per guideline of INC.
- 3.4 Male Nurses who have not done midwifery in GNM programme must submit a certificate of completion of a course of 6-9 months duration approved by INC in lieu of midwifery.

#### 4.0 **Seat Intake:** As per approval of regulatory body.

#### 5.0 **Reservation:** As per Statute No.18 clause no. 5 of People's University, Bhopal, approved & published in M. P. Gazette.

#### 6.0 CRITERIA FOR SELECTION

- 6.1. The candidate who fulfills the aforesaid academic qualification for admission.
- 6.2. Admission shall be based on merit.
- 6.3. Candidate should be medically fit.
- 6.4. There shall be no upper age limit for admission for trained registered nurses.

#### 7.0 COURSE DURATION

- 7.1 **The duration of Post Basic Diploma in Neonatal Nursing course shall be one academic year including internship.**
- 7.2 **The maximum period to complete the course successfully should not exceed 2 years from the date of admission.**

#### 8.0 COURSE COMMENCEMENT

- 8.1 The commencement of the course shall start during the period of July/Aug of every year.

#### 9.0 EXAMINATION

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

9.2 **Scheme of Examination**

Subject	Int. ass. Marks	Ext. Ass. Marks	Total Marks	Duration (In hours)
<b>A. Theory</b>				
Paper I -Clinical Nursing- I	50	150	200	3
Paper II - Clinical Nursing- II	50	150	200	3
Paper III - Supervision & Management, Clinical Teaching, Elementary Research & Statistics	50	150	200	3
<b>B. Practical</b>				
Clinical Nursing (Teaching & Supervision to be integrated)	100	100	200	-
<b>Grand Total</b>	<b>250</b>	<b>550</b>	<b>800</b>	<b>-</b>

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 The internal assessment marks shall be on the basis of two term examination and one pre-university examination, class tests, theory and practical assignments and clinical performance.

9.3.3 The internal assessment marks for theory subjects shall be as per scheme of examination.

9.3.4 A candidate should obtain minimum 50% marks separately in internal assessment.

9.4 **University Examination**

9.4.1 There shall be an annual university examination at the end of academic session in the month of May/June.

9.4.2 There shall be supplementary examination in the month of Sep/Oct.

9.4.3 The candidate who fails in supplementary examination, can reappear in next annual examination.

9.4.4 The practical examination shall be held in respective clinical area.

**10.0 CRITERIA FOR PASSING**

10.1 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.

10.2 If a candidate fails in either theory or practical paper, he/she has to reappear in failed paper only.

10.3 If a candidate fails in any number of subjects in main examination, he/she will be considered as supplementary candidate in subsequent examination.

10.4 Grace marks up to a aggregate of 5 marks may be awarded to students who have failed in two subjects but passed in all other subjects. However the total marks obtained should not be altered.

**11.0 DIVISION, MERIT & CERTIFICATION**

11.1 The division shall be awarded on the following basis-

Distinction - 75% and above (First attempt only)

First Division- 60% and above and below 75 %

Second Division- 50% and above and below 60%

Pass- Shall be awarded to the candidate passing with

Supplementary or passing in more than one attempt.

11.2 The merit shall be awarded on the basis of the grand total marks.

**12.0 ATTENDANCE**

- 12.1 A candidate must have minimum of 80% attendance in each subject for appearing in university examination.
- 12.2 The candidate should have 100% of attendance for integrated practice experience and internship in term of hours and activities before awarding the certificate.

**13.0 APPOINTMENT OF EXAMINERS**

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

- 13.1 Question paper setter / moderator / evaluator/ practical examiner shall be M.Sc Nursing in Child Health/Paediatric Nursing with minimum 1 year teaching experience or Post Basic Diploma in Neonatal Nursing with 2 years of teaching experience working in any nursing institute. The panel of the entire above mentioned category shall be submitted by Dean-Faculty.
- 13.2 One internal and one external examiner should jointly conduct practical examination for each student.

**14.0 REVALUATION / RE-TOTALING**

- 14.1 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 subject(s) applied.
- 14.2 The result after revaluation/re-totalling shall be declared as per prevailing revaluation/re-totalling rules and Regulation of the People's University.

**15.0 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;

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

OR

- 15.2 Candidate is not able to complete the course within the stipulated time as prescribed in para 5.2

OR

- 15.3 Candidate is found involved in serious breach of discipline in the institution or in the University campus.

**16.0 SCHEME OF STUDIES**

- 16.1 Annual schedule of studies .

▪ Teaching: Theory & Clinical Practice	42 weeks
▪ Internship	4 weeks
▪ Examination (Including preparatory leave)	2 weeks
▪ Vacation	2 weeks
▪ Public Holidays	2 weeks
	<b>52 weeks</b>

- 16.2 The subject of study in academic year shall be as per the scheme given in subsequent sections.

**DISTRIBUTION OF HOURS**

Subject	Theory	Practical
1. Clinical Nursing-I (Inclusive of foundation courses)	155 Hrs	Integrated Clinical Practice  (1280 hrs)
2. Clinical Nursing-II	155 Hrs	
3. Supervision & Management, Clinical Teaching, Elementary Research & Statistics i Supervision and Management ii Clinical Teaching iii Elementary Research & Statistics	30 Hrs 30 Hrs 30 Hrs	
4. Internship		160 Hrs
<b>TOTAL</b>	<b>400 Hrs.</b>	<b>1440 Hrs.</b>

• Hours distribution for theory and practice	42 weeks x 40hrs./week =1680 hrs
• Block classes	4 weeks x 40 hours/week =160 hrs
• Integrated theory & clinical practice	38 weeks x 40 hours/week = 1520 hrs
• (Theory 400 hrs)* Theory 6 hours/week	38 weeks x 6 hours/week = 240 hrs
• Clinical experience 34 hours/weeks	38 weeks x 34 hrs/week =1280 hrs
• Internship	4 weeks x 40 hrs =160 hrs.

**16.3 Clinical Experience**

Clinical experience must be provided as the stipulated clinical hours.

The student should be posted in – Neonatal Services unit for 38 weeks including two weeks evening and two weeks night.

- Labour room - 4 weeks
- Postnatal ward - 4 weeks
- Newborn Unit- NICU - 24 weeks
- Pediatric Surgery NICU - 2 weeks
- Community/follow-up/clinic - 4 weeks

**PEOPLE'S UNIVERSITY, BHOPAL**

(Established under M.P. Act No. 17 of 2007)

**Ordinance No. 34****POST BASIC DIPLOMA IN OPERATION ROOM NURSING  
(1 YEAR DIPLOMA COURSE)**

The Programme shall be governed by the norms laid down by the Indian Nursing Council.

**1.0 AIMS & OBJECTIVES****1.1 AIMS**

Prepare nurses with advanced knowledge, clinical skills and attitude necessary to function effectively as a member of operation room surgical team (Operation room nursing includes immediate pre, intra, and immediate post operative nursing).

**1.2 OBJECTIVE**

**1.2.1** Describe the concepts and principles of operation room nursing.

**1.2.2** Communicate effectively with patients undergoing surgery and their family members.

**1.2.3** Perform advance life support skills.

**1.2.4** Apply nursing process in caring of patients undergoing surgery.

**1.2.5** Participate effectively as a member of the health care team.

**1.2.6** Organize and demonstrate skills in management of operation room.

**1.2.7** Make a plan for organization of operation room.

**1.2.8** Assist during surgical procedures and coordinate with the member of operation room team.

**1.2.9** Conduct research in operation room nursing.

**1.2.10** Teach and supervise nurses and allied health workers.

**2.0** The Diploma in Nursing One year course here in after will be designated as **Post Basic Diploma in Operation Room Nursing**.

**3.0 ACADEMIC QUALIFICATION & ELIGIBILITY FOR ADMISSION**

**3.1** Candidate should be a Registered Nurse & Midwife (R.N & R.M) or equivalent.

**3.2** Posses a minimum of one year experience as a staff nurse.

**3.3** Candidate from other countries must obtain an equivalence certificate as per guideline of INC.

**3.4** Male Nurses who have not done midwifery in GNM programme must submit a certificate of completion of a course of 6-9 months duration approved by INC in lieu of midwifery.

**4.0** **Seat Intake:** As per approval of regulatory body.

**5.0** **Reservation:** As per Statute No.18 clause no. 5 of People's University, Bhopal, approved & published in M. P. Gazette.

**6.0 CRITERIA FOR SELECTION**

**6.1** The candidate who fulfills the aforesaid academic qualification for admission.

**6.2** Admission shall be based on merit.

**6.3** Candidate should be medically fit.

**6.4** There shall be no upper age limit for admission for trained registered nurses.

**7.0 COURSE DURATION**

**7.1** The duration of Post Basic Diploma in Operation Room Nursing course shall be one academic year including internship.

**7.2** The maximum period to complete the course successfully should not exceed 2 years from the date of admission.

**8.0 COURSE COMMENCEMENT**

**8.1** The commencement of the course shall start during the period of July/Aug. of every year.



**9.0 EXAMINATION**

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

**9.2 Scheme of Examination**

Subject	Int. ass. Marks	Ext. Ass. Marks	Total Marks	Duration (In hours)
<b>A. Theory</b>				
Paper I -Clinical Nursing- I	50	150	200	3
Paper II - Clinical Nursing- II	50	150	200	3
Paper III - Supervision & Management, Clinical Teaching, Elementary Research & Statistics	50	150	200	3
<b>B. Practical</b>				
Clinical Nursing (Teaching & Supervision to be integrated)	100	100	200	-
<b>Grand Total</b>	<b>250</b>	<b>550</b>	<b>800</b>	<b>-</b>

**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** The internal assessment marks shall be on the basis of two term examination and one pre-university examination, class tests, theory and practical assignments and clinical performance.

**9.3.3** The internal assessment marks for theory subjects shall be as per scheme of examination.

**9.3.4** A candidate should obtain minimum 50% marks separately in Internal assessment.

**9.3.5** In case a candidate fails in any subjects there shall be provision of improvement in internal assessment marks and those marks shall be considered in subsequent examinations.

**9.4 University Examination**

**9.4.1** There shall be an annual university examination at the end of academic session in the month of May/June.

**9.4.2** There shall be supplementary examination in the month of Sep/Oct.

**9.4.3** The candidate who fails in supplementary examination can reappear in next annual examination.

**9.4.4** The practical examination shall be held in respective clinical area.

**10.0 CRITERIA FOR PASSING**

**10.1** 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.

**10.2** If a candidate fails in either theory or practical paper, he/she has to reappear in failed paper only.

**10.3** If a candidate fails in any number of subjects in main examination, he/she will be considered as supplementary candidate in subsequent examination.

**10.4** Grace marks up to an aggregate of 5 marks may be awarded to students who have failed in two subjects but passed in all other subjects. However the total marks obtained should not be altered.

**11.0 DIVISION, MERIT & CERTIFICATION**

- 11.1** The division shall be awarded on the following basis-
- |                  |   |
|------------------|---|
| Distinction -    | 75% and above (First attempt only)  |
| First Division-  | 60% and above and below 75 %  |
| Second Division- | 50% and above and below 60%   |
| Pass-            | Shall be awarded to the candidate passing with Supplementary or passing in more than one attempt. |
- 11.2** The merit shall be awarded on the basis of the grand total marks.
- 11.3** The title of certification shall be "Post Basic Diploma In Operation Room Nursing".

**12.0 ATTENDANCE**

- 12.1** A candidate must have minimum of 80% attendance in each subject for appearing in university examination.
- 12.2** The candidate should have 100% of attendance for integrated practice experience and internship in term of hours and activities before awarding the certificate.

**13.0 APPOINTMENT OF EXAMINERS**

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

- 13.1** Question paper setter / moderator / evaluator/ practical examiner shall be M.Sc Nursing in Medical Surgical Nursing with minimum 1 year teaching experience or Post Basic Diploma in Operation Room Nursing with 2 years of teaching experience working in any nursing institute. The panel of the entire above mentioned category shall be submitted by Dean-Faculty.
- 13.2** One internal and one external examiner should jointly conduct practical examination for each student.

**14.0 REVALUATION / RE-TOTALING**

- 14.1** 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 subject(s) applied.
- 14.2** The result after revaluation/re-totalling shall be declared as per prevailing revaluation/re-totalling rules and Regulation of the People's University.

**15.0 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;

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

OR

- 15.2** Candidate is not able to complete the course within the stipulated time as prescribed in para 5.2 .

OR

- 15.3** Candidate is found involved in serious breach of discipline in the institution or in the University campus.

**16.0 SCHEME OF STUDIES****16.1** Annual schedule of studies

▪ Teaching: Theory & Clinical Practice	42 weeks
▪ Internship	4 weeks
▪ Examination (Including preparatory leave)	2 weeks
▪ Vacation	2 weeks
▪ Public Holidays	2 weeks

**52 weeks**

- 16.2** The subject of study in academic year shall be as per the scheme given in subsequent sections.

**DISTRIBUTION OF HOURS**

Subject	Theory	Practical
1. Clinical Nursing-I (inclusive of foundation courses)	155 Hrs	Integrated Clinical Practice  (1280 hrs)
2. Clinical Nursing-II	155 Hrs	
3. Supervision & Management, Clinical Teaching, Elementary Research & Statistics		
i Supervision and Management	30 Hrs	
ii Clinical Teaching	30 Hrs	
iii Elementary Research & Statistics	30 Hrs	
4. Internship		160 Hrs
<b>TOTAL</b>	<b>400 Hrs.</b>	<b>1440 Hrs.</b>

• Hours distribution for theory and practice	42 weeks x 40hrs./week =1680 hrs
• Block classes	4 weeks x 40 hours/week =160 hrs
• Integrated theory & clinical practice	38 weeks x 40 hours/week = 1520 hrs
• (Theory 400 hrs)* Theory 6 hours/week	38 weeks x 6 hours/week = 240 hrs
• Clinical experience 34 hours/weeks	38 weeks x 34 hrs/week =1280 hrs
• Internship	4 weeks x 40 hrs =160 hrs.

**16.3 Clinical Experience**

Clinical experience must be provided as the stipulated clinical hours.

The student should be posted in – Operation rooms for 38 weeks including two weeks evening and two weeks night.

▪ Gastrointestinal	-	4 weeks
▪ Nephro and urosugery	-	4 weeks
▪ Neurosurgery	-	4 weeks
▪ Cardiovascular & Thoracic	-	4 weeks
▪ Orthosurgery	-	4 weeks
▪ ENT	-	2 weeks
▪ Ophthalmic	-	2 weeks
▪ Gyne. And Obstetrical	-	4 weeks
▪ Paediatric Surgery	-	4 weeks
▪ Burn and Plastic	-	4 weeks
▪ Dental	-	4 weeks

## PEOPLE'S UNIVERSITY, BHOPAL

(Established under M.P. Act No. 17 of 2007)

### Ordinance No. 35 POST BASIC B.Sc. NURSING (2 YEAR DEGREE COURSE)

The Programme shall be governed by the norms laid down by the Indian Nursing Council.

#### 1.0 AIMS & OBJECTIVES

##### 1.1 AIMS

The aim of the undergraduate programme at the Post Basic level is to upgrade the diploma (GNM) nurses to:-

- 1.1.1 Assume responsibilities as professional, competent nurses and midwives at basic level in providing promotive, preventive, curative, and rehabilitative services.
- 1.1.2 Make independent decisions in nursing situations, protect the rights 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 settings.

##### 1.2 OBJECTIVES

On completion of Post Basic B. Sc. Nursing degree programme the graduates will be able to -

- 1.2.1 Assess health status, identify nursing needs, plan, implement and evaluate nursing care for patients / clients that contribute to health of individuals, families and communities.
- 1.2.2 Demonstrate competency in techniques of nursing based on concepts and principles from selected areas of nursing, physical, biological and behavioral sciences.
- 1.2.3 Participate as members of health team in the promotive, preventive, curative and restorative health care delivery system of the country.
- 1.2.4 Demonstrate skills in communication and interpersonal relationship.
- 1.2.5 Demonstrate leadership qualities and decision-making abilities in various situations.
- 1.2.6 Demonstrate skills in teaching to individuals and groups in community health settings.
- 1.2.7 Demonstrate managerial skills in community health setting.
- 1.2.8 Practice ethical values in their personal and professional life.
- 1.2.9 Participate in research activities and utilize research findings in improving nursing practice.
- 1.2.10 Recognize the need for continued learning for their personal and professional development.

2.0 The degree in nursing two year course here in after will be designated as **Post Basic Bachelor of Science in Nursing in short "Post Basic B.Sc. (Nursing)"**.

#### 3.0 COURSE STRUCTURE

3.1 The duration of Post Basic B.Sc. (Nursing) course shall be extended over a period of two years consisting named below:

- i. Post Basic B.Sc. (Nursing) First Year
- ii. Post Basic B.Sc. (Nursing) Second Year

4.0 **Seat Intake** : As per approval of regulatory body.

5.0 **Reservation** : As per Statute No.18 clause no. 5 of People's University, Bhopal, approved & published in M. P. Gazette.

**6.0 ACADEMIC QUALIFICATION & ELIGIBILITY FOR ADMISSION**

- 6.1 Passed the Higher Secondary or Senior Secondary or Intermediate or 10+2 or an equivalent examination recognized by the university for this purpose. Those who have done 10+1 in or before 1986, will be eligible for admission.
- 6.2 Obtained a certificate in General Nursing and Midwifery and registered as registered Nurse and Registered Midwife (R.N. R.M.) with the State Nurses Registration Council. A male nurse, trained before the implementation of the new integrated course besides being registered as a nurse with State Nurse Registration Council, shall produce evidence of training approved by Indian Nursing Council for a similar duration in lieu of midwifery in any one of the following areas of Operation Theatre (O.T.) Techniques. Ophthalmic Nursing/ Leprosy Nursing/ Tuberculosis (T.B.) Nursing /Psychiatric Nursing/Neurological and Neuro-Surgical Nursing / Community Health Nursing / Cancer Nursing/ Orthopedic Nursing.
- 6.3 Nurses from other countries must obtain an equivalence certificate from INC before admission.
- 6.4 Candidates should be medically fit.

**7.0 CRITERIA FOR SELECTION**

- 7.1 The candidate who fulfills the aforesaid academic qualification for admission.
- 7.2 Admission shall be based on merit of qualifying examination.
- 7.3 Candidate should be medically fit.
- 7.4 There shall be no upper age limit for admission for trained Registered nurses.

**8.0 COURSE DURATION**

- 8.1 The complete duration of Post Basic B.Sc.(Nursing) course shall be of two years.
- 8.2 The duration of each course of Post Basic B.Sc. (Nursing) I, II years shall not be less than 10 months.
- 8.3 The maximum period to complete the course successfully should not exceed 4 years from the date of admission.

**9.0 COURSE COMMENCEMENT**

- 9.1 The commencement of first year Post Basic B. Sc. (Nursing) shall start during the period of July/August of every year.

**10.0 EXAMINATION**

- 10.1 The medium of instruction and examination shall be English through out the course of the study.

**10.2 SCHEME OF EXAMINATION****Post Basic B. Sc (Nursing) I Year**

SL. NO	SUBJECT	DURATION	INT. ASS	EXT. ASS.	TOTAL MARKS
1.	Nursing Foundation	2	15	35	50
2.	Nutrition & Dietetics	2	15	35	50
3.	Biochemistry & Biophysics	3	25	75	100
4.	Psychology	3	25	75	100
5.	Microbiology	3	25	75	100
6.	Maternal Nursing	3	25	75	100
7.	Child Health Nursing	3	25	75	100
8.	Medical & Surgical Nursing	3	25	75	100
9.	English (qualifying)*	3	25	75	100
<b>PRACTICALS</b>					
1.	Medical & Surgical Nursing	-	50	50	100
2.	Maternal Nursing	-	50	50	100
3.	Child Health Nursing	-	50	50	100

**Post Basic B. Sc (N) II Year**

SL. NO	SUBJECTS	DURA-TION	INT. ASS.	EXT. ASS.	TOTAL MARKS
10.	Sociology	3	25	75	100
11.	Community Health Nursing	3	25	75	100
12.	Mental Health Nursing	3	25	75	100
13.	Introduction to Nursing Education	3	25	75	100
14	Introduction to Nursing Administration	3	25	75	100
15.	Introduction to Nursing Research & Statistics**	2	50	-	50
<b>PRACTICAL</b>					
4.	Community Health Nursing	-	50	50	100
5.	Mental Health Nursing	-	50	50	100
6.	Research Project**	-	50	-	50

\* Qualifying examination at college level not university level.

\*\* College examination not University examination.

**10.3 University Examination**

10.3.1 There shall be one annual University examination at the end of each academic year in the month of May/June.

10.3.2 The external examination for practical subject shall be out of 50 marks.

10.3.3 The external assessment marks for theory subject shall be out of 75 marks except Nursing Foundation (Paper 1), Nutrition & Dietetics (Paper 2) shall be out of 35 Marks.

10.3.4 Theory and practical exams for Introduction to Nursing Research and Statistics (Paper 15) will be conducted as college exam and marks to be send to University for inclusion in the mark sheet.

10.3.5 50% of minimum marks in each theory and practical paper separately is required for passing.

10.3.6 A candidate has to secure minimum of 33 % in English (qualifying examination).The obtained marks shall not be added in grand total.

10.3.7 Maximum number of candidate for practical examination should not exceed 20 per day.

10.3.8 All practical examinations must be held in the respective clinical areas.

10.3.9 The duration of theory examination shall be three hours except Nursing Foundation (Paper 1) and Nutrition & Dietetics (Paper 2) it should be two hrs.

**10.4 Supplementary Examination**

10.4.1 There will be only one mid-session Supplementary Examination held by the University ordinarily held in the month of September / October. However those who fails in supplementary exam they will appear in main exam.

10.4.2 Only supplementary subjects will have to be repeated in midsession supplementary or supplementary examination with the main annual examination.

**10.5 Internal Examination**

10.5.1 The assessment of academic growth of the students shall be done on continuously and day to day basis.

10.5.2 The internal assessment marks shall be on the basis of two term examination and one pre-university examination, class tests, theory and practical assignments and clinical performance.

10.5.3 The internal assessment marks for the theory subjects shall be out of 25 Marks except Nursing Foundation (Paper 1) and Nutrition and Dietetics (Paper 2) shall be out of 15 marks.

10.5.4 The internal assessment marks for the practical shall be out of 50 marks.

- 10.5.5 The duration of theory examination (conducted at college level) shall be two hours for Introduction to Nursing Research & Statistics (Paper 15).
- 10.5.6 The practical exam for Research Project shall be conducted at college level and marks shall be send to the University for inclusion in the mark sheet. There will not be University practical exam for aforesaid paper.
- 10.5.7 A candidate has to secure minimum of 50% marks in internal examination for qualifying/appearing in the external examination.
- 10.5.8 In case a candidate fail/supplementary in any subject/s there shall be provision of improvement in internal assessment marks and those marks shall be consider in subsequent examinations.

#### 11.0 CRITERIA FOR PASSING

- 11.1 A Candidate has to pass in theory and practical exam separately in each of the paper.
- 11.2 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.
- 11.3 A candidate has to secure minimum of 33 % in qualifying subject (English) for passing.
- 11.4 If a candidate fails in either theory or practical paper he/she has to re-appear for both the papers (Theory and Practical).
- 11.5 A Candidate failing in any number of subjects will be promoted to the next year but the duration of completion shall not exceed then 4 year.
- 11.6 Grace marks up to an aggregate of 5 marks may be awarded to students who have fail in two subjects but passed in all other subjects. However the total marks obtained should not be altered.

#### 12.0 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 subjects
- 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.

#### 13.0 ATTENDANCE

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

#### 14.0 APPOINTMENT OF EXAMINERS

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

- 14.1 Question paper setter / moderator / evaluator shall be Professor, Associate Professor, Assistant Professor or Lecturer working in any nursing institute conducting nursing courses with minimum of 3 year of teaching experience can be appointed. The panel of the entire above mentioned category shall be submitted by Dean-Faculty.
- 14.2 **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 lecture or above in a college of nursing with M. Sc (N) in concerned subject and minimum of 3 year of teaching experience.

#### 15.0 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;

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

OR

15.2 Candidate is not able to complete the course within the stipulated time as prescribed in para 5.2

OR

15.3 Candidate is found involved in serious breach of discipline in the institution or in the University campus.

#### 16.0 SCHEME OF STUDIES

16.1 Annual schedule of studies shall be as follows-

▪ Weeks available per year	=	52 weeks
▪ Vacation	=	8 weeks
▪ Gazetted holidays	=	3 weeks
▪ Examination (Including preparatory)	=	4 weeks
▪ Available weeks	=	37 weeks
▪ Hours per week	=	40 Hours
▪ Practical	=	30 hours per Wk(5x6 = 30)
▪ Theory	=	10 hours per wk (2x5 = 10)
• Hours available per academic year	=	1480(37 wk x 40 hours)

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

#### Post Basic B.Sc.(N) I Year

S.NO.	SUBJECT	HOURS THEORY	HOURS PRACTICAL
1.	Nursing Foundation	45	-
2.	Nutrition & Dietetics	30	15
3.	Biochemistry & Biophysics	60	-
4.	Psychology	60	15
5.	Maternal Nursing	60	240
6.	Child Health Nursing	60	240
7.	Microbiology	60	30
8.	Medical & Surgical Nursing	90	270
9.	English(Qualifying)	60	-
<b>Total</b>		<b>525</b>	<b>810</b>
<b>Total Hours = 1335</b>			

#### Post Basic B.Sc.(N) II Year

S.NO	SUBJECT	HOURS THEORY	HOURS PRACTICAL
10.	Sociology	60	-
11.	Community Health Nursing	60	240
12.	Mental Health Nursing	60	240
13.	Introduction to Nursing Education	60	75
14.	Introduction to Nursing Administration	60	180
15.	Introduction to Nursing Research & Statistics	45	120
<b>Total</b>		<b>345</b>	<b>855</b>
<b>Total Hours= 1200</b>			



## PEOPLE'S UNIVERSITY, BHOPAL

(Established under M.P. Act No. 17 of 2007)

### Ordinance No. 36 DIPLOMA IN ENGINEERING

The Programme shall be governed by the norms laid down by the AICTE / State Government.

#### 1.0 AIM AND OBJECTIVES:

- 1.1 This course aims to provide student the knowledge of basic engineering, ability to apply basic problem solving techniques and skills in respective engineering field.
- 1.2 To produce skilled and competent technicians to meet the demand of rapidly growing industry.

#### 2.0 APPLICABILITY:

- 2.1 This ordinance shall apply to all the programmes and courses leading to the award of Diploma in Engineering in specified branch of Engineering.

#### 3.0 DEFINITIONS:

- 3.1 **Academic Programme(s)** shall mean programme(s) of courses and/or any other components leading to a Diploma in Engineering.
- 3.2 **Academic Year:** Normally a period of 12 months devoted for the completion of requirements specified in the scheme of teaching and related examinations.
- 3.3 **Course** means an academic programme and/or component, carrying a distinctive code and specific credits assigned to it.
- 3.4 **University** shall mean People's University, Bhopal, Madhya Pradesh.
- 3.5 **Semester System:** A programme wherein each academic year is apportioned into two parts known as semesters.
- 3.6 **Student** shall mean a person admitted and enrolled for a programme in the constituent Institute/School of the University.
- 3.7 **Ex-student(s)** shall mean student(s) who are not eligible for promotion/admission to higher semester due to short-fall in academic standards/attendance.
- 3.8 **External Examiner** shall mean an examiner who is not in the employment of the University.

#### 4.0 ELIGIBILITY CRITERION:

- 4.1 The minimum qualification for admission to the first semester Diploma in Engineering Programme should be passing 10<sup>th</sup> under (10 + 2) scheme with Science and Mathematics from any recognized Board.
- 4.2 The minimum qualification for admission to third semester Diploma In Engineering Course (through Lateral Entry) should be passing 10<sup>th</sup> along with 2 year ITI in respective trade (listed below)

S. No.	Course / Branch in Diploma in Engineering	Trade in ITI	
		Course / Branch	Duration
1.	Civil Engineering	Draughtsman (Civil) / Surveyor/ Construction & Wood Working	2 Year
2.	Computer Science & Engineering	Mechanic Computer Hardware / Information Technology	2 Year
3.	Electrical Engineering	Electrician / Electroplater / Electrical Sector / Wireman	2 Year
4.	Electronics Engineering	Electrician / Mechanic (Radio & TV) / Electronic Mechanic / Electronics	2 Year
5.	Mechanical Engineering	Fitter / Turner / Machinist (Composite) / Tool & Die Maker (Press Tools, Jigs & Fixtures) / Machinist (Grinder) / Draughtsman	2 Year

		(Mechanical) / Mechanic (Motor Vehicle) / Mechanic (Refrigeration and Air- Conditioner) / Automobile / Production & Manufacturing / Refrigeration & AC/ Fabrication (Fitting & Welding) / Agricultural Machineries / Process Plant Maintenance	
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**5.0 ADMISSION:**

5.1 Admissions shall be based on the following criteria:-

5.1.1 The admission to diploma shall be based on the merit in the entrance test conducted by any designated agency at national level / State level or Peoples University.

5.1.2 The remaining vacant seats shall be filled on the basis of merit prepared on qualifying examination.

5.2 Candidate who has already appeared in the qualifying examination may be considered for admission. Such candidate shall be admitted provisionally and shall be required to submit, certificate and mark-sheet as proof of passing qualifying examination, within three months of commencement of the course. Otherwise his/her admission will be cancelled. Such candidate shall not be eligible for refund of fees.

5.3 **Reservation:** As per Statute No.18 clause no. 5 of People's University, Bhopal, approved & published in M. P. Gazette.

5.4 **Seat Intake:** As per approval of regulatory body.

**6.0 DURATION:**

6.1 Diploma shall be a fulltime Programme of duration of three Academic years. Each Academic year shall comprise of two semesters each.

6.2 Maximum duration of passing the Programme shall be **six years** from the date of commencement of programme.

**7.0 MEDIUM OF INSTRUCTIONS:**

7.1 English / Hindi shall be the medium of instructions and examinations.

**8.0 ATTENDANCE:**

8.1 To be eligible to appear in University examination regular students are required to attend a minimum of 75% theory classes and 75% practical classes, separately in a semester.

**9.0 EXAMINATIONS:**

9.1 Following University Examinations shall be held at the end of each semester:-

**9.1.1 Diploma First Year:**

I Semester.

II Semester.

**9.1.2 Diploma Second Year:**

III Semester.

IV Semester.

**9.1.3 Diploma Third Year:**

V Semester.

VI Semester.

9.2 Details of subjects, credits and course curricula shall be as prescribed by the scheme of Examination, approved by Academic Council.

9.3 University examination shall be held normally in Nov-Dec and May-June, each year.

**10.0 PROMOTION:**

10.1 A student admitted to Diploma course shall be promoted and/or allowed to keep term (ATKT) as per criteria laid down at paras 10.2 to 10.5 and tabulated at para 10.7.

10.2 Student, registered for examination for I Semester, shall be allowed to keep term for II Semester examination if he/she appears and fails or does not appear even in all subjects of I Semester.

- 10.3 Student, registered for examination for II semester, shall be allowed to keep term(s) for III Semester examinations even if he/she fails in a total of not more than five subjects of I & II Semesters taken together.
- 10.4 Student, registered for examination for III semester, shall be allowed to keep term(s) for IV Semester examination, even if he/she fails in a total of not more than five subjects of I & II Semesters, taken together, as well as fails/remains absent in all subjects in III Semester examination.
- 10.5 Student, registered for examination for IV semester, shall be allowed to keep term(s) for V Semester examination if he/she passes in I & II Semesters but fails in a total of not more than five subjects of III and IV Semesters, taken together.
- 10.6 Student, registered for examination for V Semester, shall be allowed to keep term(s) for VI Semester examination, if he/she passes in examinations of I & II Semesters, but fails in a total of not more than five subjects of III & IV Semesters, taken together, as well as fails/remains absent in all subjects of V Semester.

### 10.7 TABLE

Promotion Semester	to	Candidate should have passed in all subjects of following examination(s).	Candidate should have completed the term and filled examination form of Following.	Candidate should not have failed in an aggregate of more than 5 Heads of Passing of following examinations(s).
II Semester		-	I Semester	-
III Semester		-	I & II Semester	I & II Semester
IV Semester		-	I, II & III Semester	I & II Semester
V Semester		I & II Semester	I, II, III & IV Semester	III & IV Semester
VI Semester		I & II Semester	I, II, III, IV & V Semester	III & IV Semester

### 11.0 HEAD OF PASSING, PASSING CRITERIA AND IMPROVEMENT OF GRADE:

In order to pass a particular subject marks of internal assessment and Semester examination should be taken together as mentioned below:-

11.1 Heads of Passing and Passing Criteria shall be as follows:-

S No	Head of Passing	Passing Criteria	Remark
1	Theory Examination	Marks $\geq$ 40%	Sub Clause 13.1.1
2	Practical Examination	Marks $\geq$ 40%	Sub Clause 13.1.2
3	Subject	Marks $\geq$ 40%	Sub Clause 15.4
4	Programme	CGPA $\geq$ 5	Sub Clause 15.4

11.2 If a candidate has passed all the subjects of an applicable year but has failed to score a minimum CGPA of 5.0, shall be permitted to improve requisite grade point by reappearing in maximum of four theory /practical subjects, in the ensuing examination (theory and practical of a subject shall be treated as separate subjects).

11.3 Other than the provision of rule 11.2 above, a candidate shall not be permitted to reappear in that examination, for improvement of division/marks or for any other purpose.

### 12.0 INTERNAL ASSESSMENT / MID SEMESTER EXAMINATIONS:

12.1 Internal Assessment shall be based on class quizzes/assignments/ attendance for Theory subjects and lab work / quizzes/ assignments/attendance for Practical subjects.

12.2 Two mid semester examinations shall be conducted in each Semester.

12.3 Best marks out of the two mid semester examinations shall be considered.

**13.0 SCHEME OF UNIVERSITY EXAMINATION:**

13.1 University examination shall consist of Theory and Practical examinations.

**13.1.1 THEORY EXAMINATION:**

Quizzes, assignments and attendance.	15%
Mid-semester test.	15%
University examination.	70%
<b>Total</b>	<b>100 %</b>

**13.1.2 PRACTICAL EXAMINATION:**

Lab work, quizzes, assignments & attendance	30%
University examination	70%
<b>Total</b>	<b>100 %</b>

**14.0 APPOINTMENT AND QUALIFICATIONS OF EXTERNAL EXAMINERS:**

14.1 External examiners, possessing M. Tech. in concerned subject with minimum one year of post-PG teaching experience or B Tech with five years of teaching experience, shall be appointed for University Examination for Practical, by concerned Dean Faculty from a panel recommended by Board of Studies.

**15.0 GRADING SYSTEM:**

15.1 Aggregate marks in each subject shall be converted to corresponding Grade and equivalent Grade Point (GP).

15.2 Semester Grade Point Average (SGPA) shall be calculated as per para 15.4.

15.3 Cumulative Grade Point Average (CGPA) shall be calculated as laid down vide sub clause 15.4, at the completion of Programme.

15.4 Equivalence of marks in a subject and corresponding Grade Point (GP) shall be as under:-

Grade	Marks range (based on absolute Marks System)	Grade Point	Description of Performance
A+	91-100	10	Outstanding
A	81-90	9	Excellent
B+	71-80	8	Very Good
B	61-70	7	Good
C+	51-60	6	Average
C	41-50 only	5	Marginal
D	40 Only	4	Pass
F	Below 40	0	Fail
W	Withheld due to various reasons	0	Withheld

15.4 Semester Grade Points Average (SGPA) and Cumulative Grade Point Average (CGPA) shall be calculated as follows:-

$$SGPA = \frac{\sum_{i=1}^n c_i p_i}{\sum_{i=1}^n c_i}$$

Where  $c_i$  is the number of credits offered in the  $i^{\text{th}}$  subject of a Semester for which SGPA is to be calculated,  $p_i$  is the corresponding Grade Point (GP) earned in the  $i^{\text{th}}$  subject, where  $i = 1, 2, \dots, n$  are the number of subjects in that semester.

$$CGPA = \frac{\sum_{j=1}^m SG_j \cdot NC_j}{\sum_{j=1}^m NC_j}$$

Here  $NC_j$  is the number of total credits offered in the  $j^{\text{th}}$  semester,  $SG_j$  is the SGPA earned in the  $j^{\text{th}}$  semester, where  $j = 1, 2, \dots, m$  are the number of semesters in that course.

15.5 Grade sheet, issued at the end of each semester, shall indicate SGPA of concerned semester. Final Grade sheet, issued at the end of final semester of the course shall also indicate CGPA, Equivalent Percentage Marks and Division awarded.

**16.0 REVALUATION AND RETOTALLING:**

16.1 Revaluation and retotaling shall be permitted only for theory paper(s) in University examination, on receipt of application, within stipulated time, on remittance of prescribed fee. Revaluation is applicable only in two theory papers.

16.2 Results and Grade Sheet shall be revised and revised after retotaling / revaluation as per the laid down provisions.

**17.0 AWARD OF DIVISION:**

17.1 Division shall be awarded, to successful students, as follows, based on integrated performance of three years (i.e. 6 semesters), only after VI Semester examination:-

CGPA	Division
$7.5 \leq CGPA$	First Division with Distinction
$6.5 \leq CGPA < 7.5$	First Division
$5.0 \leq CGPA < 6.5$	Second Division

17.2 Conversion from CGPA to an equivalent % shall be according to following formula:-

$$\% \text{ Score} = CGPA \times 10$$

**18.0 CANCELLATION OF ADMISSION:**

18.1 Admission of a student may be cancelled under following circumstances:-

- 18.1.1 At any stage, if student is not found qualified for the Course, as per AICTE norms/ guidelines or the eligibility criteria prescribed by the University.
- 18.1.2 Failing to complete the course within six years of commencement of the course.
- 18.1.3 Involvement in gross indiscipline in the Institute / University.

## PEOPLE'S UNIVERSITY, BHOPAL

(Established under M.P. Act No. 17 of 2007)

### Ordinance No. 37

## BACHELOR OF COMMERCE (HONOURS)

#### 1.0 AIM & OBJECTIVES OF B.COM. (HONOURS) PROGRAMME:

People's University is committed to contribute to nation building by producing future Manager-Leaders who will lead India's quest to be a world superpower.

With a Mission to develop students into integrated personalities and worthy citizens of India through imparting managerial skills, imbibing ethical values and building their self confidence, the B.Com. (Honours) Programme has the following Aim and Objectives:-

##### 1.1 Aim:

To produce competent commerce graduates, who will be full of self confidence, have entrepreneurial and managerial skills, have high concern for the environment and adhere to universal ethical and moral values.

##### 1.2 Objectives:

1.2.1 To impart commerce education for creating competent professionals.

1.2.2 To promote a yearning for creativity, entrepreneurship and research.

1.2.3 To establish synergistic relationships with the industry and society.

1.2.4 To help students become ethical and self confident human beings genuinely interested in serving the nation.

#### 2.0 APPLICABILITY:

2.1 This ordinance shall apply to the programme and courses leading to the award of the degree of Bachelor of Commerce (Honours).

#### 3.0 DEFINITIONS:

3.1 **Academic Programme** shall mean a programme of courses and/or any other components leading to a Master's degree in Business Administration.

3.2 **Subject or Course** shall mean an academic programme and/or component of the Teaching & Evaluation Scheme that has been assigned a distinctive code and that has a weightage of certain marks and specific credits assigned to it. It can be a theory course, practical, project or viva voce. It may have internal and/or external evaluation.

3.3 **University** shall mean People's University, Bhopal, Madhya Pradesh.

3.4 **Semester System** – A programme wherein each academic year is apportioned into two parts known as semesters.

3.5 **Student** shall mean a person admitted and enrolled for a programme in the Institute/ School of the University.

3.6 **External Examiner** shall mean an examiner who is not in the employment of the University.

#### 4.0 ADMISSION:

4.1 Candidates possessing following qualifications shall be **eligible** for admission.

4.1.1 Candidate should have **passed** the 10 + 2 examination or any other equivalent examination conducted by State/Central Board of Secondary Education or any other State board/university with minimum 50% marks with commerce/science.

4.1.2 Merit prepared on the basis of CGPA or marks obtained in the qualifying examination and/or personal interview conducted by the University.

4.1.3 The last date for admission will be as notified by the University.

4.1.4 **Seat intake:** As per approval of regulatory body.

4.1.5 **Reservation:** As per Statute No.18 clause no. 5 of People's University, Bhopal, approved & published in M. P. Gazette.

#### 5.0 DURATION:

5.1 The B.Com. (Honours) shall be a fulltime graduate degree programme of three academic years (i.e. six semesters) commencing in July-August every year.

5.2 Maximum period for completion of B.Com. (Honours) Programme shall be six years from the date of commencement of the Programme.

**6.0 MEDIUM OF INSTRUCTION:**

6.1. English shall be medium of instruction and examination/dissertation.

**7.0 ATTENDANCE:**

7.1. A student who has 75% or more attendance in each theory/ practical paper in a semester shall be eligible to appear in university examination.

**8.0 EVALUATION:**

8.1 The performance of students shall be evaluated through internal assessment, assignment, project work, field survey, viva voce, semester university examinations etc. as required as per the Teaching & Evaluation Scheme.

8.2 Students falling in one/more subjects in a semester examination shall be permitted to reappear in concerned subjects in subsequent semester examinations.

8.3 **Re-totalling/ Revaluation:** Re-totalling of marks and revaluation of answer sheets is permitted for theory papers of university examination only. The University, on application within stipulated time and remittance of prescribed fees, shall permit a recounting of marks and/or revaluation for the subjects applied. Re-totalling and revaluation shall be done by a qualified examiner other than the first evaluator. While Re-totalling is permitted in all the papers, revaluation shall be allowed in any 2 theory papers only.

8.4 **University Examiner:** An examiner/paper setter/ evaluator/ re-evaluator or practical/project-work/viva-voce examiner should be an Assistant Professor/ Associate Professor or Professor of the University or of any equivalent institution affiliated to any university with a minimum of 3 years teaching experience in the subject area. At least 50% of the examiners should be external examiners. The Practical/ Viva voce Examiner shall be appointed by the University from a panel submitted by the Dean-Faculty. The internal assessment shall be done by respective subject teachers. The Internal Examiner, where required, shall be appointed by the Head of the Institution.

**9.0 PROMOTION:**

9.1. A student will be promoted to the higher semester only if he/she has been registered in the previous semester examination.

9.2. A student will be "Allowed to Keep the Term" (ATKT) irrespective of the number of subjects that he/she fails in, but he/she must pass all semesters within 6 years as per Clause 5.2.

**10.0 CRITERIA FOR PASSING:**

10.1 To pass a particular subject minimum D grade (35% Marks in Internal Assessment and University Exam taken together) is required.

10.2 Minimum Semester Grade Point Average (SGPA) of 4.0 is essential for passing in a Semester.

10.3 Minimum Cumulative Grade Point Average (CGPA) of 4.0 is essential for award of degree.

10.4 Students desiring to improve their percentage of marks (CGPA) shall be allowed to do so by appearing in maximum of four theory papers, subject to Clause 5.2.

**11.0 GRADING SYSTEM:**

11.1. A student shall be awarded Grade in each subject/paper based on his/her evaluation of performance in Internal Assessment and University examinations. Grades and their numerical equivalents shall be as under-

Grade	Grade Points	% Marks Range	Description of Performance
A+	10	91-100	Outstanding
A	9	81-90	Excellent
B+	8	71-80	Very Good
B	7	61-70	Good
C+	6	51-60	Average
C	5	41-50	Satisfactory
D	4	35-40	Pass
F	0	Below 35	Fail

No rounding off is allowed.

**11.2. Semester Grade Points Average (SGPA) and Cumulative Grade Point Average (CGPA) shall be calculated as follows:-**

$$SGPA = \frac{\sum_{i=1}^n c_i p_i}{\sum_{i=1}^n c_i}$$

Where  $c_i$  is the number of credits offered in the  $i^{\text{th}}$  subject of a Semester for which SGPA is to be calculated,  $p_i$  is the corresponding grade point earned in the  $i^{\text{th}}$  subject, where  $i = 1, 2, \dots, n$ , are the number of subjects in that semester.

$$CGPA = \frac{\sum_{j=1}^m SG_j NC_j}{\sum_{j=1}^m NC_j}$$

Here  $NC_j$  is the number of total credits offered in the  $j^{\text{th}}$  semester,  $SG_j$  is the SGPA earned in the  $j^{\text{th}}$  semester, where  $j = 1, 2, \dots, m$ , are the number of semesters in that programme.

- 11.3. Marks sheet, issued at the end of each semester, shall indicate SGPA of that semester. Final Marks sheet, issued at the end of final semester of the programme shall also indicate CGPA and/or Equivalent Percentage Marks.
- 11.4. Conversion from grade to an equivalent percentage in a given academic program shall be according to following formula:

$$\% \text{ Score} = CGPA \times 10$$

**12.0** The merit shall be declared by the University after the main examination of the final semester. The merit list shall consist of the **first five** students securing the highest GPA in the first attempt.

**13.0 AWARD OF DEGREE:**

**13.1.** A student who secures a minimum D grade in all the papers in the six semesters with an aggregate CGPA of 4.0 shall be eligible for the award of the degree of "Bachelor of Commerce (Honours)".

**14.0 CANCELLATION OF ADMISSION:**

Admission of a student may be cancelled under following circumstances.

- 14.1** At any stage, if student is not found qualified, for the Programme, as per government norms/guidelines or the eligibility criteria prescribed by the University.
- 14.2** Failing to complete the programme within six years of commencement of the programme.
- 14.3** Involvement in gross indiscipline in the Institute / University.
- 14.4** She/he is found to have produced false/ forged documents or found to have used unfair means to secure admission.

## PEOPLE'S UNIVERSITY, BHOPAL

(Established under M.P. Act No. 17 of 2007)

### Ordinance No. 38

## BACHELOR OF BUSINESS ADMINISTRATION (BBA)

#### 1.0 AIM & OBJECTIVES OF B.B.A. PROGRAMME:

People's University is committed to contribute to nation building by producing future Manager-Leaders who will lead India's quest to be a world superpower.

With a Mission to develop students into integrated personalities and worthy citizens of India through imparting managerial skills, imbibing ethical values and building their self confidence, the B.B.A. Programme has the following Aim and Objectives:-

##### 1.1 Aim:

To produce competent business graduates who will be full of self confidence, have administrative skills and business acumen, have high concern for the environment and adhere to universal ethical and moral values.

##### 1.2 Objectives:

- 1.2.1 To impart business education for creating competent professionals.
- 1.2.2 To promote a yearning for creativity, entrepreneurship and research.
- 1.2.3 To establish synergistic relationships with the industry and society.

#### 2.0 APPLICABILITY:

- 2.1 This ordinance shall apply to the programme and courses leading to the award of the degree of Bachelor of Business Administration.

#### 3.0 DEFINITIONS:

- 3.1 **Academic Programme** shall mean a programme of courses and/or any other components leading to a Bachelor's degree in Business Administration.
- 3.2 **Subject or Course** shall mean an academic programme and/or component of the Teaching & Evaluation Scheme that has been assigned a distinctive code and that has a weightage of certain marks and specific credits assigned to it. It can be a theory course, practical, project or viva voce. It may have internal and/or external evaluation.
- 3.3 **University** shall mean People's University, Bhopal, Madhya Pradesh.
- 3.4 **Semester System** – A programme wherein each academic year is apportioned into two parts known as semesters.
- 3.5 **Student** shall mean a person admitted and enrolled for a programme in the Institute/ School of the University.
- 3.6 **External Examiner** shall mean an examiner who is not in the employment of the University.

#### 4.0 ADMISSION:

- 4.1 Candidates possessing following qualifications shall be **eligible** for admission.
  - 4.1.1 Candidate should have passed the 10 + 2 examination or any other equivalent examination conducted by State/Central Board of Secondary Education or any other State board/university with minimum 50% marks.
  - 4.1.2 Merit prepared on the basis of CGPA or marks obtained in the qualifying examination and/or personal interview conducted by the University.
  - 4.1.3 The last date for admission will be as notified by the University.
  - 4.1.4 **Seat Intake:** As per approval of regulatory body.
  - 4.1.5 **Reservation:** As per Statute No.18 clause no. 5 of People's University, Bhopal, approved & published in M. P. Gazette.

#### 5.0 DURATION:

- 5.1 B.B.A. shall be a fulltime graduate degree programme of three academic years (i.e. six semesters) commencing in July-August every year.
- 5.2 Maximum period for completion of B.B.A. Programme shall be **six** years from the date of commencement of the Programme.

#### 6.0 MEDIUM OF INSTRUCTION:

- 6.1 English shall be medium of instruction and examination/dissertation.



**7.0 ATTENDANCE:**

- 7.1. A student who has 75% or more attendance in each theory/ practical paper in a semester shall be eligible to appear in university examination.

**8.0 EVALUATION:**

- 8.1 The performance of students shall be evaluated through internal assessment, assignment, project work, field survey, viva voce, semester university examinations etc. as required as per the Teaching & Evaluation Scheme.
- 8.2 Student failing in one/more subjects of a semester examination shall be permitted to reappear in concerned subjects in subsequent semester examinations.
- 8.3 **Re-totalling/ Revaluation:** Re-totalling of marks and revaluation of answer sheets is permitted for theory papers of university examination only. The University, on application within stipulated time and remittance of prescribed fees, shall permit a recounting of marks and/or revaluation for the subjects applied. Re-totalling and revaluation shall be done by a qualified examiner other than the first evaluator. While Re-totalling is permitted in all the papers, revaluation shall be allowed in any 2 theory papers only.
- 8.4 **University Examiner:** An examiner/paper setter/ evaluator/ re-evaluator or practical/project-work/viva-voce examiner should be an Assistant Professor/ Associate Professor or Professor of the University or of any equivalent institution affiliated to any university with a minimum of 3 years teaching experience in the subject area. At least 50% of the examiners should be external examiners. The Practical/ Viva voce Examiner shall be appointed by the University from a panel submitted by the Dean-Faculty. The internal assessment shall be done by respective subject teachers. The Internal Examiner, where required, shall be appointed by the Head of the Institution.

**9.0 PROMOTION:**

- 9.1 A student will be promoted to the higher semester only if he/she has been registered in the previous semester examination.
- 9.2 A student will be "Allowed to Keep the Term" (ATKT) irrespective of the number of subjects that he/she fails in, but he/she must pass all semesters within 6 years as per Clause 5.2.

**10.0 CRITERIA FOR PASSING:**

- 10.1 To pass a particular subject minimum D grade (35% Marks in Internal Assessment and University Exam taken together) is required.
- 10.2 Minimum Semester Grade Point Average (SGPA) of 4.0 is essential for passing in a Semester.
- 10.3 Minimum Cumulative Grade Point Average (CGPA) of 4.0 is essential for award of degree.
- 10.4 Students desiring to improve their percentage of marks (CGPA) shall be allowed to do so by appearing in maximum of four theory papers, subject to Clause 5.2.

**11.0 GRADING SYSTEM:**

- 11.1. A student shall be awarded Grade in each subject/paper based on his/her evaluation of performance in Internal Assessment and University examinations. Grades and their numerical equivalents shall be as under-

Grade	Grade Points	% Marks Range	Description of Performance
A+	10	91-100	Outstanding
A	9	81-90	Excellent
B+	8	71-80	Very Good
B	7	61-70	Good
C+	6	51-60	Average
C	5	41-50	Satisfactory
D	4	35-40	Pass
F	0	Below 35	Fail

No rounding off is allowed.

**11.2. Semester Grade Points Average (SGPA) and Cumulative Grade Point Average (CGPA) shall be calculated as follows:-**

$$SGPA = \frac{\sum_{i=1}^n c_i p_i}{\sum_{i=1}^n c_i}$$

Where  $c_i$  is the number of credits offered in the  $i^{\text{th}}$  subject of a Semester for which SGPA is to be calculated,  $p_i$  is the corresponding grade point earned in the  $i^{\text{th}}$  subject, where  $i = 1, 2, \dots, n$ , are the number of subjects in that semester.

$$CGPA = \frac{\sum_{j=1}^m SG_j NC_j}{\sum_{j=1}^m NC_j}$$

Here  $NC_j$  is the number of total credits offered in the  $j^{\text{th}}$  semester,  $SG_j$  is the SGPA earned in the  $j^{\text{th}}$  semester, where  $j = 1, 2, \dots, m$ , are the number of semesters in that programme.

- 11.3.** Marks sheet, issued at the end of each semester, shall indicate SGPA of that semester. Final Marks sheet, issued at the end of final semester of the programme shall also indicate CGPA and/or Equivalent Percentage Marks.
- 11.4.** Conversion from grade to an equivalent percentage in a given academic program shall be according to following formula:

$$\% \text{ Score} = CGPA \times 10$$

- ) The merit shall be declared by the University after the main examination of the final semester. The merit list shall consist of the **first five** students securing the highest CGPA in the first attempt.

**) AWARD OF DEGREE:**

A student who secures a minimum D grade in all the papers in the six semesters with an aggregate CGPA of 4.0 shall be eligible for the award of the degree of **"Bachelor of Business Administration"**.

**) CANCELLATION OF ADMISSION:**

Admission of a student may be cancelled under following circumstances.

- 14.1** At any stage, if student is not found qualified, for the Programme, as per government norms/ guidelines or the eligibility criteria prescribed by the University.
- 14.2** Failing to complete the programme within six years of commencement of the programme.
- 14.3** Involvement in gross indiscipline in the Institute / University.
- 14.4** She/he is found to have produced false/ forged documents or found to have used unfair means to secure admission.

**PEOPLE'S UNIVERSITY, BHOPAL**  
(Established under M.P. Act No. 17 of 2007)  
**Ordinance No. 39**  
**MASTER OF BUSINESS ADMINISTRATION**  
(Integrated Programme B.B.A. + M.B.A.)

**1.0 AIM & OBJECTIVES OF M.B.A. PROGRAMME:**

People's University is committed to contribute to nation building by producing future Manager-Leaders who will lead India's quest to be a world superpower.

With a Mission to develop students into integrated personalities and worthy citizens of India through imparting managerial skills, imbibing ethical values and building their self confidence, the MBA Programme has the following Aim and Objectives:-

**1.1 Aim:** To produce competent Leaders and Managers, in all fields and specializations of Management, who will be full of self confidence, have very high managerial skills, have high concern for the environment and adhere to universal ethical and moral values.

**1.2 Objectives:**

To achieve excellence in teaching, training, research and extension, the following shall be the objectives of the MBA Programme:

**1.2.1** To impart management education for creating world class professionals.

**1.2.2** To promote a yearning for creativity, entrepreneurship and research.

**1.2.3** To establish synergistic relationships with the industry and society.

**1.2.4** To help students become ethical and self confident human beings genuinely interested in serving the nation.

**2.0 APPLICABILITY:**

This ordinance shall apply to the integrated programme leading to Master's degree in Business Administration.

**3.0 DEFINITIONS:**

**3.1 Academic Programme** shall mean a programme of courses and/or any other components leading to a Master's degree in Business Administration.

**3.2 Subject or Course** shall mean an academic programme and/or component of the Teaching & Evaluation Scheme that has been assigned a distinctive code and that has a weightage of certain marks and specific credits assigned to it. It can be a theory course, practical, project or viva voce. It may have internal and/or external evaluation.

**3.3 University** shall mean People's University, Bhopal, Madhya Pradesh.

**3.4 Semester System** – A programme wherein each academic year is apportioned into two parts known as semesters.

**3.5 Student** shall mean a person admitted and enrolled for a programme in the Institute/School of the University.

**3.6 External Examiner** shall mean an examiner who is not in the employment of the University.

**4.0 ADMISSION:**

**4.1** Candidates possessing following qualifications shall be **eligible** for admission.

**4.1.1** Candidate should have passed the 10+2 examination or any other equivalent examination conducted by State / Central Board of Secondary Education or any other state Board / University with **not less than 35% marks**. However, in order to be eligible for completing MBA, a student would have to secure **atleast 50% in aggregate in first 6 semesters**.

**4.1.2** Merit prepared on the basis of CGPA or marks obtained in the qualifying examination and/or personal interview conducted by the University.

**4.1.3 Lateral Entry:** A candidate, who holds a Bachelor Degree in Business Administration (minimum 3 years programme) or Post Graduate Degree in Management of the University or of any other university recognized as equivalent thereto by the University with 50% or more marks in aggregate, can take admission to the integrated MBA Programme in the Seventh Semester. For selection, a merit list of such candidates shall be prepared on the basis of their qualifying examination and/or personal interview.

- 4.14 The last date for admission will be as notified by the University.  
 4.1.5 **Seat Intake:** As per approval of regulatory body.  
 4.1.6 **Reservation:** As per Statute No.18 clause no. 5 of People's University, Bhopal, approved & published in M. P. Gazette.

## 5.0 DURATION:

- 5.1 The Integrated Master of Business Administration shall be a fulltime Post-graduate Degree programme of five academic years (i.e. ten semesters) commencing in July-September every year.  
 5.2 Maximum period for completion of integrated MBA Programme shall be **eight years** from the date of commencement of the Programme.

## 6.0 MEDIUM OF INSTRUCTION:

- 6.1. English shall be the medium of instruction and examination/dissertation.

## 7.0 ATTENDANCE:

- 7.1. A student who has 75% or more attendance in each theory/ practical paper in a semester shall be eligible to appear in university examination.

## 8.0 EVALUATION:

- 8.1 The performance of students shall be evaluated through internal assessment test, assignment, project work/field survey, viva voce, semester university examinations etc. as required as per the Teaching & Evaluation Scheme.  
 8.2 Students failing in one/more subjects in a semester examination shall be permitted to reappear in concerned subjects in subsequent semester examinations.  
 8.3 **Re-totaling/ Revaluation:** Re-totaling of marks and revaluation of answer sheets is permitted for theory papers of university examination only. The University, on application within stipulated time and remittance of prescribed fees, shall permit a recounting of marks and/or revaluation for the subjects applied. Re-totaling and revaluation shall be done by a qualified examiner other than the first evaluator. While Re-totaling is permitted in all the papers, revaluation shall be allowed in any 2 theory papers only.  
 8.4 **University Examiner:** An examiner/paper setter/ evaluator/ re-evaluator or practical/project-work/viva-voce examiner should be an Assistant Professor/ Associate Professor or Professor of the University or of any equivalent institution affiliated to any university with a minimum of 3 years teaching experience in the subject area. At least 50% of the examiners should be external examiners. The Practical/ Viva voce Examiner shall be appointed by the University from a panel submitted by the Dean-Faculty. The internal assessment shall be done by respective subject teachers. The Internal Examiner, where required, shall be appointed by the Head of the Institution.

## 9.0 CERTIFICATE COURSES:

A student may be required to undergo "**Certificate Course(s)**" not included in the Teaching & Evaluation Scheme.

- 9.1. The University may require a student to have certificate in one or more courses so as to make up any deficiency at the entry level.  
 9.2. Such certificate course(s) shall be shown in the final mark-sheet under a distinct head of "Certificate Course(s)".

## 10.0 PROMOTION:

- 10.1. A student will be promoted to the higher semester only if he/she has been **registered** in the previous semester examination.  
 10.2. A student will be "Allowed to Keep the Term" (ATKT) irrespective of the number of subjects that he/she fails in, but he/she must pass in the first six semesters before being promoted to the seventh semester, and must pass in all the ten semesters within 8 years as per Clause 5.2.

**11.0 CRITERIA FOR PASSING:**

- 11.1. To pass a particular subject minimum D grade (35% Marks in Internal Assessment and University Exam taken together) is required.
- 11.2. Minimum Semester Grade Point Average (SGPA) of 4.0 is essential for passing in a Semester.
- 11.3. Minimum Cumulative Grade Point Average (CGPA) of 4.0 is essential for award of degree.
- 11.4. Students desiring to improve their percentage of marks (CGPA) shall be allowed to do so by appearing in maximum of four theory papers of first six semesters and/or four theory papers of last semesters, subject to Clause 5.2.

**12.0 GRADING SYSTEM:**

- 12.1. A student shall be awarded Grade in each subject based on his/her evaluation of performance in Internal Assessment and University examinations. Aggregate marks in each subject shall be converted to corresponding Grade and equivalent Grade Point. Grades and their numerical equivalents shall be as under-

**12.2. Table A**

Grade	Grade Points	% Marks Range	Description of Performance
A+	10	91-100	Outstanding
A	9	81-90	Excellent
B+	8	71-80	Very Good
B	7	61-70	Good
C+	6	51-60	Average
C	5	41-50	Satisfactory
D	4	35-40	Pass
F	0	Below 35	Fail

No rounding off is allowed.

- 12.3. Semester Grade Points Average (SGPA) and Cumulative Grade Point Average (CGPA) shall be calculated as follows:-

$$SGPA = \frac{\sum_{i=1}^n c_i p_i}{\sum_{i=1}^n c_i}$$

Where  $c_i$  is the number of credits offered in the  $i^{th}$  subject of a Semester for which SGPA is to be calculated,  $p_i$  is the corresponding grade point earned in the  $i^{th}$  subject, where  $i = 1, 2, \dots, n$ , are the number of subjects in that semester.

$$CGPA = \frac{\sum_{j=1}^m SG_j NC_j}{\sum_{j=1}^m NC_j}$$

Here  $NC_j$  is the number of total credits offered in the  $j^{th}$  semester,  $SG_j$  is the SGPA earned in the  $j^{th}$  semester, where  $j = 1, 2, \dots, m$ , are the number of semesters in that programme.

- 12.4. Marks sheet, issued at the end of each semester, shall indicate SGPA of that semester. Final Marks sheet, issued at the end of final semester of the programme shall also indicate CGPA and/or Equivalent Percentage Marks.
- 12.5. Conversion from grade to an equivalent percentage in a given academic program shall be according to following formula:  
 % Score = CGPA x 10

- 13.0 The merit shall be declared by the University after the main examination of the final semester of BBA and M.B.A. The merit list shall consist of the first five students securing the highest CGPA in the first attempt.

**14.0 AWARD OF DEGREE:**

- 14.1 A student who secures a minimum D grade in all the subjects of the first six semesters with an aggregate CGPA of 4.0 shall be eligible for the award of the degree of "Bachelor of Business Administration". This will be given to the students who do not wish to continue their study after the Sixth semester for any reason.
- 14.2 A student who secures a minimum D grade in all the subjects of all the ten semesters with an aggregate CGPA of 4.0 shall be eligible for the award of the degree of "Master of Business Administration".

**15.0 CANCELLATION OF ADMISSION:**

Admission of a student may be cancelled under following circumstances.

- 15.1 At any stage, if student is not found qualified, for the Programme, as per AICTE norms/ guidelines or the eligibility criteria prescribed by the University.
- 15.2 Failing to complete the programme within eight years of commencement of the programme.
- 15.3 Involvement in gross indiscipline in the Institute / University.
- 15.4 She/he is found to have produced false/ forged documents or found to have used unfair means to secure admission.

**PEOPLE'S UNIVERSITY, BHOPAL**  
(Established under M.P. Act No. 17 of 2007)  
**Ordinance No. 40**  
**MASTER OF HOSPITAL ADMINISTRATION**

**1.0 AIM & OBJECTIVES :**

People's University is committed to contribute to nation building by producing future Manager-Leaders who will lead India's quest to be a world superpower.

With a Mission to develop students into integrated personalities and worthy citizens of India through imparting managerial skills, imbibing ethical values and building their self confidence, the MASTER OF HOSPITAL ADMINISTRATION Programme has the following Aim and Objectives:-

**1.1 AIM:**

To produce competent hospital administrators who will be full of self confidence, have high managerial skills, have high concern for the environment and adhere to universal ethical and moral values.

**1.2 OBJECTIVES:**

- 1.2.1 To impart hospital management education for creating competent healthcare management professionals.
- 1.2.2 To promote a yearning for creativity, entrepreneurship and research.
- 1.2.3 To establish synergistic relationships with the industry and society.
- 1.2.4 To help students become ethical and self confident human beings genuinely interested in serving the nation.

**2.0 APPLICABILITY:**

This ordinance shall apply to the programme and courses leading to the award of the degree of **MASTER OF HOSPITAL ADMINISTRATION**.

**3.0 DEFINITIONS:**

- 3.1 **Academic Programme** shall mean a programme of courses and/or any other components leading to a Master's degree in Hospital Administration.
- 3.2 **Subject or Course** shall mean an academic programme and/or component of the Teaching & Evaluation Scheme that has been assigned a distinctive code and that has a weightage of certain marks and specific credits assigned to it. It can be a theory course, practical, project or viva voce. It may have internal and/or external evaluation.
- 3.3 **University** shall mean People's University, Bhopal, Madhya Pradesh.
- 3.4 **Semester System** – A programme wherein each academic year is apportioned into two parts known as semesters.
- 3.5 **Student** shall mean a person admitted and enrolled for a programme in the Institute/ School of the University.
- 3.6 **External Examiner** shall mean an examiner who is not in the employment of the University.

**4.0 ADMISSION:**

- 4.1 **Eligibility:** Admission to MASTER OF HOSPITAL ADMINISTRATION Programme is open to a candidate who holds a Bachelor Degree (Minimum 3 years Programme) or Post Graduate Degree of the University or of any other University recognized as equivalent thereto by the University with minimum 50 % marks.
- 4.2 Merit shall be prepared on the basis of CGPA or marks obtained in the qualifying examination and/or personal interview conducted by the University.
- 4.3 The last date for admission will be as notified by the University.
- 4.4 **Seat intake:** As per approval of regulatory body.
- 4.5 **Reservation:** As per Statute No.18 clause no. 5 of People's University, Bhopal, approved & published in M. P. Gazette.

**5.0 DURATION:**

- 5.1 MASTER OF HOSPITAL ADMINISTRATION shall be a fulltime postgraduate degree programme of two academic years (i.e. four semesters) commencing in July-August every year.
- 5.2 The maximum period for completion of MASTER OF HOSPITAL ADMINISTRATION Programme shall be five years from the date of commencement of the Programme.

**6.0 MEDIUM OF INSTRUCTION:**

- 6.1. English shall be the medium of instruction and examination / dissertation.

**7.0 ATTENDANCE:**

- 7.1. A student who has 75% or more attendance in each theory/ practical paper in a semester shall be eligible to appear in university examination.

**8.0 EVALUATION:**

- 8.1 The performance of students shall be evaluated through internal assessment, assignment, project work, field survey, viva voce, semester university examinations etc. as required as per the Teaching & Evaluation Scheme.
- 8.2 Students falling in one/more subjects in a semester examination shall be permitted to reappear in concerned subjects in subsequent semester examinations.
- 8.3 **Re-totaling/ Revaluation:** Re-totaling of marks and revaluation of answer sheets is permitted for theory papers of university examination only. The University, on application within stipulated time and remittance of prescribed fees, shall permit a recounting of marks and/or revaluation for the subjects applied. Re-totaling and revaluation shall be done by a qualified examiner other than the first evaluator. While Re-totaling is permitted in all the papers, revaluation shall be allowed in any 2 theory papers only.
- 8.4 **University Examiner:** An examiner/paper setter/ evaluator/ re-evaluator or practical/project-work/viva-voce examiner should be an Assistant Professor/ Associate Professor or Professor of the University or of any equivalent institution affiliated to any university with a minimum of 3 years teaching experience in the subject area. At least 50% of the examiners should be external examiners. The Practical/ Viva voce Examiner shall be appointed by the University from a panel submitted by the Dean-Faculty. The internal assessment shall be done by respective subject teachers. The Internal Examiner, where required, shall be appointed by the Head of the Institution.
- 8.5 **Residency:** Candidates shall undergo Residency in Hospitals during **first and second semesters** submit a report thereon along with a certificate obtained from the concerned hospitals, at the end of each semester. The Residency in Hospitals carries 200 marks each in each of the first and second semesters, to be awarded internally, by a committee consisting of the course coordinator and two senior faculty members of the Institution.
- 8.6 **Visits to Hospitals:** Candidates shall have to go for Hospital visits local and/or outstation and submit a report thereon along with a certificate obtained from the concerned hospitals during the **Third semester.** Visits to Hospitals carries 100 marks to be awarded internally, by a committee consisting of the course coordinator and two senior faculty members of the Institution.
- 8.7 **Project Report and Viva Voce:** The purpose of the project work is primarily to demonstrate the knowledge and skills in studying and analyzing a selected problem in the work situation, in a systematic manner while suggesting solution to the management of the hospital. It is desirable that the sponsoring organization has to identify the area of project work at the beginning of the project. Each student is required to study the problem under the guidance of a faculty member of the Institution. The completed project report should be submitted to the University/College within 30 days before the commencement of IV semester examinations. The Project Report together with Viva Voce carries 200 marks.

**9.0 PROMOTION:**

- 9.1. A student will be promoted to the higher semester only if he/she has been registered in previous semester examination.
- 9.2. A student will be "Allowed to Keep the Term" (ATKT) irrespective of the number of subjects that he/she fails in, but he/she must pass all semesters within 5 years as per Clause 5.2.

**10.0 CRITERIA FOR PASSING:**

- 10.1 To pass a particular subject minimum D grade (35% Marks Internal Assessment and University Exam taken together) is required.
- 10.2 Minimum Cumulative Grade Point Average (CGPA) of 4.0 is essential for award of degree.
- 10.3 Students desiring to improve their percentage of marks (CGPA) shall be allowed to do so by appearing in maximum of four theory papers, subject to Clause 5.2.

**11.0 GRADING SYSTEM:**

- 11.1. A student shall be awarded Grade in each subject/paper based on his/her evaluation of performance in Internal Assessment and University examinations. Grades and their numerical equivalents shall be as under-

**11.2. Table A**

Grade	Grade Points	% Marks Range	Description of Performance
A+	10	91-100	Outstanding
A	9	81-90	Excellent
B+	8	71-80	Very Good
B	7	61-70	Good
C+	6	51-60	Average
C	5	41-50	Satisfactory
D	4	35-40	Pass
F	0	Below 35	Fail

No rounding off is allowed.

- 11.3. Semester Grade Points Average (SGPA) and Cumulative Grade Point Average (CGPA) shall be calculated as follows:-

$$SGPA = \frac{\sum_{i=1}^n c_i p_i}{\sum_{i=1}^n c_i}$$

Where  $c_i$  is the number of credits offered in the  $i^{\text{th}}$  subject of a Semester for which SGPA is to be calculated,  $p_i$  is the corresponding grade point earned in the  $i^{\text{th}}$  subject, where  $i = 1, 2, \dots, n$ , are the number of subjects in that semester.

$$CGPA = \frac{\sum_{j=1}^m SG_j NC_j}{\sum_{j=1}^m NC_j}$$

Here  $NC_j$  is the number of total credits offered in the  $j^{\text{th}}$  semester,  $SG_j$  is the SGPA earned in the  $j^{\text{th}}$  semester, where  $j = 1, 2, \dots, m$ , are the number of semesters in that programme.



11.4. Marks sheet, issued at the end of each semester, shall indicate SGPA of that semester. Final Marks sheet, issued at the end of final semester of the programme shall also indicate CGPA and/or Equivalent Percentage Marks.

11.5. Conversion from grade to an equivalent percentage in a given academic program shall be according to following formula:

$$\% \text{ Score} = \text{CGPA} \times 10$$

12.0 The merit shall be declared by the University after the main examination of the final semester. The merit list shall consist of the **first five** students securing the highest CGPA in the first attempt.

**13.0 AWARD OF DEGREE:**

A student who secures a minimum D grade in all the papers in the four semesters with an aggregate CGPA of 4.0 shall be eligible for the award of the degree of **"MASTER OF HOSPITAL ADMINISTRATION"**.

**14.0 CANCELLATION OF ADMISSION:**

Admission of a student may be cancelled under following circumstances.

- 14.1. At any stage, if student is not found qualified, for the Programme, as per government norms/ guidelines or the eligibility criteria prescribed by the University.
- 14.2. Failing to complete the programme within five years of commencement of the programme.
- 14.3. Involvement in gross indiscipline in the Institute / University.
- 14.4. She/he is found to have produced false/ forged documents or found to have used unfair means to secure admission.

**भाग ४ ( ग )—कुछ नहीं**

## PEOPLE'S UNIVERSITY, BHOPAL

(Established under M.P. Act No. 17 of 2007)

### Ordinance No. 41 DOCTOR OF PHILOSOPHY (Ph.D)

#### 1.0 AIM AND OBJECTIVES:

##### 1.1 Aim:

To provide candidates / scholars, supervisors, examiners and University staff with information for efficient management & design of the Ph.D Degree Programme, offered by the People's University.

##### 1.2 Objective:

1.2.1 To produce skilled / independent researchers capable of rendering original contribution to knowledge.

1.2.2 To synthesize available literature on chosen Disciplines/Subjects to discover, explain & evaluate new horizons of learning.

1.2.3 To develop high-quality experts, scientists and engineers.

1.2.4 To formulate & share evidence based research.

#### 2.0 APPLICABILITY:

2.1 This Ordinance shall apply to all Doctoral Programmes leading to the award of the Degree of Doctor of Philosophy (Ph.D).

2.2 Doctoral Programme shall be offered only in Disciplines / Subjects, in which Post Graduate Programmes are offered by People's University.

#### 3.0 DEFINITIONS:

3.1 In the Ordinance, unless the context requires otherwise, following meanings shall apply.

3.1.1 University means People's University.

3.1.2 Programme means Doctoral Programme leading to the award of Ph.D Degree.

3.1.3 Supervisor means any Faculty Member / Scientist / Expert of the University or outside the University, who is recognized by the University to guide Research Scholars.

3.1.4 University Doctoral Committee means a Committee constituted by the University to coordinate all Doctoral Programmes.

3.1.5 Scholar means a candidate admitted by the University, either under Full-time or Part-time category, for pursuing research for the award of Ph.D Degree of the University.

3.1.6 Course Work means curriculum, prescribed for the Scholar to undergo, as a part of the Ph.D Programme.

#### 4.0 CATEGORIES OF SCHOLARS:

##### 4.1 Research Scholars:

4.1.1 Scholars, from outside the University, with/without research grant from a funding agency (including UGC / CSIR (JRF) / SLET / NET / GATE Examination/ Teacher Fellowship holders), pursuing Ph.D Programmes on whole time basis, in the University.

4.1.2 Non-Resident Indian / Foreign Nationals, pursuing Ph.D Programmes on whole time basis, in the University.

4.1.3 Scholars with/without scholarship from the University pursuing Ph.D Programmes on whole time basis, in the University.

#### 5.0 DURATION:

##### 5.1 Minimum Time Period

5.1.1 The minimum time period of registration for Ph.D. candidate shall be two years after completion of course work and after registration.

##### 5.2 Maximum Time Period

The candidates registered for Ph.D. programme shall be allowed to submit their Theses within five years of the date of their registration. Thereafter, the registration shall stand cancelled automatically unless, for valid reasons, an extension is granted by the Vice-Chancellor.

##### 5.3 Re-Registration:

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

**6.0 RESEARCH OUTSIDE THE UNIVERSITY:**

University Doctoral Committee may permit a Scholar to carry out research at a recognized centre of repute outside the University, for specified period.

**7.0 ELIGIBILITY FOR ADMISSION:**

- 7.1 Ordinarily candidates will be permitted to pursue Ph.D in Discipline, in which they have obtained Regular Full-time Master's Degree.
- 7.2 **Inter Disciplinary Ph.D:**
- 7.2.1 Proposals of research in a subject other than the one in which the candidate has obtained Post Graduate degree, may be accepted by the University Doctoral Committee (UDC) on the recommendation of Faculty Doctoral Committee (FDC) under the category of Inter Disciplinary research.
- 7.3 Criterion for selection of candidate seeking admission shall be as follows.
- 7.3.1 At-least 55% marks/Equivalent Grade in a Full-time Masters Degree Programme in subjects, other than Medical / Dental / Ayurvedic Sciences.
- 7.3.2 Masters Degree in Medical / Dental / Ayurvedic Sciences.
- 7.4 Academic Council of the University may modify eligibility criteria/ lay down additional criteria, commensurate with UGC (Minimum Standards and Procedure for award of Ph.D Degree), Regulation 2009, as amended from time to time.
- 7.5 Candidates appearing in final examination, in a Regular Full-time PG Programme shall also be eligible to apply, but they will be eligible for Provisional Registration only after producing proof of passing the Programme.

**8.0 ADMISSION PROCEDURE:**

- 8.1 Number of vacancies shall be pre-determined by the University.
- 8.2 Applications for Ph.D will be received by the University throughout the year and will be processed half yearly.
- 8.3 The University may conduct one or more Entrance Examination, as per requirement.
- 8.4 The University employees must submit their applications through proper channel.
- 8.5 Candidates sponsored by other Organizations/Institutions must submit their applications duly countersigned by authorized signatory, along with a 'No Objection Certificate', from their Organizations/institutions.
- 8.6 Candidates shall be required to appear in an Entrance Examination, as per a pre-determined Scheme, decided by the University, to prepare a Discipline-wise Merit List of candidates.
- 8.7 The candidates obtaining minimum cut-off marks shall be required to undergo Selection Interview, in front of the Faculty Doctoral Committee.
- 8.8 Candidates, shortlisted as above, shall submit a self-explanatory Research Proposal/Plan for the Selection Interview, in 5 to 10 pages, to include following suggested heads.
- 8.8.1 Introduction to the proposed Research Work.
- 8.8.2 Identification of Research gaps.
- 8.8.3 Objectives.
- 8.8.4 Methodology.
- 8.8.5 Plan/Schedule.
- 8.8.6 Pilot study (if any).
- 8.8.7 Expenditure and Source of funding.
- 8.8.8 Faculty Doctoral Committee (FDC) convened Discipline-wise, shall screen and accord approval to the list of selected & waits listed candidates.

**9.0 SEMESTERS / ACADEMIC YEAR:**

- 9.1 Odd Semester: 1 January to 30 June.
- 9.2 Even Semester: 1 July to 31 December.
- 9.3 Calendar Year shall be considered as the Academic Year.

**10.0 PROVISIONAL REGISTRATION:**

- 10.1 Candidates, approved by the UDC on the recommendations of FDC, shall be required to deposit fees, by the stipulated date, to seek Provisional Registration.
- 10.2 Duration of the Program shall count from the date of Provisional Registration.
- 10.3 Provisional Registration shall be confirmed on passing the Course Work.
- 10.4 The Scholars shall not be permitted to pursue any Full Time or Part Time Degree/Diploma Programmes, in the duration of Ph.D Programme. However, the Scholars may pursue Certificate Courses on skills viz. Computer Software, and Communication Skills etc. after obtaining permission from the Vice Chancellor.

**11.0 SUPERVISORS / CO-SUPERVISORS:**

- 11.1 Scholars will work under the guidance of a Supervisor, approved by the UDC on recommendation of FDC as proposed by Institutional Doctoral Committee (IDC) and Departmental Doctoral Committee (DDC). Co-Supervisors may be nominated, if felt essential by the Board.
- 11.2 Nomination of Co-Supervisor shall be mandatory in case of research work in Inter Disciplinary Research. In such cases, the Supervisor shall be from the subject/ discipline of research & Co-Supervisor shall be from the Scholar's subject/discipline in Post graduate Degree.
- 11.3 If a teacher working in a department different from his / her specialization wished to guide a candidate in the subject in which the supervisor holds the eligibility degree, he / she may be appointed as the supervisor / co-supervisor of the candidate. However, the candidate shall be admitted only in the main department corresponding to the subject of research of the candidate in the accordance with the normal procedures.
- 11.4 In case, Supervisors/Co-Supervisors are unable to continue, the Doctoral Board may nominate replacements.
- 11.5 Scholars, pursuing Ph.D Programme themselves, shall not be nominated as Supervisors/ Co-Supervisors.
- 11.6 Supervisors/Co-Supervisors shall not be close relatives of the Scholars.

**12.0 RECOGNITION OF SUPERVISORS/ CO-SUPERVISORS:**

- 12.1 Candidates desirous of being recognized as Supervisors shall be required to apply to the University. Vice Chancellor shall accord such approval based on recommendation of the FDC. For this purpose, Vice Chancellor may seek opinion of any Subject Experts, if required.
- 12.2 Supervisors, so approved as Recognized, shall be of eminence in the field of concerned Subject/Discipline/Specialty.
- 12.3 **Revocation of Recognition of Supervisors:**
  - 12.3.1 The University may withdraw the recognition of a Supervisor, on following grounds.
    - 12.3.1.1 Moral turpitude.
    - 12.3.1.2 Plagiarism.
    - 12.3.1.3 Activities prejudicial to the interest of the University.

**13.0 ELIGIBILITY OF SUPERVISORS / CO-SUPERVISORS:**

Ph.D Degree in concerned discipline with minimum three years of teaching / research experience after acquiring Ph.D Degree with at least two publications. However, in Faculty of Medical Sciences, MD / DM or and MS / M.Ch. Degree (s) with at least 15 years of teaching experience after acquiring MD / MS Degree, including 10 years in Post Graduate Teaching Institution, in Faculty of Dental Sciences, MDS Degree with at least 12 years of teaching experience after acquiring MDS Degree including 8 years in Post Graduate Teaching Institution and in the faculty of Nursing, the supervisor should have either Ph.D Degree with three years of teaching post Ph.D or atleast 15 years of teaching experience after acquiring M.Sc. (Nursing) Degree, including 10 years in Post Graduate Teaching Institution.

Notwithstanding the aforementioned eligibility criterion, the Doctoral Board may approve Supervisors / Co-Supervisors, who possess eminent credentials, as well as qualifications, which are in conformity with those specified by UGC (Minimum Standards and Procedure for award of Ph.D Degree,) Regulation 2009 and / or other Regulations.

**14.0 NUMBER OF CANDIDATES PER SUPERVISOR:**

- 14.1 As laid down vide UGC (Minimum Standards and Procedure for award of Ph.D Degree) Regulation 2009, a Supervisor shall guide not more than eight Doctoral scholars, at any time.
- 14.2 While assessing number of vacancies under Supervisors, date of submission of thesis, under their supervision, shall reckon.
- 14.3 A Co- Supervisor shall guide not more than five scholars at any time.

**15.0 DOCTORAL COMMITTEE [UDC]****Composition:**

- 15.1 Chairman – Vice Chancellor
- 15.2 Head of Faculty (HOF) – Member
- 15.3 Head of Departments (HODs) – Members [Concerned subject / Speciality]
- 15.4 A professor of relevant subject/Supervisor - Member [Nominated by VC]
- 15.5 Dean Academic Affairs - Convenor
- 15.6 HOF, HOD/S keeps on changing faculty wise, speciality, subject wise. Vice Chancellor may co-opt additional member(s) in the committee if required.

**16-0 FACULTY DOCTORAL COMMITTEE [FDC]****Composition:**

- 16.1 Chairman – HOF of the concerned Faculty
- 16.2 Members – All the HOI/s of the concerned Faculty
- 16.3 Convener – Chairman – BOS

**17.0 INSTITUTE DOCTORAL COMMITTEE [IDC]****Composition:**

- 17.1 Chairman – HOI of the concerned Institute.
- 17.2 Members – All the HODs of the concerned Institute.
- 17.3 Convener – A member of IDC selected by concerned HOI.

**18.0 DEPARTMENTAL DOCTORAL COMMITTEE [DDC]****Composition:**

- 18.1 Chairman – HOD of the concerned Department.
- 18.2 Members – All the eligible Ph.D supervisor of the concerned department.
- 18.3 Convener – A member of DDC selected by concerned HOD.

**19.0 MEDIUM OF INSTRUCTIONS:**

English shall be the medium of instructions, Written/Oral examinations, Research Proposal / Plan, Synopsis, Thesis & Research Papers etc.

**20.0 EXAMINATION ON COURSE WORK:****Conduct of Examination for Course Work:**

Controller of Examination will finalize the Schedule of Written Examination and intimate to the concerned Institutes, where the Scholars are enrolled sufficiently in advance.

**21.0 CONFIRMATION OF REGISTRATION:**

- 21.1 Provisional Registration of Scholars, who successfully complete the Course Work, shall be confirmed.
- 21.2 Grade sheet of the Course Work shall be issued to the Scholars after every semester.

**22.0 SUBMISSION OF TITLE & SYNOPSIS OF THESIS:**

- 22.1 Within six months of Provisional Registration, the Scholar shall be required to submit following documents to the IDC through DDC.
  - 22.1.1 Proposed Title of the Thesis.
  - 22.1.2 At least seven hard-copies of the Synopsis.
  - 22.1.3 A soft copy of the Synopsis in CD ROM in PDF.
  - 22.1.4 Relevant ethical clearances/approvals, if use of animals or human subjects/ materials is involved.
- 22.2 Change in the Title of the thesis shall be permitted, only in exceptional cases, by the Vice Chancellor, based on the recommendations of the UDC.

**23.0 PRE- Ph.D PRESENTATION:**

- 23.1 The Scholar shall be required to submit Summary of Thesis to the DDC, at least three months before likely date of its submission.
- 23.2 The Scholar shall also offer a Pre-Ph.D Presentation in the concerned Institution/ Department for critical review/feedback/comments by Experts/Faculty Members/Research Scholars/Post Graduate Students etc. The Scholar must incorporate the feedback, received during the Presentation, in the Thesis.

**24.0 SUBMISSION OF SYNOPSIS ON COMPLETION OF RESEARCH WORK:**

- 24.1 Scholar, on completion of the Research Work, shall submit a Synopsis to the IDC, through the DDC on the recommendation of FDC, UDC will take its decision.
- 24.2 If UDC approves the Synopsis, the Scholars shall be permitted to submit their Thesis and they will be required to submit following documents to Controller of Examinations, through the Supervisor & Head of Institution.
  - 24.2.1 At least seven hard copies of the approved Synopsis.
  - 24.2.2 At least seven hard copies of the Thesis.
  - 24.2.3 Soft copy each of the approved Synopses as well as the Thesis, in a CD ROM in PDF.

**25.0 EVALUATION OF THESIS:**

- 25.1 Each external examiner will be requested to submit a detailed assessment report and his/her recommendation on a prescribed proforma to the COE within 45 days of date of receiving the thesis.
- 25.2 In case the assessment report is not received from an external examiner within 60 days, the Vice Chancellor may appoint another external examiner from the panel of examiners for evaluating the thesis.
- 25.3 The external examiner shall be required to state categorically whether in their individual opinion, the thesis should be.
- 25.3.1 accepted for the award of Ph.D Degree, or
- 25.3.2 referred to the research scholar for submission in the revised form, or
- 25.3.3 rejected.

The external examiners shall state the reasons for recommending / resubmission / rejection of the thesis. If resubmission is recommended, the external examiner shall specifically indicate the modification that needs to be incorporated in the thesis by the research scholar.

- 25.4 On receipt of reports from all the external examiners the Controller of Examinations shall place them before the Vice Chancellor who will peruse the report and recommend one of the following:

25.4.1 If the examiners are of unanimous opinion that the thesis be accepted for the award of the degree, the research scholar would be required to appear for oral defense.

25.4.2 If the examiner are of unanimous opinion that the thesis should be rejected or the thesis be submitted in a revised form then the result be declared accordingly and the research scholar be informed to submit the thesis in a revised form.

25.4.3 If there is no unanimity between examiners, an additional external expert shall be appointed as examiner to evaluate the thesis. The report of the additional external examiner, along with all the earlier reports shall be considered by the UDC and a recommendation made either to accept the thesis for the award of the degree or reject the same.

25.4.4 In case the research scholar is being required to submit a revised thesis, he / she will submit the same within a period of the year from the date of communication in this regard from the Controller of Examinations. However in exceptional circumstances, this period may be extended by UDC by one more year but the total revision shall not exceed two years in any case. The revised thesis shall be sent for assessment to the original panel of external examiners. In the event of one or more original external examiners not being available, an additional external examiner may be appointed.

**26.0 SUBMISSION OF RESEARCH PAPERS:**

- 26.1 The Scholar shall submit at least one Research Paper, emerging out from the Research Work, for publication in an Indexed Journal.
- 26.2 The scholar shall be required to submit proof of publication of aforementioned Research Papers, to the Oral Defense Committee. Proof of acceptance of papers for publication along with copy of the Paper(s) may also be accepted.
- 26.3 Award of Ph.D shall be held in abeyance, if two Research Papers are not published as stipulated in clause 26.1 & 26.2 above.
- 26.4 Oral Defense Committee shall proceed with the examination, even if requirement of publications is not complied by the Scholar. However, in this eventuality, decision of award of Ph.D shall be deferred till the submission of the two Research Papers

**27.0 ORAL DEFENSE:**

- 27.1 A research scholar, whose thesis is recommended for acceptance in accordance with the process of clause 25.4.1 on the basis of thesis evaluation, shall be required to defend his / her work/thesis orally before a duly constituted committee, hereinafter referred to as Oral Defense Committee (ODC) during working hours of the University at the University premises. Any deviation from this procedure should have prior permission of the Vice Chancellor
- 27.2 The composition of ODC is as:
- 27.2.1 Chairman - HOD
- 27.2.2 Members – one of the two external examiners who have evaluated the thesis
- 27.3.3 Convenor - Supervisor / Co-Supervisor.

If none of the external examiner is available for the conduct of Oral Defense, an alternative external examiner shall be appointed by the Controller of Examinations for this

purpose only. The external examiner committee for Oral Defese examination shall submit his / her report confidentially in the prescribed proforma to the Controller of Examinations. (A)

- 27.3** On the completion of all the stages of the examination, the Controller of Examinations shall put before the UDC the report of the ODC to approve one of the following:
- 27.3.1 that the degree of Ph. D be awarded; or
- 27.3.2 that the research scholar be re-examined at a later specified time in a specified Manner; or
- 27.3.3 that the degree of Ph. D not be awarded.

In case of 27.3.2, the Controller of Examinations in consultation with Vice Chancellor shall also provide to the research scholar a list of all corrections and modification required in the thesis, including suggestions made by the external examiner during the thesis evaluation.

The research scholar shall incorporate all suggestion and changes as discussed in the ODC and submit the same to the IDC through DDC for review and approval for the submission of the thesis after incorporating the suggestions / changes. The IDC with the approval of FDC will submit report to UDC for resubmission. After the clearance of UDC, the research scholar shall thereafter submit two hard bound copies of the thesis incorporating all the necessary corrections / modification.

### **28.0 AWARD OF Ph.D DEGREE:**

- 28.1 The Scholar will be eligible for award of Ph.D degree, on the recommendation of the Academic council and with the approval of the Governing Body of the University, subject to fulfilment of following criterion.
- 29.1.1 Recommendation for award of Ph.D by two Thesis Examiners.
- 29.1.2 Satisfactory performance in Oral Examination.
- 29.1.3 Publication of at least two Research Papers.
- 28.2 Ph.D Degree Certificate shall indicate Discipline/Subject/Specialty/Faculty, as relevant. Title of the Thesis shall also be indicated in the Certificate.
- 28.3 Along with the Degree, the University shall issue a Certificate certifying to the effect that the Degree has been awarded in accordance with the provisions of UGC (Minimum Standards and Procedure for award of Ph.D Degree), Regulation 2009.

### **29.0 PUBLICATION OF THESIS:**

- 29.1 After the Oral Examination, the Scholar shall submit, for University Archives, a copy of the thesis in CD ROM in PDF, duly certified by the Supervisor that all the corrections suggested, if any, by the Examiners, have been duly carried out.
- 29.2 Papers arising out of the Thesis may be published by the candidate. However, the thesis as whole shall not be published by the candidate without the specific approval of the University.
- 29.3 Following the 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 30 days, for hosting on INFLIBNET.

### **30.0 PLAGIARISM:**

- 30.1 Cases of alleged plagiarism, by the Scholars, shall be brought to the notice of the Doctoral Committee. Vice Chancellor shall investigate the veracity of such allegations.
- 30.2 In cases, where allegations of plagiarism are confirmed, the Thesis and award of Ph.D shall be rejected /annulled. Scholars' research registrations shall be terminated and they shall be debarred from registration or other Programmes, in the University.

### **31.0 CONDUCT:**

- 31.1 Following actions by Scholars shall invite cancellation of Registration and withdrawal from the Ph. D Programme.
- 31.1.1 Acts of gross discipline in the University.
- 31.1.2 Concealing and/or concealing material facts with the intent to obtain Registration, in the Ph.D Programme, fraudulently.

### **32.0 FEES**

The fee structure for the Ph.D Programme shall be declared by the University as applicable from time to time.

## PEOPLE'S UNIVERSITY, BHOPAL

(Established under M.P. Act No. 17 of 2007)

### Ordinance No. 42

## BACHELOR OF SCIENCE / BACHELOR OF SCIENCE (HONOURS)

### 1.0 AIM AND OBJECTIVES:

- 1.1 To impart science education to aspiring students.
- 1.2 To promote a yearning for scientific temper & creativity.
- 1.3 To help students become ethical and self confident human being genuinely interested in serving the nation.

### 2.0 APPLICABILITY:

- 2.1 This ordinance shall apply to all the Programs and Courses leading to the award of following Degrees:-
  - 2.1.1 Bachelor of Science.
  - 2.1.2 Bachelor of Science (Honours).

### 3.0 DEFINITIONS:

- 3.1 **Academic Year:** Normally a period of 12 months, co-commencing with the program.
- 3.2 **Allowed to keep term (ATKT):** A system of promotion wherein students who are yet to pass one or more of the previous semesters are permitted for the next semester based on the prescribed Promotion Criteria.
- 3.3 **Course:** Academic component of a Program, carrying a distinctive code and specific credits assigned to it.
- 3.4 **External Examiner:** Examiner not in the employment of the University.
- 3.5 **Program:** Program of Courses and/or other components leading to the award of Degrees of Bachelor of Science & Bachelor of Science (Honours).
- 3.6 **Regular Student:** A student who is enrolled in a Constituent Institution of the University, for the purpose of obtaining a Degree/Diploma/Certificate/other recognized education credential to receive education on a full time basis on payment of tuition fee.
- 3.7 **Semester System:** A System wherein each academic year is apportioned into two semesters of six months each, devoted for the completion of requirements specified in the scheme of teaching and related examinations.
- 3.8 **University:** People's University, Bhopal, Madhya Pradesh.

### 4.0 ADMISSION:

- 4.1 Candidates possessing following minimum qualifications shall be eligible for admission:-
  - 4.1.1 Higher Secondary School Certificate Examination (i.e. 12<sup>th</sup> Class under 10+2 Scheme), from Board of Secondary Education, Madhya Pradesh or Senior Secondary School Certificate from Central Board of Secondary Education or equivalent qualification from other recognized Board, in science group of Biology/Bio-technology/Mathematics/Computer Science etc. with Chemistry & Physics, having individually passed in each subject of the qualifying examination. However at least 45% marks would be mandatory for admission in B. Sc (Honours) Program.
- 4.2 Admissions shall be according to following criteria:-
  - 4.2.1 Merit prepared on the basis of qualifying examination/interview or prepared on the basis of test conducted by University or an Agency on its behalf.
- 4.3 Last date for admission will be as notified by the University.
- 4.4 Admission of Foreign Nationals / NRI/ PIO shall be as per policy / rules as applicable.
- 4.5 Candidate who has already appeared in the qualifying examination may be considered for admission. Such candidate shall be admitted provisionally and shall be required to submit, certificate and mark-sheet as proof of passing qualifying examination, within three months of commencement of the course. Otherwise his/her admission will be cancelled. Such candidate shall not be eligible for refund of fees.



**COMMENCEMENT & DURATION:**

- 5.1 B. Sc & B. Sc (Honours) shall be fulltime Programs of duration of three Academic years. Each Academic year shall comprise of two semesters each.
- 5.2 The Programs shall generally commence in July/August every year.
- 5.3 Each semester shall be spread over not less than 90 teaching days.
- 5.4 Maximum duration of passing the Programs shall be six years from the day of commencement of the Programs, notified by the University.

**6.0 MEDIUM OF INSTRUCTION:**

- 6.1 English shall be the preferred medium of instruction and examinations.

**7.0 ATTENDANCE:**

- 7.1 Regular students, to be eligible to appear in the University examination, are required to attend a minimum of 75% theory classes and 75% practical classes, in each semester.

**8.0 EXAMINATIONS:****8.1 Internal Assessment:**

- 8.1.1 **Theory subjects.** Internal Assessment shall be based on class work/assignments/attendance.
- 8.1.2 **Practical subjects.** Internal Assessment shall be based on lab work/viva- voce/attendance.

**8.2 Mid Semester Examination.**

- 8.2.1 Two mid semester examinations for each Theory Paper shall be conducted in each Semester.
- 8.2.2 Best marks out of the two mid semester examinations shall be considered.

**8.3 University Examination.**

- 8.3.1 Following University Examinations shall be held at the end of each semester:-

**8.3.1.1 B. Sc/B. Sc (Hon) First Year:**

- 8.3.1.1.1 I Semester.
- 8.3.1.1.2 II Semester.

**8.3.1.2 B. Sc/B. Sc (Hon) Second Year:**

- 8.3.1.2.1 III Semester.
- 8.3.1.2.2 IV Semester.

**8.3.1.3 B. Sc/B. Sc (Hon) Third Year:**

- 8.3.1.3.1 V Semester.
- 8.3.1.3.2 VI Semester.

- 8.3.2 University examinations of odd semester shall be held normally in November – December and in that of even semester in May-June, each year.

- 8.3.2.1 Students failing in subject(s) of odd semester may reappear in them in subsequent odd semester examination(s). Similarly students failing in subject(s) of even semester may appear in them in subsequent even semester examination(s).

- 8.3.2.2 Students desirous of improving CGPA may appear in University examination, in odd or even semester(s), depending on whether the choice subject falls in odd or even semester(s), in maximum four theory papers in entire duration of Program, subject to provision of clause 5.4. Best of the marks/grade points from the original & improvement examination shall be considered for calculation of CGPA.

**8.4 Evaluation Scheme:**

- 8.4.1 Examination shall consist of following Theory and Practical examinations.

**8.4.1.1 Theory Examination:**

- |           |                          |     |
|-----------|--------------------------|-----|
| 8.4.1.1.1 | Class work, assignments. | 10% |
| 8.4.1.1.2 | Attendance               | 10% |
| 8.4.1.1.3 | Mid-semester examination | 20% |
| 8.4.1.1.4 | University examination.  | 60% |

- |           |  |              |
|-----------|--|--------------|
| 8.4.1.1.5 |  | <b>100 %</b> |
|-----------|--|--------------|

<b>8.4.1.2 Practical Examination:</b>	
<b>8.4.1.2.1</b> Lab work, viva-voce & attendance	40%
<b>8.4.1.2.2</b> University examination	60%

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**8.4.1.2.3** **100 %**

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**8.5** Details of subjects, credits and course curricula for both B Sc and B Sc (Honours) Programs shall be separately prescribed by the Scheme of Examination, approved by Academic Council.

**9.0 PROMOTION CRITERIA:**

**9.1** Student passing in each of the previous semester(s) shall be eligible for promotion to next semester. Those not fulfilling this criterion shall be allowed to keep the next term (ATKT), as per criteria at Table A, subject to Registration in previous semester examination. However they must pass all subjects, each of the semesters, within six years, from the day of commencement of the programme, notified by the University.

**9.2 Table A:**

Eligible to be promoted / allowed to keep Semester	Student should have passed	Student should have registered in Examination of
II	-	I semester
III	-	II semester
IV	-	III semester
V	-	IV semester
VI	-	V semester

**10.0 HEAD OF PASSING & PASSING CRITERIA:**

**10.1** Heads of Passing and Passing Criterion shall be as per Table B.

**10.2 Table B:**

S. No	Head of Passing	Passing Criterion
I	Theory Paper including Internal Assessment	Grade D
II	Practical Paper including Internal Assessment	Grade D
III	Semester	SGPA $\geq$ 4.0
IV	Program	CGPA $\geq$ 4.0

**11.0 APPOINTMENT OF UNIVERSITY EXAMINERS:**

**11.1** Examiners/Paper Setters/ Evaluators/ Re-evaluators etc. of Question Papers/Practical Examinations/Project work/Viva-voce examination etc. shall be Assistant Professor(s)/ Associate Professor(s)/Professor(s) of the University or from any recognized College/ University, with minimum of three years of teaching experience in the subject. Preferably 50% of them shall be external examiners. They shall be nominated by the University from a panel submitted by the Department(s).

**11.2** Assistant Professor(s)/ Associate Professor(s)/Professor(s) of the University shall be nominated as Internal Examiners/Moderators etc. by the University based on the recommendations of the Head of the Department(s).

**12.0 GRADING SYSTEM:**

**12.1** Aggregate marks in each subject shall be converted to corresponding Grade and equivalent Grade Point (GP) as per Table C.

## 12.1.1 Table C:

Grade	% Marks range in each subject (based on Marks System)	Equivalent Grade Point	Description of Performance
A+	91-100	10	Outstanding
A	81-90	9	Excellent
B+	71-80	8	Very Good
B	61-70	7	Good
C+	51-60	6	Average
C	41-50	5	Satisfactory
D	40 Only	4	Pass
F	Below 40	0	Fail

12.2 Semester Grade Point Average (SGPA) shall be the weighted average of Grade Points (GP) of all subjects of a semester as per clause 12.4.

12.3 Cumulative Grade Point Average (CGPA) shall be the weighted average of SGPA's of all semesters, calculated as laid down vide clause 12.5, at the completion of Programme.

12.4 Semester Grade Points Average (SGPA) shall be calculated as follows:-

$$SGPA = \frac{\sum_{i=1}^n c_i p_i}{\sum_{i=1}^n c_i}$$

Where  $c_i$  is the number of credits offered in the  $i^{\text{th}}$  subject of a Semester for which SGPA is to be calculated,  $p_i$  is the corresponding Grade Point (GP) earned in the  $i^{\text{th}}$  subject, where  $i = 1, 2, \dots, n$  are the number of subjects in that semester.

12.5 Cumulative Grade Point Average (CGPA) shall be calculated as follows:-

$$CGPA = \frac{\sum_{j=1}^m SG_j NC_j}{\sum_{j=1}^m NC_j}$$

Here  $NC_j$  is the number of total credits offered in the  $j^{\text{th}}$  semester,  $SG_j$  is the SGPA earned in the  $j^{\text{th}}$  semester, where  $j = 1, 2, \dots, m$  are the number of semesters in that course.

### 13.0 DEGREE/GRADE SHEET:

13.1 Students shall be eligible for award of Degree subject to passing the Program & all courses as per criteria at Serial I & II of Table B.

13.2 Grade sheet, issued at the end of each semester, shall indicate SGPA of concerned semester. Final Grade sheet, issued at the end of final semester of the course shall also indicate CGPA, equivalent percentage marks and Distinction/Division awarded.

### 14.0 REVALUATION AND RETOTALLING:

14.1 Revaluation and retotaling shall be permitted only for theory paper(s) in University examination, on receipt of application, within stipulated time; on remittance of prescribed fee.

14.2 Re-totalling and revaluation shall be done by an examiner other than the first one.

14.3 Re-totalling shall be permitted in all the papers.

14.4 Revaluation shall be permitted in any two theory papers only.

14.5 Results and Grade Sheet shall be revised after retotaling/revaluation, as per the laid down provisions.

## PEOPLE'S UNIVERSITY, BHOPAL

(Established under M.P. Act No. 17 of 2007)

### Ordinance No. 43,

## BACHELOR OF COMMERCE/ BACHELOR OF COMMERCE (HONOURS)

### 1.0 AIM AND OBJECTIVES:

- 1.1 To produce competent commerce graduates, who will be full of self confidence, have entrepreneurial and managerial skills, have high concern for the environment and adhere to universal ethical and moral values.
- 1.2 To promote a yearning for creativity, entrepreneurship and research.
- 1.3 To establish synergistic relationships with the industry and society.
- 1.4 To help students become genuinely interested in serving the nation.

### 2.0 APPLICABILITY:

- 2.1 This ordinance shall apply to all the programmes and courses leading to the award of following Degrees:-
  - 2.1.1 Bachelor of Commerce.
  - 2.1.2 Bachelor of Commerce (Honours).

### 3.0 DEFINITIONS:

- 3.1 **Academic Year:** Normally a period of 12 months, co-commencing with the Programme.
- 3.2 **Allowed to keep term (ATKT):** A system of promotion wherein students who are yet to pass one or more of the previous semesters are permitted for the next semester based on the prescribed Promotion Criterion.
- 3.3 **Course:** Academic component of a programme, carrying a distinctive code and specific credits assigned to it.
- 3.4 **External Examiner:** Examiner not in the employment of the University.
- 3.5 **Programme:** Programme of courses and/or other components leading to the award of Degrees of Bachelor of Commerce & Bachelor of Commerce (Honours).
- 3.6 **Regular Student:** A student who is enrolled in a Constituent Institution for the purpose of obtaining a Degree/Diploma/Certificate/other recognized education credential to receive education on a full time basis on payment of tuition fee.
- 3.7 **Semester System:** A System wherein each academic year is apportioned into two semesters of six months each, devoted for the completion of requirements specified in the scheme of teaching and related examinations.
- 3.8 **University:** People's University, Bhopal, Madhya Pradesh.

### 4.0 ADMISSION:

- 4.1 Candidates possessing following minimum qualifications shall be eligible for admission:-
  - 4.1.1 Higher Secondary School Certificate Examination (i.e. 12<sup>th</sup> Class under 10+2 Scheme), from Board of Secondary Education, Madhya Pradesh or Senior Secondary School Certificate from Central Board of Secondary Education or equivalent qualification from other recognized Board, in Science or Commerce stream. However, at least 45% marks would be mandatory for admission in B. Com (Honours) Programme.
- 4.2 Admissions shall be according to the following criteria:-
  - 4.2.1 Merit prepared on the basis of qualifying examination/interview or test conducted by University or an Agency on its behalf.
- 4.3 Last date for admission will be as notified by the University.
- 4.4 Admission of Foreign Nationals / NRI/ PIO shall be as per policy / rules as applicable.
- 4.5 Candidate who has already appeared in the qualifying examination may be considered for admission. Such candidate shall be admitted provisionally and shall be required to submit, certificate and mark-sheet as proof of passing qualifying examination, within three months of

commencement of the programme. Otherwise his/her admission will be cancelled. Such candidate shall not be eligible for refund of fees.

**COMMENCEMENT & DURATION:**

- 5.1 B. Com & B. Com (Honours) shall be fulltime programmes of duration of three Academic years. Each Academic year shall comprise of two semesters each.
- 5.2 The programmes shall generally commence in July/August every year.
- 5.3 Each semester shall be spread over not less than 90 teaching days.
- 5.4 Maximum duration of passing the programmes shall be six years from the day of commencement of the programmes, notified by the University.

**6.0 MEDIUM OF INSTRUCTION:**

- 6.1 English shall be the preferred medium of instruction and examinations.

**7.0 ATTENDANCE:**

- 7.1 Regular students, to be eligible to appear in the University examination, are required to attend a minimum of 75% theory classes and 75% practical classes where applicable in each semester.

**8.0 EXAMINATIONS:**

**8.1 Internal ASSESSMENT:**

**8.1.1 Theory subjects:**

- 8.1.1.1 Internal Assessment shall be based on class work/assignments/ attendance.

**8.1.2 Practical subjects:**

- 8.1.2.1 Internal Assessment shall be based on lab work/viva-voce/ attendance.

**8.2 Mid Semester Examination:**

- 8.2.1 Two mid semester examinations for each theory paper shall be conducted in each semester.
- 8.2.2 Best marks out of the two mid semester examinations shall be considered.

**8.3 University Examination:**

- 8.3.1 Following University Examinations shall be held at the end of each semester:-

**8.3.1.1 B. Com/ B. Com (Honours) First Year:**

- 8.3.1.1.1 I Semester.
- 8.3.1.1.2 II Semester.

**8.3.1.2 B. Com/ B. Com (Honours) Second Year:**

- 8.3.1.2.1 III Semester.
- 8.3.1.2.2 IV Semester.

**8.3.1.3 B. Com/B. Com (Honours) Third Year:**

- 8.3.1.3.1 V Semester.
- 8.3.1.3.2 VI Semester.

- 8.3.2 University examinations of odd semester shall be held normally in November-December and in that of even semester in May-June, each year.

- 8.3.2.1 Students failing in subject(s) of odd semester may reappear in them in subsequent odd semester examination(s). Similarly students failing in subject(s) of even semester may appear in them in subsequent even semester examination(s).

- 8.3.2.2 Students desirous of improving CGPA may appear in University examination, in odd or even semester(s), depending on whether the choice subject falls in odd or even semester(s), in maximum four theory papers, subject to provision of clause 5.4. Best of the marks/grade points from the original & improvement examination shall be considered for calculation of CGPA.

**8.4 Evaluation Scheme:**

- 8.4.1 Examination shall consist of Theory and Practical Examinations.

**8.4.1.1 Theory Examination:**

8.4.1.1.1	Class work, assignments	10%
8.4.1.1.2	Attendance	10%
8.4.1.1.2	Mid-semester examination.	20%
8.4.1.1.3	University examination.	60%

8.4.1.1.4		100 %
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**8.4.1.2 Practical Examination:**

8.4.1.2.1	Lab work, Viva voce & attendance	40%
8.4.1.2.2	University examination	60%

8.4.1.2.3		100 %
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8.5 Details of subjects, credits and course curricula for both B. Com and B. Com (Honours) Programs shall be separately prescribed by the Scheme of Examination, approved by Academic Council.

**9.0 PROMOTION CRITERIA:**

9.1 Student passing in each of the previous semester(s) shall be eligible for promotion to next semester. Those not fulfilling this criterion shall be allowed to keep the next term (ATKT), as per criteria at Table A, subject to registration in previous semester examination. However they must pass all subjects, of each of the semesters, within six years, from the day of commencement of the programme, notified by the University.

**9.2 Table A:**

Eligible to be promoted / allowed to keep Semester	Student should have passed	Student should have registered in Examination of
II	-	I semester
III	-	II semester
IV	-	III semester
V	-	IV semester
VI	-	V semester

**10.0 HEAD OF PASSING & PASSING CRITERIA:**

10.1 Heads of Passing and Passing Criterion shall be as per Table B.

**10.2 Table B:**

S. No	Head of Passing	Passing Criterion
I	Theory Paper including Internal Assessment	Grade D
II	Practical Paper including Internal Assessment	Grade D
III	Semester	SGPA $\geq$ 4.0
IV	Programme	CGPA $\geq$ 4.0

**11.0 APPOINTMENT OF UNIVERSITY EXAMINERS:**

11.1 Examiners/Paper Setters/ Evaluators/ Re-evaluators etc. of Question Papers/Practical Examinations/Project work/Viva-voce examination etc. shall be Assistant Professor(s)/ Associate Professor(s)/Professor(s) of the University or from any recognized College/ University, with minimum of three years of teaching experience in the subject. Preferably 50% of them shall be external examiners. They shall be nominated by the University from a panel submitted by the Department(s).

11.2 Assistant Professor(s)/ Associate Professor(s)/Professor(s) of the University shall be nominated as Internal Examiners/Moderators etc. by the University based on the recommendations of the Head of the Department(s).

## 2.0 GRADING SYSTEM:

12.1 Aggregate marks in each subject shall be converted to corresponding Grade and equivalent Grade Point (GP) as per Table C.

### 12.1.1 Table C:

Grade	% Marks range in each subject (based on Marks System)	Equivalent Grade Point	Description of Performance
A+	91-100	10	Outstanding
A	81-90	9	Excellent
B+	71-80	8	Very Good
B	61-70	7	Good
C+	51-60	6	Average
C	41-50 only	5	Satisfactory
D	40 Only	4	Pass
F	Below 40	0	Fail

12.2 Semester Grade Point Average (SGPA) shall be the weighted average of Grade Points (GP) of all subjects of a semester as per clause 12.4.

12.3 Cumulative Grade Point Average (CGPA) shall be the weighted average of SGPA's of all semesters, calculated as laid down vide clause 12.5, at the completion of programme.

12.4 Semester Grade Points Average (SGPA) shall be calculated as follows:-

$$SGPA = \frac{\sum_{i=1}^n c_i p_i}{\sum_{i=1}^n c_i}$$

Where  $c_i$  is the number of credits offered in the  $i^{\text{th}}$  subject of a Semester for which SGPA is to be calculated,  $p_i$  is the corresponding Grade Point (GP) earned in the  $i^{\text{th}}$  subject, where  $i = 1, 2, \dots, n$  are the number of subjects in that semester.

12.5 Cumulative Grade Point Average (CGPA) shall be calculated as follows:-

$$CGPA = \frac{\sum_{j=1}^m SG_j NC_j}{\sum_{j=1}^m NC_j}$$

Here  $NC_j$  is the number of total credits offered in the  $j^{\text{th}}$  semester,  $SG_j$  is the SGPA earned in the  $j^{\text{th}}$  semester, where  $j = 1, 2, \dots, m$  are the number of semesters in that course.

## 13.0 DEGREE/GRADE SHEET:

13.1 Students shall be eligible for award of degree subject to passing all Courses as per criteria at Serial I & II of Table B.

13.2 Grade sheet, issued at the end of each semester, shall indicate SGPA of concerned semester. Final Grade sheet, issued at the end of final semester of the course shall also indicate CGPA, equivalent percentage marks and Distinction/Division awarded.

## 14.0 REVALUATION AND RETOTALLING:

14.1 Revaluation and retotaling shall be permitted only for theory paper(s) in University examination, on receipt of application, within stipulated time, on remittance of prescribed fee.

- 14.2 Re-totaling and revaluation shall be done by an examiner other than the first one.  
 14.3 Re-totaling shall be permitted in all the papers.  
 14.4 Revaluation shall be permitted in any two theory papers only.  
 14.5 Results and Grade Sheet shall be revised after retotaling/revaluation, as per the laid down provisions.

**15.0 DISTINCTION/DIVISION:**

- 15.1 Distinction/Division shall be awarded, in the programmes, as per following criterion:-

CGPA	Division
$7.5 \leq \text{CGPA}$	Distinction
$6.5 \leq \text{CGPA} < 7.5$	First Division
$4.0 \leq \text{CGPA} < 6.5$	Second Division

- 15.2 Award of Distinction/Division shall be made only on completion of the programmes.  
 15.3 For the purpose of award of Division, conversion from CGPA to an equivalent % shall be according to formula at clause 15.31.  
 15.3.1 % Score = CGPA x 10.

**16.0 MERIT:**

- 16.1 Merit List shall comprise of 10% of the Programme Intake or class strength or five students (whichever is less) who pass in First Division, in the programme, passing each semester in first attempt. Non-appearance in a semester examination shall count as an attempt for this provision.

**17.0 CANCELLATION OF ADMISSION:**

- 17.1 Admission of a student may be cancelled under following circumstances:  
 17.1.1 At any stage, if student is not found qualified for the Course, as per guidelines or the eligibility criteria prescribed by the University.  
 17.1.2 Failing to complete the course within six years of commencement.  
 17.1.3 Involvement in gross indiscipline in the Department / University.

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**PEOPLE'S UNIVERSITY, BHOPAL**

(Established under M.P. Act No. 17 of 2007)

**Ordinance No. 44****BACHELOR OF ARTS /BACHELOR OF ARTS (HONOURS)****1.0 AIM AND OBJECTIVES:**

- 1.1 To produce competent commerce graduates, who will be full of self confidence, have entrepreneurial and managerial skills, have high concern for the environment and adhere to universal ethical and moral values.
- 1.2 To promote a yearning for creativity, entrepreneurship and research.
- 1.3 To establish synergistic relationships with the industry and society.
- 1.4 To help students become ethical and self confident human beings genuinely interested in serving the nation.

**2.0 APPLICABILITY:**

- 2.1 This ordinance shall apply to all the Programmes and Courses leading to the award of following Degrees:-
  - 2.1.1 Bachelor of Arts.
  - 2.1.2 Bachelor of Arts (Honours).

**3.0 DEFINITIONS:**

- 3.1 **Academic Year:** Normally a period of 12 months, co-commencing with the Programme.
- 3.2 **Allowed to keep term (ATKT):** A system of promotion wherein students who are yet to pass one or more of the previous semesters are permitted for the next semester based on the prescribed Promotion Criterion.
- 3.3 **Course:** Academic component of a Programme, carrying a distinctive code and specific credits assigned to it.
- 3.4 **External Examiner:** Examiner not in the employment of the University.
- 3.5 **Programme:** Programme of Courses and/or other components leading to the award of Degrees of Bachelor of Arts & Bachelor of Arts (Honours).
- 3.6 **Regular Student:** A student who is enrolled in a Constituent Institution for the purpose of obtaining a Degree/Diploma/Certificate/other recognized education credential to receive education on a full time basis on payment of tuition fee.
- 3.7 **Semester System:** A System wherein each academic year is apportioned into two semesters of six months each, devoted for the completion of requirements specified in the scheme of teaching and related examinations.
- 3.8 **University:** People's University, Bhopal, Madhya Pradesh.

**4.0 ADMISSION:**

- 4.1 Candidates possessing following minimum qualification shall be eligible for admission:-
  - 4.1.1 Higher Secondary School Certificate Examination (i.e. 12<sup>th</sup> Class under 10+2 Scheme), from Board of Secondary Education, Madhya or Senior Secondary School Certificate from Central Board of Secondary Education or equivalent qualification from other recognized Board. However, at least 45% marks shall be mandatory for admission in B.A (Honours) Programme.
- 4.2 Admissions shall be according to the following criteria:-
  - 4.2.1 Merit prepared on the basis of qualifying examination/interview or test conducted by University or an Agency on its behalf.
- 4.3 Last date for admission will be as notified by the University.
- 4.4 Admission of Foreign Nationals / NRI/ PIO shall be as per policy / rules as applicable.
- 4.5 Candidate who has already appeared in the qualifying examination may be considered for admission. Such candidate shall be admitted provisionally and shall be required to submit, certificate and mark-sheet as proof of passing qualifying examination, within three months of commencement of the Programme. Otherwise his/her admission will be cancelled. Such candidate shall not be eligible for refund of fees.

**5.0 COMMENCEMENT & DURATION:**

- 5.1 B.A & B.A (Honours) shall be fulltime Programmes of duration of three Academic years. Each Academic year shall comprise of two semesters.
- 5.2 The Programmes shall generally commence in July/August every year.
- 5.3 Each semester shall be spread over not less than 90 teaching days.
- 5.4 Maximum duration of passing the programmes shall be six years from the day of commencement of the programmes, notified by the University.

**6.0 MEDIUM OF INSTRUCTION:**

- 6.1 English shall be the preferred medium of instruction and examinations.

**7.0 ATTENDANCE:**

- 7.1 Regular students, to be eligible to appear in the University examination, are required to attend a minimum of 75% theory classes and 75% practical classes where applicable in each semester.

**8.0 EXAMINATIONS:****8.1 Internal Assessment:****8.1.1 Theory subjects:**

- 8.1.1.1 Internal Assessment shall be based on class work/assignments/ attendance.

**8.1.2 Practical subjects:**

- 8.1.2.1 Internal Assessment shall be based on lab work/viva-voce/ attendance.

**8.2 Mid Semester Examination:**

- 8.2.1 Two mid semester examinations for each Theory Paper shall be conducted in each Semester.
- 8.2.2 Best marks out of the two mid semester examinations shall be considered.

**8.3 University Examination:**

- 8.3.1 Following University Examinations shall be held at the end of each semester:-

**8.3.1.1 BA/BA (Honours) First Year:**

- 8.3.1.1.1 I Semester.

- 8.3.1.1.2 II Semester.

**8.3.1.2 BA/BA (Honours) Second Year:**

- 8.3.1.2.1 III Semester.

- 8.3.1.2.2 IV Semester.

**8.3.1.3 BA/BA (Honours) Third Year:**

- 8.3.1.3.1 V Semester.

- 8.3.1.3.2 VI Semester.

- 8.3.2 University examinations of odd semester shall be held normally in November-December and in that of even semester in May-June, each year.

- 8.3.2.1 Students failing in subject(s) of odd semester may reappear in them in subsequent odd semester examination(s). Similarly students failing in subject(s) of even semester may appear in them in subsequent even semester examination(s).

- 8.3.2.2 Students desirous of improving CGPA may appear in University examination, in odd or even semester(s), depending on whether the choice subject falls in odd or even semester(s), in maximum four theory papers, subject to provision of clause 5.4. Best of the marks/grade points from the original & improvement examination shall be considered for calculation of CGPA.

**8.4 Evaluation Scheme:**

- 8.4.1 Examination shall consist of following Theory and Practical examinations.

**8.4.1.1 Theory Examination:**

- |           |                          |     |
|-----------|--------------------------|-----|
| 8.4.1.1.1 | Class work, assignments. | 10% |
| 8.4.1.1.2 | Attendance               | 10% |
| 8.4.1.1.3 | Mid-semester examination | 20% |
| 8.4.1.1.4 | University examination.  | 60% |

- 
- |           |  |       |
|-----------|--|-------|
| 8.4.1.1.5 |  | 100 % |
|-----------|--|-------|
-

**8.4.1.2 Practical Examination:**

<b>8.4.1.2.1</b>	Lab work, Viva voce & attendance	40%
<b>8.4.1.2.2</b>	University examination	60%

<b>8.4.1.2.3</b>	<b>100 %</b>
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**8.5** Details of subjects, credits and course curricula for both B.A & B.A (Honours) programmes shall be separately prescribed by the Scheme of Examination, approved by Academic Council.

**9.0 PROMOTION CRITERIA:**

**9.1** Student passing in each of the previous semester(s) shall be eligible for promotion to next semester. Those not fulfilling this criterion shall be allowed to keep the next term (ATKT), as per criteria at Table A, subject to Registration in previous semester examination. However they must pass all subjects, of each of the semesters, within six years, from the day of commencement of the Programme, notified by the University.

**9.2 Table A:**

Eligible to be promoted / allowed to keep Semester	Student should have passed	Student should have registered in Examination of
II	-	I semester
III	-	II semester
IV	-	III semester
V	-	IV semester
VI	-	V semester

**10.0 HEAD OF PASSING & PASSING CRITERIA:**

**10.1** Heads of Passing and Passing Criterion shall be as per Table B.

**10.2 Table B:**

S. No	Head of Passing	Passing Criterion
I	Theory Paper including Internal Assessment	Grade D
II	Practical Paper including Internal Assessment	Grade D
III	Semester	SGPA $\geq$ 4.0
IV	Programme	CGPA $\geq$ 4.0

**11.0 APPOINTMENT OF UNIVERSITY EXAMINERS:**

**11.1** Examiners/Paper Setters/ Evaluators/ Re-evaluators etc. of Question Papers/Practical Examinations/Project work/Viva-voce examination etc. shall be Assistant Professor(s)/ Associate Professor(s)/Professor(s) of the University or from any recognized College/ University, with minimum of three years of teaching experience in the subject. Preferably 50% of them shall be external examiners. They shall be nominated by the University from a panel submitted by the Department(s).

**11.2** Assistant Professor(s)/ Associate Professor(s)/Professor(s) of the University shall be nominated as Internal Examiners/Moderators etc. by the University based on the recommendations of the Head of the Department(s).

**12.0 GRADING SYSTEM:**

**12.1** Aggregate marks in each subject shall be converted to corresponding Grade and equivalent Grade Point (GP) as per Table C.

**12.1.1 Table C:**

Grade	% Marks range in each subject (based on Marks System)	Equivalent Grade Point	Description of Performance
A+	91-100	10	Outstanding
A	81-90	9	Excellent
B+	71-80	8	Very Good
B	61-70	7	Good
C+	51-60	6	Average
C	41-50 only	5	Satisfactory
D	40 Only	4	Pass
F	Below 40	0	Fail

- 12.2** Semester Grade Point Average (SGPA) shall be the weighted average of Grade Points (GP) of all subjects of a semester as per clause 12.4.
- 12.3** Cumulative Grade Point Average (CGPA) shall be the weighted average of SGPA's of all semesters, calculated as laid down vide clause 12.5, at the completion of Programme.
- 12.4** Semester Grade Points Average (SGPA) shall be calculated as follows:-

$$SGPA = \frac{\sum_{i=1}^n c_i p_i}{\sum_{i=1}^n c_i}$$

Where  $c_i$  is the number of credits offered in the  $i^{\text{th}}$  subject of a Semester for which SGPA is to be calculated,  $p_i$  is the corresponding Grade Point (GP) earned in the  $i^{\text{th}}$  subject, where  $i = 1, 2, \dots, n$  are the number of subjects in that semester.

- 12.5** Cumulative Grade Point Average (CGPA) shall be calculated as follows:-

$$CGPA = \frac{\sum_{j=1}^m SG_j NC_j}{\sum_{j=1}^m NC_j}$$

Here  $NC_j$  is the number of total credits offered in the  $j^{\text{th}}$  semester,  $SG_j$  is the SGPA earned in the  $j^{\text{th}}$  semester, where  $j = 1, 2, \dots, m$  are the number of semesters in that course.

**13.0 DEGREE/GRADE SHEET:**

- 13.1** Students shall be eligible for award of Degree subject to passing the Programme & Courses as per criterion at Serial I & II of Table B.
- 13.2** Grade sheet, issued at the end of each semester, shall indicate SGPA of concerned semester. Final Grade sheet, issued at the end of final semester of the course shall also indicate CGPA, equivalent percentage marks and Distinction/Division awarded.

**14.0 REVALUATION AND RETOTALLING:**

- 14.1** Revaluation and retotaling shall be permitted only for theory paper(s) in University examination, on receipt of application, within stipulated time, on remittance of prescribed fee.
- 14.2** Re-totaling and revaluation shall be done by an examiner other than the first one.
- 14.3** Re-totaling shall be permitted in all the papers.
- 14.4** Revaluation shall be permitted in any two theory papers only.
- 14.5** Results and Grade Sheet shall be revised after retotaling/revaluation, as per the laid down provisions.

15.1

**DISTINCTION/DIVISION:**

15.1 Distinction/Division shall be awarded, in the Programmes, as per following criterion:-

CGPA	Division
$7.5 \leq \text{CGPA}$	Distinction
$6.5 \leq \text{CGPA} < 7.5$	First Division
$4.0 \leq \text{CGPA} < 6.5$	Second Division

15.2 Award of Distinction/Division shall be made only on completion of the Programmes.

15.3 For the purpose of award of Division, conversion from CGPA to an equivalent % shall be according to formula at clause 15.31.

15.3.1 % Score = CGPA x 10.

16.0 ↓

**MERIT:**

16.1 Merit List shall comprise of 10% of the Programme Intake or class strength or five students (whichever is less) who pass in First Division, in the Programme, passing each semester in first attempt. Non-appearance in a semester examination shall count as an attempt for this provision.

17.0 ↓

**CANCELLATION OF ADMISSION:**

17.1 Admission of a student may be cancelled under following circumstances:

17.1.1 At any stage, if student is not found qualified for the Course, as per guidelines or the eligibility criteria prescribed by the University.

17.1.2 Failing to complete the course within six years of commencement of the course

17.1.3 Involvement in gross indiscipline in the Department / University.

**PEOPLE'S UNIVERSITY, BHOPAL**

(Established under M P Act No. 17 of 2007)

**Ordinance No. 45****Bachelor of Science (Trauma Care Management)****L.0 AIMS & OBJECTIVES:****1.1 Aims**

1.1.1 To produce competent health care providers to serve the society.

1.1.2 To train aspirants Who shall recognize the health needs of the community, and carry out professional obligations ethically and in keeping with the objectives of the national health policy, Who shall have mastered most of the competencies that are required to be practiced for providing relief, support and health care to the individuals and community during emergencies of all sorts.

- 1.1.3** Who shall be aware of the contemporary advances and developments in the discipline concerned,
- 1.1.4** Who shall have acquired the spirit of scientific interventions?
- 1.1.5** Who shall have acquired the basic skills in sharing of the experiences and expertise to all those who volunteer to serve the humanity.

## **1.2 Overall Objective:**

The 'Bachelor of Science, Physician Assistant and Emergency & Trauma Care Management' course is prepared to assist the Health Care Providers for providing Quality Patient Care in selected areas of emergency and trauma care technology in the Hospital and Community.

- 1.2.1** The overall objectives of the Bachelor of Science, Physician Assistant and Emergency & Trauma Care Management are:
- 1.2.1.1** To provide training in all aspects of emergency and trauma care technology and management to the students to prepare them to play a leadership role in providing qualitative and timely assistance to the persons in need;
- 1.2.1.2** To lead students to achieve these capacities in a setting that demands that query, learn, persuade, and communicate in active interchange with their peers, with faculty, and with practitioners in the field.
- 1.2.1.3** To award the Bachelor of Science, Physician Assistant and Emergency & Trauma Care Management degree to individuals who have acquired a particular depth of knowledge in this field and who have demonstrated the following capacities to:
- 1.2.1.3.1** Identify the emergencies,
- 1.2.1.3.2** Act promptly with competence to deal with such situations,
- 1.2.1.3.3** Assist in managing the equipments meant for emergency and trauma care,
- 1.2.1.3.4** Deal with all possible aspects of help, support and technological interventions for alleviating pain & suffering of humanity and saving life of the persons needing assistance.

**1.3 Components of the Graduate Curriculum:** The major components of the graduate curriculum shall be:

- 1.3.1** Theoretical knowledge.
- 1.3.2** Practical Skills.
- 1.3.3** Attitudes including communication skills.

## **2.0 Applicability:**

- 2.1** This ordinance shall apply to Program and Courses leading to the award of Degree of Bachelor of Science in Trauma Care Management abbreviated as B Sc (TCM).

**3.0 DEFINITIONS:**

- 3.1 Academic Year:** Normally a period of 12 months, co-commencing with the Program.
- 3.2 Course:** An Academic component of a Program, carrying a distinctive code and specific marks assigned to it.
- 3.3 External Examiner:** Examiner not in the employment of the University.
- 3.4 Program:** Program of Courses and/or other components leading to the award of Degree of Bachelor of Science B Sc (TCM).
- 3.5 Regular Student:** A student who is enrolled in the Constituent Institution for the purpose of obtaining a Degree/Diploma/Certificate/other recognized education credential to receive education on a full time basis on payment of tuition fee.
- 3.6 University:** People's University, Bhopal, Madhya Pradesh.

**4.0 ADMISSION:**

- 4.1** Candidates possessing following minimum qualifications shall be eligible for admission:-
- 4.1.1** Higher Secondary School Certificate Examination (i.e. 12<sup>th</sup> Class under 10+2 Scheme), from Board of Secondary Education, Madhya or Senior Secondary School Certificate from Central Board of Secondary Education or equivalent qualification from other recognized Board with at least 40% marks in Biology Group with English as one of the subjects.
- 4.2** Admissions shall be according to following criteria:-
- 4.2.1** Merit prepared on the basis of marks in Qualifying Examination/ interview or test conducted by University or an Agency on its behalf.
- 4.3** Last date for admission will be as notified by the University.
- 4.4** Admission of Foreign Nationals / NRI/ PIO shall be as per policy / rules as applicable.
- 4.5** Candidate who has already appeared in the qualifying examination may be considered for admission. Such candidate shall be admitted provisionally and shall be required to submit, certificate and mark-sheet as proof of passing qualifying examination, within three months of commencement of the Program. Otherwise his/her admission will be cancelled. Such candidate shall not be eligible for refund of fees.

**5.0 COMMENCEMENT & DURATION:**

- 5.1** B.Sc (TCM) shall be a fulltime Programs of duration of four academic years, including internship in the 4<sup>th</sup> year.
- 5.2** The Programs shall generally commence in July/August every year.
- 5.3** Each Academic year shall be spread over not less than 240 teaching/ training days.
- 5.4** Maximum duration of passing the Programs shall be seven years from the day of commencement of the Programs, notified by the University.

**6.0 MEDIUM OF INSTRUCTION:**

- 6.1** English shall be the medium of instructions and examinations.

**7.0 ATTENDANCE:**

- 7.1** Students, to be eligible to appear in the University examination, are required to attend a minimum of 75% theory classes and 75% practical classes, in each year.

**8.0 EXAMINATIONS:****8.1 Internal Assessment:****8.1.1 Theory subjects:**

- 8.1.1.1** Internal Assessment shall be based on Mid Semester Examinations / Assignments & Seminars/ Attendance.

**8.1.2 Practical subjects:**

**8.1.2.1** Internal Assessment shall be based on Mid Semester Examinations/ Assignments & Practical Work/ Attendance.

**8.2 Mid Semester Examination:**

**8.2.1** Two Mid Semester Examinations, for both Theory & Practical Papers, shall be conducted in each year.

**8.2.2** Best marks out of the two Mid Semester Examinations shall be considered.

**8.3 University Examination:**

**8.3.1** Following University Examinations shall be held at the end of each academic year except the 4<sup>th</sup> year which is earmarked for internship:-

**8.3.1.1** B Sc (TCM) First Year:

**8.3.1.2** B Sc (TCM) Second Year:

**8.3.1.3** B Sc (TCM) Third Year:

**8.4 Supplementary Examination:**

**8.4.1** To enable students to reappear in one or more Papers, which they have failed in University Examinations, Supplementary Examination (both Theory & Practical), shall be conducted, normally within 50 days of the declaration of results of the Yearly Examination.

**8.5 Evaluation Scheme:**

**8.4.1** Examination shall consist of following Theory and Practical examinations.

**8.4.1.1 Theory Examination:**

<b>8.4.1.1.1</b> Assignments & Seminars	10%
<b>8.4.1.1.2</b> Attendance.	05%
<b>8.4.1.1.3</b> Mid Semester Examination.	15%
<b>8.4.1.1.4</b> University examination.	70%

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**8.4.1.1.5** **100 %**

**8.4.1.2 Practical Examination:**

<b>8.4.1.2.1</b> Assignment & Practical Work	10%
<b>8.4.1.2.2</b> Attendance	05%
<b>8.4.1.2.3</b> Mid Semester Examination	15%
<b>8.4.1.2.4</b> University examination	70%

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**8.4.1.2.5** **100 %**

**8.5** Details of subjects, credits and course curricula for Program shall be separately prescribed by the Scheme of Examination, approved by Academic Council.

**9.0 HEAD OF PASSING, PASSING/PROMOTION CRITERIA:**

**9.1** Passing criteria shall be as per Table B.



## 9.2 Table B:

S. No	Head of Passing	Minimum Passing Marks	Remarks
1	Aggregate Marks of Theory Paper & Internal Assessment	≥ 50%	
2	Practical Examination	≥ 50%	
3	Subject	≥ 50% separately in each Theory & Practical Paper.	
4	Yearly Examination	≥ 50% separately in each Paper.	

9.3 Student passing in each of the previous year(s) shall be eligible for promotion to next the year.

9.4 Student must pass in all Subjects and/or Papers of previous year for being eligible to appear in examination of next year.

## 10.0 GRACE MARKS:

10.1 An aggregate of not more than five Grace Marks may be awarded to a student failing, in not more than one Theory Paper, in the yearly examination, subject to he/she passing by such award.

10.2 Grace marks shall not be added to the credit of the student in Mark List.

## 11.0 APPOINTMENT OF UNIVERSITY EXAMINERS:

11.1 Examiners/Paper Setters/ Evaluators/ Re-evaluators etc. of Question Papers/Practical Examinations/Project work/Viva-voce examination etc. shall be Assistant Professor(s)/ Associate Professor(s)/Professor(s) of the University or from any recognized College/ University, with minimum of three years of teaching experience in the subject. Preferably 50% of them shall be external examiners. They shall be nominated by the University from a panel submitted by the Department(s).

11.2 Assistant Professor(s)/ Associate Professor(s)/Professor(s) of the University shall be nominated as Internal Examiners/Moderators etc. by the University based on the recommendations of the Head of the Department(s).

## 12.0 DEGREE/GRADE SHEET:

12.1 Students shall be eligible for award of Degree after successful completion of the program

12.2 Grade sheet, issued at the end of each semester, shall indicate SGPA of concerned semester. Final Grade sheet, issued at the end of final semester of the course shall also indicate CGPA, equivalent percentage marks and Distinction/Division awarded.

## 13.0 REVALUATION &amp; RETOTALLING:

13.1 Revaluation and retotaling shall be permitted only for theory paper(s) in University examination, on receipt of application, within stipulated time, on remittance of prescribed fee.

13.2 Re-totaling and revaluation shall be done by an examiner other than the first one.

13.3 Re-totaling shall be permitted in all the papers.

13.4 Revaluation shall be permitted in any two theory papers only.

13.5 Results and Grade Sheet shall be revised after retotaling/ revaluation, as per the laid down provisions.

**14.0 DISTINCTION/DIVISION:**

14.1 Distinction/Division shall be awarded, in the Programs, as per following criteria:-

% Marks	Distinction/Division
75% ≤ Marks	Distinction
65% ≤ Marks < 75%	First Division
50% ≤ Marks < 65%	Second Division

14.2 Award of Distinction/Division shall be made only on successful completion of the programs.

14.2 Student, not passing one/more Papers in the first possible attempt or passing with award of Grace Marks, shall be declared to have passed without award of Distinction/Division. Non-utilization of an attempt at an examination shall count as an attempt, for this provision.

**15.0 MERIT:**

15.1 Merit List shall comprise of 10% of the program intake or class strength or three students (whichever is less) who pass in First Division, in first possible attempt, in each Program.

**16.0 CANCELLATION OF ADMISSION:**

16.1 Admission of a student may be cancelled under following circumstances:-

16.1.1 At any stage, if student is not found qualified for the Course, as per guidelines or the eligibility criteria prescribed by the University.

16.1.2 He/ she is found to have produced false/ forged documents or found to have used unfair means to secure admission.

16.1.3 Failing to complete the course within five years of commencement of the course.

16.1.4 Involvement in gross indiscipline in the Institute / University.

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# PEOPLE'S UNIVERSITY, BHOPAL

(Established under M.P. Act No. 17 of 2007)

## Ordinance No. 46

### BACHELOR OF HOTEL MANAGEMENT (BHM)

#### AIMS & OBJECTIVES:

- 1.1 To impart professional skills and knowledge in operational areas of Hospitality and Tourism Industry.
- 1.2 To acquaint students with the Non Operational / Administrative areas of Hospitality and Tourism Industry.
- 1.3 To prepare aspirants for managerial tasks and responsibilities in Hospitality and Tourism Industry.
- 1.4 To prepare the young aspirants to start their own Hospitality and Tourism enterprise.

#### 2.0 APPLICABILITY:

- 2.1 This ordinance shall apply to the Programme and Courses leading to the award of Degree of Bachelor of Hotel Management (BHM).

#### 3.0 DEFINITIONS:

- 3.1 **Academic Year:** Normally a period of 12 months, co-commencing with the Programme.
- 3.2 **Allowed to keep term (ATKT):** A system of promotion wherein students who are yet to pass one or more of the previous semesters are permitted for the next semester based on the prescribed Promotion Criteria.
- 3.3 **Course:** An Academic component of a Programme, carrying a distinctive code and specific credits assigned to it.
- 3.4 **External Examiner:** Examiner who not in the employment of the University.
- 3.5 **Institute:** The Constituent Institute conducting the BHM Programme.
- 3.6 **Programme:** Programme of Courses and/or other components leading to the award of Degree of Bachelor of Hotel Management (BHM).
- 3.7 **Regular Student:** A student who is enrolled in a Constituent Institution for the purpose of obtaining a Degree/Diploma/Certificate/other recognized education credential to receive education on a full time basis on payment of tuition fee.
- 3.8 **Semester System:** A System wherein each academic year is apportioned into two semesters of six months each, devoted for the completion of requirements specified in the scheme of teaching and related examinations.
- 3.9 **University:** People's University, Bhopal, Madhya Pradesh.

#### 4.0 ADMISSION:

- 4.1 Candidates possessing following minimum qualifications shall be eligible for admission:-
  - 4.1.1 Higher Secondary School Certificate Examination (i.e. 12<sup>th</sup> Class under 10+2 Scheme) from Board of Secondary Education, Madhya Pradesh or Senior Secondary School Certificate from Central Board of Secondary Education or equivalent qualification from other recognized Board, with English as one of the Subjects.
- 4.2 Admissions shall be according to following criteria:-
  - 4.2.1 Merit prepared on the basis of qualifying examination/ interview or test conducted by University or an Agency on its behalf.
- 4.3 Last date for admission will be as notified by the University.
- 4.4 Admission of Foreign Nationals / NRI/ PIO shall be as per policy / rules as applicable.
- 4.5 Candidate who has already appeared in the qualifying examination may be considered for admission. Such candidate shall be admitted provisionally and shall be required to submit, certificate and mark-sheet as proof of passing qualifying examination, within three months of commencement of the Programme. Otherwise his/her admission will be cancelled. Such candidate shall not be eligible for refund of fees.

**5.0 COMMENCEMENT & DURATION:**

- 5.1 Bachelor of Hotel Management (BHM) shall be fulltime programme of duration of four Academic years. Each Academic year shall comprise of two semesters each.
- 5.2 The programme shall generally commence in July/August every year.
- 5.3 Each semester shall be spread over not less than 90 teaching days.
- 5.4 Maximum duration of passing the programme shall be eight years from the day of commencement of the programme, notified by the University.

**6.0 MEDIUM OF INSTRUCTION:**

- 6.1 English shall be the medium of instruction and examinations.

**7.0 ATTENDANCE:**

- 7.1 Regular students, to be eligible to appear in the University examination, are required to attend a minimum of 75% theory classes and 75% practical classes, in each semester.

**8.0 EXAMINATIONS:****8.1 Internal Assessment:****8.1.1 Theory subjects.**

- 8.1.1.1 Internal Assessment shall be based on class work/assignments/ attendance.

**8.1.2 Practical subjects.**

- 8.1.2.1 Internal Assessment shall be based on lab work/viva-voce/ attendance.

**8.2 Mid Semester Examination.**

- 8.2.1 Two mid semester examinations for each Theory Paper shall be conducted in each Semester.

- 8.2.2 Best marks out of the two mid semester examinations shall be considered.

**8.3 University Examination.**

- 8.3.1 Following University Examinations shall be held at the end of each semester:-

**8.3.1.1 BHM First Year:**

- 8.3.1.1.1 I Semester.

- 8.3.1.1.2 II Semester.

**8.3.1.2 BHM Second Year:**

- 8.3.1.2.1 III Semester.

- 8.3.1.2.2 IV Semester.

**8.3.1.3 BHM Third Year:**

- 8.3.1.3.1 V Semester.

- 8.3.1.3.2 VI Semester.

**8.3.1.4 BHM Fourth Year:**

- 8.3.1.4.1 VII Semester.

- 8.3.1.4.2 VIII Semester

- 8.3.2 University examinations of odd semester shall be held normally in November-December and in that of even semester in May-June every year.

- 8.3.2.1 Students failing in subject(s) of odd semester may reappear in them in subsequent odd semester examination(s). Similarly students failing in subject(s) of even semester may appear in them in subsequent even semester examination(s). Such students may reappear in related mid-semester test(s). Higher of the marks obtained, both in theory as well as practical examination shall be applied.

- 8.3.2.2 Students desirous of improving CGPA may appear in examination of any four theory subjects only, in odd or even semester(s), depending on whether the choice subject falls in odd or even semester(s), within eight years from the day of commencement of the Programme, notified by the University.

#### 8.4 Evaluation Scheme:

8.4.1 Examination shall consist of following Theory and Practical Examinations.

##### 8.4.1.1 Theory Examination:

8.4.1.1.1	Class work/assignments/ attendance.	10%
8.4.1.1.2	Mid-semester examination.	20%
8.4.1.1.3	University examination.	70%

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8.4.1.1.4		<b>100 %</b>
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##### 8.4.1.2 Practical Examination:

8.4.1.2.1	Lab work, Viva voce & attendance.	40%
8.4.1.2.2	University examination.	60%

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8.4.1.2.3		<b>100 %</b>
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#### 8.5 Industrial Training.

8.5.1 Every student shall have to undergo Industrial Training in a Hotel/ Hospitality Organization, during the 3<sup>rd</sup> semester, for a period of atleast 22 weeks.

##### 8.5.2 Training Report.

8.5.2.1 Training Report shall be submitted in triplicate, duly certified by the host organization, along with a soft copy in PDF, to the University, through the Head of Institute,

##### 8.5.3 Evaluation of Training Report:

8.5.3.1 Training Report shall be assessed, as per the scheme of University Examination, through a viva-voce examination, by a Board of Examiners with following composition.

- 8.5.3.1.1 Chairman: Head of the Institute.
- 8.5.3.1.2 External examiner as Member.
- 8.5.3.1.3 Internal examiner as Member.

#### 8.6 Project Work:

8.6.1 Every student shall submit a Project Report on a topic related to Hotel/Hospitality Organization, by a prescribed date in 8<sup>th</sup> semester. The Project Work shall be supervised by a teacher nominated by the Head of Institute.

##### 8.6.2 Project Report:

8.6.2.1 Project Report shall be submitted in triplicate, duly certified by the host organization, along with a soft copy in PDF, to the University through the Head of Institute.

##### 8.6.3 Evaluation of Project Report:

8.6.3.1 Project Report shall be assessed, as per the scheme of University Examination, through a viva-voce examination, by a Board of Examiners with following composition.

- 8.6.3.1.1 Chairman: Head of the Institute.
- 8.6.3.1.2 External examiner as Member.
- 8.6.3.1.3 Supervisor as Member.

8.7 Details of subjects, credits and course curricula for BHM Programme shall be separately prescribed by the scheme of Examination, approved by Academic Council.

#### 9.0 PROMOTION CRITERIA:

9.1 Student passing in each of the previous semester(s) shall be eligible for promotion to next semester. Those not fulfilling this criterion shall be allowed to keep the next term (ATKT), as per criteria at Table A, subject to registration in previous semester examination. However, they must pass all subjects, of each of the semesters, within eight years, from the day of commencement of the programme, notified by the University.

Table A:

Eligible to be promoted / allowed to keep Semester	Student should have passed	Student should have registered in Examination of
II	-	I semester
III	-	II semester
IV	-	III semester
V	-	IV semester
VI	-	V semester
VII	-	VI semester
VIII	-	VII semester

**10.0 HEAD OF PASSING, PASSING CRITERIA & IMPROVEMENT OF CGPA:**

10.1 Heads of Passing and Passing Criterion shall be as per Table B.

**10.2 Table B:**

S. No	Head of Passing	Minimum Passing Criterion
I	Theory Paper including Internal Assessment.	D Grade
II	Practical Paper including Internal Assessment.	D Grade
III	Project Report/Training Report	D Grade
IV	Semester	SGPA $\geq$ 4.0
V	Programme	CGPA $\geq$ 4.0

10.3 Students desirous of improving their CGPA may do so, by re-appearing in maximum of four theory papers after passing the Programme and within eight years from the date of commencement of the Programme, notified by the University. Best of the marks/grade points, from the original & improvement examination, shall be considered for calculation of CGPA.

**11.0 APPOINTMENT OF UNIVERSITY EXAMINERS:**

11.1 External Examiners/Paper Setters/ Evaluators/ Re-evaluators etc. of Question Papers/Practical Examinations/Project work/Viva-voce examination etc. shall be Assistant Professor(s)/ Associate Professor(s)/Professor(s) of the University or from any recognized College/ University, with minimum of three years of teaching experience in the subject. Preferably 50% of them shall be external examiners. They shall be nominated by the University from a panel submitted by the Institute.

11.2 Assistant Professor(s)/ Associate Professor(s)/Professor(s) of the University shall be nominated as Internal Examiners/Moderators etc. by the University based on the recommendations of the Head of the Institute.

**12.0 GRADING SYSTEM:**

12.1 Aggregate marks in each subject shall be converted to corresponding Grade & equivalent Grade Point (GP) as per Table C.

**12.1.1 Table C:**

Grade	% Marks range in each Paper (based on Marks System)	Equivalent Grade Point	Description of Performance
A+	91-100	10	Outstanding
A	81-90	9	Excellent
B+	71-80	8	Very Good
B	61-70	7	Good
C+	51-60	6	Average
C	41-50 only	5	Satisfactory
D	35 to 40	4	Pass
F	Below 35	0	Fail

- 12.2 Semester Grade Point Average (SGPA) shall be the weighted average of Grade Points (GP) of all subjects of a semester as per clause 12.4.
- 12.3 Cumulative Grade Point Average (CGPA) shall be the weighted average of SGPA's of all semesters, calculated as laid down vide clause 12.5, at the completion of Programme.
- 12.4 Semester Grade Points Average (SGPA) shall be calculated as follows:-

$$SGPA = \frac{\sum_{i=1}^n c_i p_i}{\sum_{i=1}^n c_i}$$

Where  $c_i$  is the number of credits offered in the  $i^{\text{th}}$  subject of a Semester for which SGPA is to be calculated,  $p_i$  is the corresponding Grade Point (GP) earned in the  $i^{\text{th}}$  subject, where  $i = 1, 2, \dots, n$  are the number of subjects in that semester.

- 12.5 Cumulative Grade Point Average (CGPA) shall be calculated as follows:-

$$CGPA = \frac{\sum_{j=1}^m SG_j NC_j}{\sum_{j=1}^m NC_j}$$

Here  $NC_j$  is the number of total credits offered in the  $j^{\text{th}}$  semester,  $SG_j$  is the SGPA earned in the  $j^{\text{th}}$  semester, where  $j = 1, 2, \dots, m$  are the number of semesters in that course.

### 13.0 DEGREE/GRADE SHEET:

- 13.1 Students shall be eligible for award of Degree subject to passing Programme & Courses as per criteria at Serial I & II of Table B.
- 13.2 Grade sheet, issued at the end of each semester, shall indicate SGPA of concerned semester. Final Grade sheet, issued at the end of final semester of the course shall also indicate CGPA, equivalent percentage marks and Distinction/Division awarded.

### 14.0 REVALUATION AND RETOTALING:

- 14.1 Revaluation and retotaling shall be permitted only for theory paper(s) in University examination, on receipt of application, within stipulated time, on remittance of prescribed fee.
- 14.2 Re-totaling and revaluation shall be done by an examiner other than the first one.
- 14.3 Re-totaling shall be permitted in all the papers.
- 14.4 Revaluation shall be permitted in any two theory papers only.
- 14.5 Results and Grade Sheet shall be revised after retotaling/revaluation, as per the laid down provisions.

### 15.0 DISTINCTION/DIVISION:

- 15.1 Distinction/Division shall be awarded, in the Programmes, as per following criterion:-

CGPA	Division
$7.5 \leq CGPA$	Distinction
$6.5 \leq CGPA < 7.5$	First Division
$4.0 \leq CGPA < 6.5$	Second Division

- 15.2 Award of Distinction/Division shall be made only on completion of the Programme.
- 15.3 For the purpose of award of Division, conversion from CGPA to an equivalent % shall be according to following formula.
- 15.3.1 % Score = CGPA x 10.

### MERIT:

- 16.1 Merit List shall comprise of 10% of the Programme Intake or class strength or five students (whichever is less) who pass in First Division, in the program passing all semesters in first attempt. Non-appearance in a semester examination shall count as an attempt for this provision.

### 17.0 CANCELLATION OF ADMISSION:

- 17.1 Admission of a student may be cancelled under following circumstances:-
- 17.1.1 At any stage, if student is not found qualified for the Course, as per norms/guidelines or the eligibility criteria prescribed by the University.
- 17.1.2 Failing to complete the course within eight years of commencement.
- 17.1.3 Involvement in gross indiscipline in the Institute / University.

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# PEOPLE'S UNIVERSITY, BHOPAL

(Established under M. P. Act No. 17 of 2007)

## Ordinance No. 47

### BACHELOR OF TECHNOLOGY (B. Tech.)

#### 1.0 AIM AND OBJECTIVES:

- 1.1 To respond to both short and long-term technological needs of industry.
- 1.2 To develop enterprising professionals with innovative disposition, confidence & abilities to assume leadership roles in technology, business & community.
- 1.3 To train aspirants to use their analytical, teamwork, leadership and communication skills to effectively participate in the development of products and finding solutions sought by community.
- 1.4 To provide students with the knowledge and skills required to design and analyze engineering processes & design systems/components while taking into account factors such as economics, environment, safety, sustainability, ethics, social impact, health & manufacturability.
- 1.5 To impart skills essential for graduate engineers to become immediately employable in the competitive environment.
- 1.6 To prepare students for Post Graduate studies, research & development.

#### 2.0 APPLICABILITY:

- 2.1 This ordinance shall apply to all programmes and courses leading to the award of Degree of Bachelor of Technology (B. Tech.).

#### 3.0 DEFINITIONS:

- 3.1 **Academic Year:** Normally a period of 12 months, co-commencing with the program.
- 3.2 **Allowed to Keep Term (ATKT):** A system of promotion wherein students who are yet to pass one or more of the previous semesters are permitted for the next semester based on the prescribed Promotion Criterion.
- 3.3 **Course:** Academic component of a Program, carrying a distinctive code and specific credits assigned to it.
- 3.4 **External Examiner:** Examiner not in the employment of the University.
- 3.5 **Institute:** The Constituent Institute conducting the B. Tech Programs.
- 3.6 **Programme:** Program of Courses and/or other components leading to the award of Degree of Bachelor of Technology (B. Tech.) in a Branch.
- 3.7 **Regular Student:** A student who is enrolled in a Constituent Institution for the purpose of obtaining a Degree/Diploma/Certificate/other recognized education credential to receive education on a full time basis on payment of tuition fee.
- 3.8 **Semester System:** A System wherein each Academic Year is apportioned into two semesters of six months each, devoted for the completion of requirements specified in the scheme of teaching and related examinations.
- 3.9 **University:** People's University, Bhopal, Madhya Pradesh.

#### 4.0 ADMISSION:

- 4.1 Candidates possessing following minimum qualifications shall be eligible for admission:-
  - 4.1.1 Higher Secondary School Certificate Examination (i.e. 12<sup>th</sup> Class under 10+2 Scheme), from Board of Secondary Education, Madhya or Senior Secondary School Certificate from Central Board of Secondary Education or equivalent qualification from other recognized Board, in Science Group with Mathematics & Physics as compulsory subjects & one optional subject from Chemistry/Biotechnology/Biology/Computer Science etc. with minimum aggregate marks as follows:-
    - 4.1.1.1 **General Category Students:** 45% marks in Science Group.
    - 4.1.1.2 **Reserved Category Students:** 40% marks in Science Group.



- 4.2 Lateral Entry Into Third Semester:**
- 4.2.1** Candidates possessing one of the following minimum qualifications shall be eligible for admission, through Lateral Entry, Into 3<sup>rd</sup> Semester of B. Tech. Program:-
- 4.2.1.1** Diploma in Engineering, from an AICTE approved institution, in an appropriate Branch of Engineering/Technology with minimum aggregate marks as follows:-
- 4.2.1.1.1** **General Category Students:** 45% marks in Qualifying Examination.
- 4.2.1.1.2** **Reserved Category Students:** 40% marks in Qualifying Examination.
- 4.2.1.2** B. Sc Degree from a recognized University, with Mathematics as a subject in B. Sc. as well as Higher Secondary School Certificate/Senior Secondary School Certificate/Equivalent Examination, with minimum aggregate marks as follows:-
- 4.2.1.2.1** **General Category Students:** 45% marks in Qualifying Examination.
- 4.2.1.2.2** **Reserved Category Students:** 40% marks in Qualifying Examination.
- 4.3** Admission of Foreign Nationals/NRI/PIO shall be as per the policy / rules as applicable.
- 4.3.1** 5% of total seats shall be available for direct admission under NRI quota.
- 4.4** Admissions for shall be according to following criteria:-
- 4.4.1** Merit, separately in each type of entry, prepared on the basis of marks in Science Group/Qualifying Examination (as applicable)/interview or test conducted by University or an Agency on its behalf.
- 4.4.2** Students belonging to B.Sc. stream shall be considered only after filling the seats of Lateral Entry, with students belonging to the Diploma stream.
- 4.5** Last date for admission will be as notified by the AICTE/University.
- 4.6** Candidate who has already appeared in the qualifying examination may be considered for admission. Such candidate shall be admitted provisionally and shall be required to submit, certificate and mark-sheet as proof of passing qualifying examination, within three months of commencement of the Program. Otherwise, his/her admission will be cancelled. Such candidate shall not be eligible for refund of fees.

## 5.0 TRANSFER

- 5.5.1 Intra University Transfer (Branch transfer)**
- 5.5.1.1** A student admitted to a particular branch of B. Tech. Program will normally continue studying in that branch till completion.
- 5.5.1.2** However, in special case the University may permit a student to change from one branch of studies to another after the first two semesters
- 5.5.1.3** Application for a change of branch must be made by all eligible students in the prescribed form and submitted to the HOI before the last working day of second semester as announced in the Academic Calendar. The Dean, Academic Affairs will call for application at the beginning of Third Semester of each Academic Year and completed forms must be submitted by the last date specified in the notification duly signed by HOI & submitted to the Office of Dean Academic Affairs.
- 5.5.1.4** Student may enlist upto 3(Three) Choices of branch as the case may be in order of preference, to which they wish to change over. It will not to be permissible to alter the choices after the application has been submitted in the Office of Dean, Academic Affairs.
- 5.5.1.5** Change of branch shall be made strictly on the basis of Inter-se-Merit of the applicants for this purpose, CGPA obtained at the end of second semester shall be considered.
- 5.5.1.6** All changes of branches made in accordance with the above rules will be effective from third semester of the student considered. No change of branch shall be permitted hereafter.
- 5.5.1.7** All changes of branch will be binding on the student. No student will be permitted under any circumstances to refuse the change of branch offered.
- 5.5.1.8** The process of change of branch shall be completed on the first date of registration for the third semester program.

**5.5.1.9** The new enrollment number will be issued after the branch transfer to the student from the Office of Registrar.

**5.5.2 Inter University Transfer/Autonomous Institute Transfer**

**5.5.2.1** Students who have completed the first and second semester B. Tech. Program and are eligible for promotion to third semester shall be eligible for transfer.

**5.5.2.2** Transfer will be accorded within the sanctioned intake in the respective branch of study in the Constituent Institute of the university to which transfer is required.

**5.5.2.3** Application in plain paper with details of marks secured by the candidate in first and second semester shall be submitted to the registrar for consideration for selection.

**6.0 COMMENCEMENT & DURATION:**

**6.1.** B. Tech. shall be fulltime Program of duration of Four Academic Years. Each Academic Year shall comprise of two semesters.

**6.2.** The Programs shall generally commence in July/August every year.

**6.3.** Each semester shall be spread over not less than 90 teaching days.

**6.4.** Maximum duration of passing the programs shall be eight years from the day of commencement of the programs, notified by the University. Candidate, failing to do so, will be declared as Not Fit for Technical Education (NFTE).

**7.0 MEDIUM OF INSTRUCTION:**

**7.1** English shall be the medium of instruction and examinations.

**8.0 ATTENDANCE:**

**8.1** Regular students, to be eligible to appear in the University examination, are required to attend a minimum of 75% theory classes and 75% practical classes, in each semester.

**9.0 EXAMINATIONS:**

**9.1. Internal Assessment:**

**9.1.1 Theory subjects:**

**9.1.1.1** Internal Assessment shall be based on class work/assignments/ attendance.

**9.1.2 Practical subjects:**

**9.1.2.1** Internal Assessment shall be based on lab work/viva-voce/ attendance.

**9.2. Mid Semester Examination:**

**9.2.1** Two mid semester examinations for each Theory Paper shall be conducted in each Semester.

**9.2.2** Best marks out of the two mid semester examinations shall be considered.

**9.3. University Examination:**

**9.3.1** Following University Examinations shall be held at the end of each semester:-

**9.3.1.1 B. Tech. First Year:**

**9.3.1.1.1** I Semester.

**9.3.1.1.2** II Semester.

**9.3.1.2 B. Tech. Second Year:**

**9.3.1.2.1** III Semester.

**9.3.1.2.2** IV Semester.

**9.3.1.3 B. Tech. Third Year:**

**9.3.1.3.1** V Semester.

**9.3.1.3.2** VI Semester.

**9.3.1.4 B. Tech. Fourth Year:**

**9.3.1.4.1** VII Semester.

**9.3.1.4.2** VIII Semester.

**9.3.2** University examinations of odd semester shall be held normally in November-December and in that of even semester in May-June, each year.

**9.3.3** Students failing in paper(s)/subject(s) of odd semester may reappear in them in subsequent odd semester examination(s). Similarly students failing in subject(s) of even semester may appear in them in subsequent even semester examination(s).

**9.4. Scheme of Examination:**

**9.4.1** Examination shall consist of following Theory and Practical examinations.

**9.4.1.1 Theory Examination:**

<b>9.4.1.1.1</b>	Class work, assignments and attendance.	10%
<b>9.4.1.1.2</b>	Mid-semester examination.	20%
<b>9.4.1.1.3</b>	University examination.	70%

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**9.4.1.1.4** **100 %**

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**9.4.1.2 Practical Examination:**

<b>9.4.1.2.1</b>	Lab work, viva-voce & attendance	30%
<b>9.4.1.2.2</b>	University examination	70%

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**9.4.1.2.3** **100 %**

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**9.5.** Details of subjects, credits and course curricula for B. Tech. Program shall be separately prescribed by the Scheme of Examination, prepared by BOS - Engineering and approved by Academic Council.

**10.0 CRITERIA FOR PASSING**

**10.1.** To pass a particular subject of the course the minimum required grade is D (Internal assessment and end semester examination taken together for practical as well as for theory) as mentioned in Table A.

**10.2. Table A:**

S. No	Head of Passing	Passing criteria	Grade	Remark
I.	Theory Block	Marks $\geq$ 40%	D	Sub clause <b>9.4.1.1</b>
II.	Practical Block	Marks $\geq$ 40%	D	Sub clause <b>9.4.1.2</b>
III.	Program	CGPA ( 5.0)	C	Sub clause <b>13.1.1</b>

**10.3.** If a candidate has passed all the subjects of an applicable Year but has failed to score a minimum CGPA of 5.0. such a candidate shall be permitted to improve requisite grade point by reappearing in theory paper, in the ensuing examination .

**10.4.** Other than the provision of rule **10.3** above, a candidate shall not be permitted to reappear in that examination, for improvement of division/marks or for any other purpose.

**11.0 PROMOTION CRITERIA:**

**11.1.** A student admitted to B. Tech. Programs shall be promoted and/or allowed to keep term (ATKT) as per criteria laid down at Table B.

**11.2. Table B:**

Promoted /Allowed to keep semester	Student should have passed in all subjects of semesters	Student should have registered in semester(s)	Student should not have failed in an aggregate of more than 5 Papers of semesters
II	-	I	-
III	-	I & II	I & II
IV	-	I, II & III	I & II
V	I & II	I, II, III & IV	III & IV
VI	I & II	I, II, III, IV & V	III & IV
VII	III & IV	I, II, III, IV, V & VI	IV & V
VIII	III & IV	I, II, III, IV, V, VI & VII	IV & V

- 11.3.** If a candidate has passed all the subjects of an applicable year but has failed to score a minimum CGPA of 5.0; Such a candidate shall be permitted to improve requisite grade point by reappearing in theory subjects, in the ensuing examination.

**12.0 APPOINTMENT OF UNIVERSITY EXAMINERS:**

- 12.1.** Examiners/Paper Setters/Evaluators/Re-evaluators etc. of Question Papers/Practical Examinations/Project work/Viva-voce examination etc. shall be Assistant Professor(s)/ Associate Professor(s)/Professor(s) of the University or from any recognized College/ University, with minimum of three years of teaching experience in the subject. Preferably 50% of them shall be external examiners. They shall be nominated by the University from a panel submitted by the Department(s).
- 12.2.** Assistant Professor(s)/ Associate Professor(s)/Professor(s) of the University shall be nominated as Internal Examiners/Moderators etc. by the University based on the recommendations of the Head of the Department(s).

**13.0 GRADING SYSTEM:**

- 13.1.** Aggregate marks in each subject shall be converted to corresponding Grade and equivalent Grade Point (GP) as per Table C.

**13.1.1 Table C:**

Grade	% Marks range in each paper (based on Marks System)	Equivalent Grade Point	Description of Performance
A+	91-100	10	Outstanding
A	81-90	9	Excellent
B+	71-80	8	Very Good
B	61-70	7	Good
C+	51-60	6	Average
C	41-50	5	Satisfactory
D	40 Only	4	Pass
F	Below 40	0	Fail
W	Withheld due to various reasons	0	Withheld

- 13.2.** Semester Grade Point Average (SGPA) shall be the weighted average of Grade Points (GP) of all subjects of a semester as per clause 12.4.
- 13.3.** Cumulative Grade Point Average (CGPA) shall be the weighted average of SGPA's of all semesters, calculated as laid down vide clause 13.5, at the completion of Programme.
- 13.4.** Semester Grade Points Average (SGPA) shall be calculated as follows:-

Where  $c_i$  is the number of credits offered in the  $i^{\text{th}}$  subject of a Semester for which SGPA is to be calculated,  $p_i$  is the corresponding Grade Point (GP) earned in the  $i^{\text{th}}$  subject, where  $i = 1, 2, \dots, n$  are the number of subjects in that semester.

- 13.5.** Cumulative Grade Point Average (CGPA) shall be calculated as follows:-

$$CGPA = \frac{\sum_{j=1}^m SG_j NC_j}{\sum_{j=1}^m NC_j}$$

Here  $NC_j$  is the number of total credits offered in the  $j^{\text{th}}$  semester,  $SG_j$  is the SGPA earned in the  $j^{\text{th}}$  semester, where  $j = 1, 2, \dots, m$  are the number of semesters in that course.

#### 14.0 DEGREE/GRADE SHEET:

- 14.1** Students shall be eligible for award of Degree subject to passing all courses as per criterion at Serial III of Table A.
- 14.2** Grade sheet, issued at the end of each semester, shall indicate SGPA of concerned semester. Final Grade sheet, issued at the end of final semester of the course shall also indicate CGPA, equivalent percentage marks and Distinction/ Division awarded.

#### 15.0 REVALUATION AND RETOTALLING:

- 15.1** Revaluation and retotaling shall be permitted only for theory paper(s) in University examination, on receipt of application, within stipulated time, on remittance of prescribed fee.
- 15.2** Retotaling and revaluation shall be done by an examiner other than the first one.
- 15.3** Retotaling shall be permitted in all the papers.
- 15.4** Revaluation shall be permitted in any two-theory papers only.
- 15.5** Results and Grade Sheet shall be revised after retotaling/revaluation, as per the laid down provisions.

#### 16.0 DISTINCTION/DIVISION:

- 16.1** Distinction/Division shall be awarded, in the Programs, as per following criterion:-

CGPA	Division
$7.5 \leq CGPA$	Distinction
$6.5 \leq CGPA < 7.5$	First Division
$5.0 \leq CGPA < 6.5$	Second Division

- 16.2** Award of Distinction/Division shall be made only on completion of the Programs.
- 16.3** For the purpose of award of Division, conversion from CGPA to an equivalent % shall be according to formula at clause **13.5**.
- 16.3.1** % Score = CGPA x 10.

#### 17.0 MERIT:

- 17.1** Merit List shall comprise of 10% of the Program Intake or class strength or five students (whichever is less) who pass in First Division, in the Program, passing each semester in first possible attempt.

#### 18.0 CANCELLATION OF ADMISSION:

- 18.1** Admission of a student may be cancelled under following circumstances:
- 18.1.1** At any stage, if student is not found qualified for the Course, as per guidelines or the eligibility criteria prescribed by the University.
- 18.1.2** Failing to complete the course within eight years of commencement.
- 18.1.3** Involvement in gross indiscipline in the Institute / University.

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# PEOPLE'S UNIVERSITY, BHOPAL

(Established under MP Act No 17 of 2007)

## Ordinance No. 48

### MASTER OF HOTEL MANAGEMENT (MHM)

#### 1.0 AIM & OBJECTIVES:

- 1.1 To impart higher and advanced professional skills and knowledge in operational and non-operational areas of Hospitality & Tourism Industry.
- 1.2 To acquaint students with Hospitality systems and impacts of Hospitality & Tourism Industry to Society, Economics and Environment.
- 1.3 To prepare aspirants for managerial tasks and responsibilities in Hospitality & Tourism Industry.
- 1.4 To provide aspirants National and International career in Hospitality & Tourism Industry.

#### 2.0 APPLICABILITY:

- 2.1 This ordinance shall apply to the Program and Courses leading to the award of Degree of Master of Hotel Management (MHM).

#### 3.0 DEFINITIONS:

- 3.1 **Academic Year:** Normally a period of 12 months, co-commencing with the Program.
- 3.2 **Allowed to keep term (ATKT):** A system of promotion wherein students who are yet to pass one or more of the previous semesters are permitted for the next semester based on the prescribed Promotion Criterion.
- 3.3 **Course:** An Academic component of a Program, carrying a distinctive code and specific credits assigned to it.
- 3.4 **External Examiner:** Examiner not in the employment of the University.
- 3.5 **Institute:** The Constituent Institute conducting the MHM Program.
- 3.5 **Program:** Program of Courses and/or other components leading to the award of Degree of Master of Hotel Management (MHM).
- 3.6 **Regular Student:** A student who is enrolled in a Constituent Institution for the purpose of obtaining a Degree/Diploma/Certificate/other recognized education credential to receive education on a full time basis on payment of tuition fee.
- 3.7 **Semester System:** A System wherein each academic year is apportioned into two semesters of six months each, devoted for the completion of requirements specified in the scheme of teaching and related examinations.
- 3.8 **University:** People's University, Bhopal, Madhya Pradesh.

#### 4.0 ADMISSION:

- 4.1 Candidates possessing one of the following minimum qualifications shall be eligible for admission:-
  - 4.1.1 Graduates in any stream, from a recognized University, with minimum 45% marks/CGPA 4.5.
- 4.2 Admissions shall be according to the following criteria:-
  - 4.2.1 Merit prepared on the basis of qualifying examination/ interview or test conducted by/University or an Agency on its behalf.
- 4.3 Last date for admission will be as notified by the University.
- 4.4 Admission of Foreign Nationals / NRI/ PIO shall be as per policy / rules as applicable.
- 4.5 **Provisional Admission:**
  - 4.5.1 Candidate who has already appeared the qualifying examination may be considered for admission. Such candidate shall be admitted provisionally and shall be required to submit, certificate and mark-sheet as proof of passing qualifying examination, within three months of commencement of the Program. Otherwise his/her admission will be cancelled. Such candidate shall not be eligible for refund of fees.

**5.0 COMMENCEMENT & DURATION:**

- 5.1 Master of Hotel Management (MHM) shall be a fulltime program of duration of two Academic years. Each Academic year shall comprise of two semesters.
- 5.2 The Program shall generally commence in July/August every year.
- 5.3 Each semester shall be spread over not less than 90 teaching days.
- 5.4 Maximum duration of passing the Program shall be four years from the day of commencement of the Program, notified by the University..

**6.0 MEDIUM OF INSTRUCTION:**

- 6.1 English shall be the medium of instruction and examinations.

**7.0 ATTENDANCE:**

- 7.1 Regular students, to be eligible to appear in the University examination, are required to attend a minimum of 75% theory classes and 75% practical classes, in each semester.

**8.0 EXAMINATIONS:****8.1 Internal Assessment:****8.1.1 Theory subjects.**

8.1.1.1 Internal Assessment shall be based on class work/ assignments/attendance.

**8.1.2 Practical subjects.**

8.1.2.1 Internal Assessment shall be based on lab work / viva-voce/ attendance.

**8.2 Mid Semester Examination.**

8.2.1 Two mid semester examinations for each theory paper shall be conducted in each Semester.

8.2.2 Best marks out of the two mid semester examinations shall be considered.

**8.3 University Examination.**

8.3.1 Following University Examinations shall be held at the end of each semester:-

**8.3.1.1 MHM First Year:**

8.3.1.1.1 I Semester.

8.3.1.1.2 II Semester.

**8.3.1.2 MHM Second Year:**

8.3.1.2.1 III Semester.

8.3.1.2.2 IV Semester.

8.3.2 University examinations of odd semester shall be held normally in November-December and in that of even semester in May-June every year.

8.3.2.1 Students failing in subject(s) of odd semester may reappear in them in subsequent odd semester examination(s). Similarly students failing in subject(s) of even semester may appear in them in subsequent even semester examination(s).

**8.4 Evaluation Scheme:**

8.4.1 Examination shall consist of Theory and Practical Examinations.

**8.4.1.1 Theory Examination:**

8.4.1.1.1 Class work, assignments and attendance 10%

8.4.1.1.2 Mid-semester examination. 20%

8.4.1.1.3 University examination. 70%

8.4.1.1.4

**100 %**

<b>8.4.1.2</b>	<b>Practical Examination:</b>	
<b>8.4.1.2.1</b>	Lab work, Viva voce & attendance	30%
<b>8.4.1.2.2</b>	University examination	70%
<b>8.4.1.2.3</b>		<b>100 %</b>

**8.5** Details of subjects, credits and course curricula for MHM programme shall be separately prescribed by the scheme of Examination, approved by Academic Council.

## 9.0 PROMOTION CRITERIA:

**9.1** Student passing in each of the previous semester(s) shall be eligible for promotion to next semester. Those not fulfilling this criterion shall be allowed to keep the next term (ATKT), as per criteria at Table A, subject to Registration in previous semester examination. However they must pass all subjects, of each of the semesters, within eight years, from the day of commencement of the Program, notified by the University.

### 9.2 Table A:

Eligible to be promoted / allowed to keep Semester	Student should have passed	Student should have registered in Examination of
II	-	I semester
III	-	II semester
IV	-	III semester

## 10.0 HEAD OF PASSING & PASSING CRITERIA:

**10.1** Heads of Passing and Passing Criterion shall be as per Table B.

### 10.2 Table B:

Semester	Head of Passing	Minimum Passing Criterion
I	Theory Paper including Internal Assessment	D Grade
II	Practical Paper including Internal Assessment	D Grade
III	Semester	SGPA $\geq$ 4.0
IV	Programme	CGPA $\geq$ 4.0

## 11.0 APPOINTMENT OF UNIVERSITY EXAMINERS:

**11.1** External Examiners/Paper Setters/ Evaluators/ Re-evaluators etc. of Question Papers/Practical Examinations/Project work/Viva-voce examination etc. shall be Assistant Professor(s)/ Associate Professor(s)/Professor(s) of the University or from any recognized College/ University, with minimum of three years of teaching experience in the subject. Preferably 50% of them shall be external examiners. They shall be nominated by the University from a panel submitted by the Institute.

**11.2** Assistant Professor(s)/ Associate Professor(s)/Professor(s) of the University shall be nominated as Internal Examiners/Moderators etc. by the University based on the recommendations of the Head of the Institute.

## 12.0 GRADING SYSTEM:

**12.1** Aggregate marks in each subject shall be converted to corresponding Grade and equivalent Grade Point (GP) as per Table C.



12.1 Table C:

Grade	% Marks range in each subject (based on Marks System)	Equivalent Grade Point	Description of Performance
A+	91-100	10	Outstanding
A	81-90	9	Excellent
B+	71-80	8	Very Good
B	61-70	7	Good
C+	51-60	6	Average
C	41-50 only	5	Satisfactory
D	35 to 40	4	Pass
F	Below 35	0	Fail

- 12.2 Semester Grade Point Average (SGPA) shall be the weighted average of Grade Points (GP) of all subjects of a semester as per clause 12.4.
- 12.3 Cumulative Grade Point Average (CGPA) shall be the weighted average of SGPA's of all semesters, calculated as laid down vide clause 12.5, at the completion of Program.
- 12.4 Semester Grade Points Average (SGPA) shall be calculated as follows:-

$$SGPA = \frac{\sum_{i=1}^n c_i p_i}{\sum_{i=1}^n c_i}$$

Where  $c_i$  is the number of credits offered in the  $i^{\text{th}}$  subject of a Semester for which SGPA is to be calculated,  $p_i$  is the corresponding Grade Point (GP) earned in the  $i^{\text{th}}$  subject, where  $i = 1, 2, \dots, n$  are the number of subjects in that semester.

- 12.5 Cumulative Grade Point Average (CGPA) shall be calculated as follows:-

$$CGPA = \frac{\sum_{j=1}^m SG_j NC_j}{\sum_{j=1}^m NC_j}$$

Here  $NC_j$  is the number of total credits offered in the  $j^{\text{th}}$  semester,  $SG_j$  is the SGPA earned in the  $j^{\text{th}}$  semester, where  $j = 1, 2, \dots, m$  are the number of semesters in that course.

### 13.0 DEGREE/GRADE SHEET:

- 13.1 Students shall be eligible for award of Degree subject to passing all Courses as per criterion at Serial I & II of Table B.
- 13.2 Grade sheet, issued at the end of each semester, shall indicate SGPA of concerned semester. Final Grade sheet, issued at the end of final semester of the course shall also indicate CGPA, equivalent percentage marks and Distinction/Division awarded.

### 14.0 REVALUATION AND RETOTALLING:

- 14.1 Revaluation and retotaling shall be permitted only for theory paper(s) in University examination, on receipt of application, within stipulated time, on remittance of prescribed fee.
- 14.2 Re-totaling and revaluation shall be done by an examiner other than the first one.
- 14.3 Re-totaling shall be permitted in all the papers.

- 15.4 Revaluation shall be permitted in any two theory papers of each semester.  
 15.5 Results and Grade Sheet shall be revised after retotaling/revaluation, as per the laid down provisions.

**15.0 DISTINCTION/DIVISION:**

15.1 Distinction/Division shall be awarded, in the Program, as per following criteria:-

CGPA	Division
$7.5 \leq \text{CGPA}$	Distinction
$6.5 \leq \text{CGPA} < 7.5$	First Division
$4.0 \leq \text{CGPA} < 6.5$	Second Division

- 15.2 Award of Distinction/Division shall be made only on completion of the Program.  
 15.3 For the purpose of award of Division, conversion from CGPA to an equivalent % shall be according to following formula.  
 15.3.1 % Score = CGPA x 10.

**16.0 MERIT:**

16.1 Merit List shall comprise of 10% of the Program Intake or class strength or five students (whichever is less) who pass in First Division, in the Program, passing each semester in first attempt. Non-appearance in a semester examination shall count as an attempt for this provision.

**17.0 CANCELLATION OF ADMISSION:**

- 17.1 Admission of a student may be cancelled under following circumstances:  
 17.1.1 At any stage, if student is not found qualified for the Course, as per guidelines or the eligibility criteria prescribed by the University.  
 17.1.2 Failing to complete the course within four years of commencement.  
 17.1.3 Involvement in gross indiscipline in the Department / University.

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# PEOPLE'S UNIVERSITY, BHOPAL

(Established under MP Act No 17 of 2007)

Ordinance No. ~~49~~

## MASTER OF STATISTICS (M. Stat.)

### 1.0 AIM AND OBJECTIVE:

- 1.1 To specialize students in statistics and statistical techniques and equipping them for higher studies in statistics.
- 1.2 To enable utilization of statistics in other sciences and professions
- 1.3 To train students for advanced studies in statistics leading to research.
- 1.4 To inspire students to think originally in statistics.
- 1.5 To equip the students to handle different kinds of data through data mining and data processing.
- 1.6 Developing human resource for ancillary jobs in government organization and industries which require use of statistics and statistical techniques.

### 2.0 APPLICABILITY:

- 2.1 This ordinance shall apply to the programme and courses leading to the award of post graduate degrees of Master of Statistics (M. Stat).

### 3.0 DEFINITIONS:

- 3.1 **Academic Year:** Normally a period of 12 months, co-commencing with the programme.
- 3.2 **Allowed to keep term (ATKT):** A system of promotion wherein students who are yet to pass one or more of the previous semesters are permitted for the next semester based on the prescribed Promotion Criterion.
- 3.3 **Course:** An academic programme and/or component, carrying a distinctive code and specific credits assigned to it.
- 3.4 **External Examiner:** Examiner not in the employment of the University.
- 3.5 **Programme:** Programme of courses and/or other components leading to the award of degree of Master of Statistics (M. Stat).
- 3.6 **Regular Student:** A student who is enrolled in a constituent institution for the purpose of obtaining a Degree/Diploma/Certificate/other recognized education credential to receive education on a full time basis on payment of tuition fee.
- 3.7 **Semester System:** A System wherein each academic year is apportioned into two semesters of six months each, devoted for the completion of requirements specified in the scheme of teaching and related examinations.
- 3.8 **University:** People's University, Bhopal, Madhya Pradesh.

### 4.0 ADMISSION:

- 4.1 Candidates possessing following minimum qualification shall be eligible for admission:-
  - 4.1.1 Graduate (with Mathematics/Statistics as a major paper) from a University with minimum aggregate 45% marks.
- 4.2 Admissions shall be according to the following criteria:-
  - 4.2.1 Merit prepared on the basis of qualifying examination/interview or test conducted by university or an agency on its behalf.
- 4.3 Last date for admission will be as notified by the University.
- 4.4 Admission of Foreign Nationals / NRI/ PIO shall be as per policy / rules as applicable.
- 4.5 Candidate who has already appeared in the last (i.e. VI<sup>th</sup>) semester/II<sup>nd</sup> year examination of Graduate programme may be considered for admission, if he/ she has successfully passed, I to V Semester (I<sup>st</sup> and II<sup>nd</sup> year) examination. Such candidate shall be admitted provisionally and shall be required to submit, certificate and mark-sheet as proof of passing qualifying

examination, within three months of commencement of the programme. Otherwise his/her admission will be cancelled. Such candidate shall not be eligible for refund of fees.

#### 5.0 COMMENCEMENT & DURATION:

- 5.1 Master of Statistics shall be a fulltime programme of duration of two Academic years. Each Academic year shall comprise of two semesters
- 5.2 The programme shall generally commence in July/August every year.
- 5.3 Each semester shall be spread over not less than 90 teaching days.
- 5.4 Maximum duration of passing the programme shall be four years from the day of commencement of the programme, notified by the University.

#### 6.0 MEDIUM OF INSTRUCTION:

- 6.1 English shall be the medium of instruction and examinations.

#### 7.0 ATTENDANCE:

- 7.1 Regular students, to be eligible to appear in the University examination, are required to attend a minimum of 75% theory classes and 75% practical classes, in each semester.

#### 8.0 EXAMINATIONS:

- 8.1 Following University Examinations shall be held at the end of each semester:-

##### 8.1.1 M. Stat. First Year:

- 8.1.1.1 I Semester.
- 8.1.1.2 II Semester.

##### 8.1.2 M. Stat. Second Year:

- 8.1.2.1 III Semester.
- 8.1.2.2 IV Semester.

- 8.2 University examinations of odd semester shall be held normally in November-December and in that of even semester in May-June, each year.
- 8.3 Students failing in subject(s) of odd semester may reappear in them in subsequent odd semester examination(s). Similarly students failing in subject(s) of even semester may appear in them in subsequent even semester examination(s).
- 8.4 Details of subjects, credits and course curricula for Master of Statistics programme in shall be prescribed by the scheme of examination, prepared and proposed by BOS/HOF and approved by Academic Council.

#### 9.0 PROMOTION CRITERIA:

- 9.1 Subject to Registration in previous semester examination, every student will be allowed for subsequent semester, as per Table A.
- 9.2 Table A;

Promotion to Semester	Candidate should have passed in all subjects of semesters	Candidate should have been registered in semesters	Candidate should not have failed in an aggregate of more than 2 Papers of semesters
II	-	I	-
III	-	I & II	I & II
IV	-	I & II & III	I & II & III

**10.0 HEAD OF PASSING & PASSING CRITERIA:****10.1** Heads of passing and passing criterion shall be as per Table B.**10.2** Table B:

S. No	Head of Passing	Minimum Passing Criterion
I	Theory Paper	Grade D
II	Practical	Grade D
III	Project	Grade D
IV	Semester	SGPA $\geq$ 4.0
V	Programme	CGPA $\geq$ 4.0

**11.0 APPOINTMENT OF UNIVERSITY EXAMINERS:****11.1** Examiners, Paper Setters, Evaluators, Re-evaluators etc. for Question Papers setting, Practical Examinations, Project work/Viva-voce examination valuation of answer book etc. shall be Assistant Professor (s)/Associate Professor (s) /Professor (s) of People's University or from any recognized College/ University, with minimum of three years of teaching experience in the subject. Preferably 50% of them shall be external examiners. They shall be nominated by the University from a panel submitted by the Head of Faculty.**11.2** Assistant Professor (s)/ Associate Professor(s) /Professor (s) of the University shall be nominated as Internal Examiners/Moderators etc. by the University based on the recommendations of the Head of the Faculty/ Institution.**12.0 GRADING SYSTEM:****12.1** Aggregate marks in each subject shall be converted to corresponding Grade and equivalent Grade Point (GP) as per Table C.**12.1.1** Table C:

Grade	% Marks range in each subject (based on Marks System)	Equivalent Grade Point	Description of Performance
A+	91-100	10	Outstanding
A	81-90	9	Excellent
B+	71-80	8	Very Good
B	61-70	7	Good
C+	51-60	6	Average
C	41-50	5	Satisfactory
D	40 only	4	Pass
F	Below 40	0	Fail

**12.2** Semester Grade Point Average (SGPA) shall be the weighted average of Grade Points (GP) of all subjects of a semester as per clause 12.4.**12.3** Cumulative Grade Point Average (CGPA) shall be the weighted average of SGPA's of all semesters, calculated as laid down vide clause 12.5, at the completion of programme.**12.4** Semester Grade Points Average (SGPA) and Cumulative Grade Point Average (CGPA) shall be calculated as follows:-

$$SGPA = \frac{\sum_{i=1}^n c_i p_i}{\sum_{i=1}^n c_i}$$

**12.5** Where  $c_i$  is the number of credits offered in the  $i^{\text{th}}$  subject of a Semester for which SGPA is to be calculated,  $p_i$  is the corresponding Grade Point (GP) earned in the  $i^{\text{th}}$  subject, where  $i = 1, 2, \dots, n$  are the number of subjects in that semester.

$$CGPA = \frac{\sum_{j=1}^m SG_j NC_j}{\sum_{j=1}^m NC_j}$$

Here  $NC_j$  is the number of total credits offered in the  $j^{\text{th}}$  semester,  $SG_j$  is the SGPA earned in the  $j^{\text{th}}$  semester, where  $j = 1, 2, \dots, m$  are the number of semesters in that course.

### 13.0 DEGREE/GRADE SHEET:

- 13.1 Students shall be eligible for award of degree subject to passing all courses as per criterion at Serial I & II of Table B.
- 13.2 Grade sheet, issued at the end of each semester, shall indicate SGPA of concerned semester. Final Grade sheet, issued at the end of final semester of the course shall also indicate CGPA, equivalent percentage marks and Distinction / Division awarded.

### 14.0 REVALUATION AND RETOTALLING:

- 14.1 Revaluation and retotaling shall be permitted only for theory paper(s) in University examination, on receipt of application, within stipulated time, on remittance of prescribed fee.
- 14.2 Revaluation shall be done by an examiner other than the first one.
- 14.3 Re-totalling shall be permitted in all the papers.
- 14.4 Revaluation shall be permitted in any two theory papers only.
- 14.5 Results and Grade Sheet shall be revised after retotaling/revaluation, as per the laid down provisions.

### 15.0 DISTINCTION/DIVISION:

- 15.1 Distinction/Division shall be awarded, in the programme, as per following criterion:-

CGPA	Division
$7.5 \leq \text{CGPA}$	Distinction
$6.5 \leq \text{CGPA} < 7.5$	First Division
$5.0 \leq \text{CGPA} < 6.5$	Second Division

- 15.2 Award of Distinction/Division shall be made only on completion of the programme.
- 15.3 For the purpose of award of Division, conversion from CGPA to an equivalent % shall be according to following formula.
- 15.3.1 % Score =  $\text{CGPA} \times 10$ .

### 16.0 MERIT:

- 16.1 Merit List shall comprise of 10% of the programme intake or class strength or five students (whichever is less) who pass in First Division, in each of the semester examinations, in first attempt. Non-appearance in an examination shall count as an attempt, for this provision.

### 17.0 CANCELLATION OF ADMISSION:

- 17.1 Admission of a student may be cancelled under following circumstances:
- 17.1.1 At any stage, if student is not found qualified for the programme, as per norms/ guidelines or the eligibility criteria prescribed by the University.
- 17.1.2 Failing to complete the course within four years of commencement of the course.
- 17.1.3 Involvement in gross indiscipline in the University.

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# PEOPLE'S UNIVERSITY, BHOPAL

(Established under M.P. Act No. 17 of 2007)

## Ordinance No. 50 Master of Physiotherapy (MPT)

### 1.0 AIM AND OBJECTIVE:

- 1.1 Acquainting students with concept of quality physiotherapy consultancy/ services at institutional as well as community level.
- 1.2 Impart sound knowledge & specialized skills of physiotherapeutic interventions in respective specialization.
- 1.3 To facilitate conferences, seminars, workshops & camps to organize study circles.
- 1.4 To facilitate publication of literature, journals, periodicals & newsletters.
- 1.5 To organize and provide for continuing physiotherapy education programs for students.
- 1.6 To supplement and complement post graduate courses for the advancement of higher physiotherapy education independently or with collaboration.
- 1.7 Conduct research activities and utilize findings for professional development.
- 1.8 Impart experience of undergraduate teaching to Post-graduate students.
- 1.9 Practice within the professional code of ethics, conduct and legal boundaries.

### 2.0 APPLICABILITY:

- 2.1 This ordinance shall apply to Programmes & Courses leading to the award of Post Graduate Degree of Master of Physiotherapy (MPT) in following specialties:-
  - 2.1.1 Orthopedics.
  - 2.1.2 Neurology.
  - 2.1.3 Cardio-respiratory.
  - 2.1.4 Sports.

### 3.0 DEFINITIONS:

- 3.1 **Academic Year:** Normally a period of 12 months, co-commencing with the Programmes
- 3.2 **Course:** An Academic component of the Programmes, carrying a distinctive code and marks assigned to it.
- 3.3 **External Examiner:** Examiner not in the employment of the University.
- 3.5 **Institute:** The Constituent Institute conducting the MPT Programmes.
- 3.5 **Programme:** Programme of Courses and/or other components leading to the award of Degree of Master of Physiotherapy (MPT).
- 3.6 **Regular Student:** A student who is enrolled in a Constituent Institution for the purpose of obtaining a Degree/ Diploma/ Certificate/ other recognized education credential to receive education on a full time basis on payment of tuition fee.
- 3.7 **University:** People's University, Bhopal, Madhya Pradesh.

### 4.0 ADMISSION:

- 4.1 Candidates possessing following minimum qualifications shall be eligible for admission:-
  - 4.1.1 Bachelor of Physiotherapy (BPT) Degree, from a recognized university, as a full time/regular student.
  - 4.1.2 Candidates must be physically and mentally fit. They will be required to produce fitness certificate to this effect, from People's Hospital.
- 4.2 Admissions shall be according to the following criteria:-
  - 4.2.1 Merit on the basis of qualifying examination and/or interview or test conducted by University or an Agency on its behalf.
- 4.3 Subject to availability of seat(s), students may be permitted to change Speciality Subject before the commencement of MPT Part II.

4.4 Last date for admission will be as notified by the University.  
4.5 Admission of Foreign Nationals / NRI/ PIO shall be as per policy / rules as applicable.

4.6 **Provisional Admission:**

4.6.1 Candidate who has already appeared in the qualifying examination may be considered for admission. Such candidate shall be admitted provisionally and shall be required to submit certificate and mark-sheet as proof of passing qualifying examination, within three months of commencement of the Programme. Otherwise his/her admission will be cancelled. Such candidate shall not be eligible for refund of fees.

5.0 **COMMENCEMENT & DURATION:**

5.1 Master of Physiotherapy (MPT) shall be fulltime Programmes of two Academic years.

5.2 The Programmes shall generally commence in August/September every year.

5.3 Each Academic year shall be spread over not less than 200 teaching days.

5.4 Maximum duration of passing the Programme shall be five years from the day of commencement of the Programme, notified by the University.

6.0 **MEDIUM OF INSTRUCTION:**

6.1 English shall be the medium of instructions and examinations.

7.0 **ATTENDANCE:**

7.1 Regular students, to be eligible to appear in the University examination, are required to attend a minimum of 80% theory as well as 80% practical classes, separately, in each course/ subject, every year.

8.0 **EXAMINATION:**

8.1 **Internal Assessment:**

8.1.1 **Theory subjects:**

8.1.1.1 Internal Assessment shall be based on mid term examinations/ assignments (Teaching & Seminars etc.)/attendance.

8.1.2 **Practical subjects:**

8.1.2.1 Internal Assessment shall be based on Mid term Practical Examination including viva-voce/assignments/attendance.

8.2 **Mid Term Examinations:**

8.2.1 Two sessional examinations, for each Theory & Practical Paper, shall be conducted in each academic year.

8.2.2 Best marks out of the two sessional examinations shall be considered.

8.3 **Dissertation:**

8.3.1 Dissertation shall be a separate Paper in MPT Part II.

8.4 **University Examination.**

8.4.1 Following University Examinations shall be held at the end of each Academic year:-

8.4.1.1 MPT Part I.

8.4.1.2 MPT Part II.

8.4.2 **Supplementary Examination:**

8.4.2.1 To enable students to reappear in one or more Papers, which they have failed in University Examinations, Supplementary Examination (both Theory & Practical), shall be conducted, normally within 50 days of the declaration of results of the Yearly Examination.

8.5 **Evaluation Scheme:**

8.5.1 Examination in each Course shall consist of Theory/Practical Examinations & Dissertation, as per Table A.



8.1.2 Table A:

Theory	University Examination	Internal Assessment			Remarks
		50 marks			
150 marks Practical	University Examination	Sessional Exam *	Assignments	Attendance	For specialty subjects in MPT Part II.
		marks	marks	marks	
150 marks	University Examination	Internal Assessment			In MPT Part II.
		Sessional Exam*	Assignments	Attendance	
	marks	marks	marks		
	Practical	Viva			
	marks	25 marks			
Dissertation	-	Internal Assessment -			
150 marks	-	-			

\*Note: Best of the marks of two Sessional Examinations to be considered.

8.6 Details of subjects, credits and course curricula for MPT Programmes shall be separately prescribed by the scheme of Examination, approved by Academic Council.

### 9.0 PROMOTION OF CRITERIA

9.1 Student failing in Internal Assessment shall not be eligible to appear in the University Examination.

9.2 Students failing in Theory or Practical Paper of a Subject shall be required to appear & pass in both in the same examination.

9.3 Student must pass in all Subjects and/or Papers of MPT Part I, for being eligible to appear in examination of MPT Part II.

9.4 Promotion Criteria shall be as per Table B.

#### 9.4.1 Table B:

S.NO	Head of Passing	Minimum Passing Marks	Remarks
1	Internal Assessment (IA)	≥ 50%	Passing in IA is essential eligibility for University Examination
2	Theory Paper	≥ 50%	
3	Practical Examination	≥ 50%	
4	Subject	≥ 50% separately in each Theory & Practical Paper.	
5	Yearly Examination	≥ 50% separately in each Paper.	

### 10.0 GRACE MARKS:

10.1 An aggregate of not more than five Grace Marks may be awarded to a student failing in not more than two Theory Papers, in examination of MPT Part I as well MPT II, subject to he/she passing by such award.

10.2 Grace marks shall not be added to the credit of the student in Mark List.

**9 DISSERTATION:**

- 11.1 Aim of the dissertation work is to impart training in Research Methodology and documentation of research work and at the same time carry out research work on assigned topic.
- 11.2 Dissertation work shall be a separate Paper in MPT Part II.
- 11.3 Student shall be required to shortlist three topics & submit synopses on each of them to the HOD, who will finalize one of them for Dissertation, in consultation with the student.
- 11.4 Head of Institute shall nominate a teacher, possessing three years of experience post MPT, as the Guide for Dissertation.
- 11.5 The Head of Institution shall nominate a Panel which will review the progress of Dissertation every three months.
- 11.6 Student shall be required to submit five hard copies & a soft copy, in PDF, of the Dissertation to University through the Head of Institution by the prescribed date, before the examination of MPT Part II.
- 11.7 Student failing in Dissertation may be asked to resubmit the Dissertation for reevaluation, duly rectified.

**12.0 GUIDE/CO-GUIDE FOR DISSERTATION:**

- 12.1 Guide, nominated by the Head of Institution, based on the recommendations of concerned Head of Department, shall be a full time teacher in the University, with at least two years of teaching experience, after acquiring Post Graduate Degree in concerned Specialty.
- 12.2 In the event of non-availability of the nominated Guide, the Head of Institution shall nominate an alternate Guide.
- 12.3 Co-guide, possessing similar qualification as the Guide may be nominated to assist the students in their Dissertations, if required.

**13.0 APPOINTMENT OF UNIVERSITY EXAMINERS:****13.1 Practical Examination:**

- 13.1.1 Two Examiners, an External & an Internal, shall be nominated.

**13.2 Dissertation:**

- 13.2.1 Two Examiners, an External & an Internal, shall be nominated.

**13.3 Theory Paper Setters:**

- 13.3.1 Paper setters shall be nominated from a Panel recommended by Head of the Institute.

**13.4 Eligibility of Internal Examiners for Practical Examinations/ Dissertation:**

- 13.4.1 Full time Associate Professors /Professors of an Institution/ University other than People's University, possessing at least three years of teaching experience after acquiring Post Graduate Degree in subject speciality.

**13.5 Eligibility of External Examiners for Practical Examinations/ Dissertation:**

- 13.5.1 Full Time Associate Professors /Professors of People's University or its Constitution Institutions, possessing at least three years of teaching experience after acquiring Post Graduate Degree in subject speciality.

- 13.6 Nomination of Examiners shall be done by the University based on the recommendations of the Institute.

- 13.7 50% of the paper setters & valutors shall be external.

**14.0 REVALUATION & RETOTALLING:**

- 14.1** Revaluation and retotaling shall be permitted only for theory paper(s) in University examination, on receipt of application, within stipulated time, on remittance of prescribed fee.
- 14.2** Re-totalling and revaluation shall be done by an examiner other than the first one.
- 14.3** Re-totalling shall be permitted in all the papers.
- 14.4** Revaluation shall be permitted in any two theory papers only.
- 14.5** Results and Grade Sheet shall be revised after retotaling/revaluation, as per the laid down provisions.

**15.0 DISTINCTION/DIVISION:**

- 15.1** Distinction/Division shall be awarded, in the Programmes, as per following criteria:-

% Marks	Distinction/Division
75% ≤ Marks	Distinction
65% ≤ Marks < 75%	First Division
50% ≤ Marks < 65%	Second Division

- 15.2** Award of Distinction/Division shall be made only on successful completion of the Programmes.
- 15.3** Student, not passing one/more Papers in the first possible attempt or passing with award of Grace Marks, shall be declared to have passed without award of Distinction/ Division. Non-utilization of an attempt at an examination shall count as an attempt, for this provision.

**16.0 MERIT:**

- 16.1** Merit List shall comprise of 10% of the Programme Intake or class strength or three students (whichever is less) who pass in First Division, in first attempt. Non-appearance in a yearly examination shall count as an attempt for this provision.

**17.0 CANCELLATION OF ADMISSION:**

- 17.1** Admission of a student may be cancelled under following circumstances:-
- 17.1.1** At any stage, if student is not found qualified for the Course, as per guidelines or the eligibility criteria prescribed by MP Paramedical Council/ University.
- 17.1.2** He/ she is found to have produced false/ forged documents or found to have used unfair means to secure admission.
- 17.1.3** Failing to complete the course within five years of commencement of the course.
- 17.1.4** Involvement in gross indiscipline in the Institute / University.

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## PEOPLE'S UNIVERSITY, BHOPAL

(Established under MP Act No 17 of 2007)

### Ordinance No. 51

## BBA (HOSPITALITY & HOTEL ADMINISTRATION) (Credit Based Grading System)

#### 1.0 AIMS & OBJECTIVE:

- 1.1 To impart professional skills and knowledge in operational areas of Hotel and Catering Industry.
- 1.2 To acquaint student with non-operational / administrative areas of Hotel and Catering Industry.
- 1.3 To prepare young aspirants for managerial tasks and responsibilities in Hotel/Catering Industry and to start own hotel/catering enterprise.

#### 2.0 APPLICABILITY:

- 2.1 This ordinance shall apply to the Programme and Courses leading to the award of Degree of BBA (Hospitality & Hotel Administration) based on Semester based Grading System.

#### 3.0 DEFINITIONS:

- 3.1 **Academic Year:** Normally a period of 12 months, co-commencing with the Programme.
- 3.2 **Allowed to keep term (ATKT):** A system of promotion wherein students who are yet to pass one or more of the previous semesters are permitted for the next semester based on the prescribed Promotion Criteria.
- 3.3 **Course:** An Academic component of a Programme, carrying a distinctive code and specific credits assigned to it.
- 3.4 **External Examiner:** Examiner not in the employment of the University.
- 3.5 **Institute:** The Constituent Institute conducting the BBA (HHA) Programme.
- 3.6 **Programme:** Programme of Courses and/or other components leading to the award of Degree of BBA (Hospitality & Hotel Administration).
- 3.7 **Regular Student:** A student who is enrolled in a Constituent Institution, for the purpose of obtaining a Degree/Diploma/ Certificate/other recognized education credential, to receive education on a full time basis on payment of tuition fee.
- 3.8 **Semester System:** A System wherein each academic year is apportioned into two semesters of six months each, devoted for the completion of requirements specified in the scheme of teaching and related examinations.
- 3.9 **University:** People's University, Bhopal, Madhya Pradesh.

#### 4.0 ADMISSION:

- 4.1 Candidates possessing following minimum qualifications shall be eligible for admission:-
  - 4.1.1 Passed Higher Secondary School Certificate Examination (i.e.12<sup>th</sup> Class under 10+2 Scheme) from Board of Secondary Education, Madhya Pradesh or Senior Secondary School Certificate from Central Board of Secondary Education or equivalent qualification from other recognized Board, with English as one of the subjects.
- 4.2 Admissions shall be according to following criteria:-
  - 4.2.1 Merit prepared on the basis of qualifying examination/ interview or test conducted by University or an Agency on its behalf.
- 4.3 Last date for admission will be as notified by the University.
- 4.4 Admission of Foreign Nationals / NRI/ PIO shall be as per the policy of People's University.

**5.0 COMMENCEMENT & DURATION:**

- 5.1** Bachelor of Hospitality & Hotel Administration BBA (HHA) shall be a fulltime programme of duration of three academic years. Each academic year shall comprise of two semesters.
- 5.2** The programme shall generally commence in July/August, every year.
- 5.3** Each semester shall be spread over not less than 90 teaching days.
- 5.4** Maximum period for completion of BBA (HHA) Programme shall be Six years from the day of commencement as notified by the University.

**6.0 MEDIUM OF INSTRUCTION:**

- 6.1** English shall be the medium of instruction and examinations.

**7.0 ATTENDANCE:**

- 7.1** Regular students, to be eligible to appear in the University examination, are required to attend a minimum of 75% theory classes and 75% practical classes, in each semester.

**8.0 EXAMINATIONS:****8.1 Internal Assessment:****8.1.1 Theory subjects:**

- 8.1.1.1** Internal Assessment shall be based on class work/ assignments/ attendance and mid semester examination.

**8.1.2 Practical subjects:**

- 8.1.2.1** Internal Assessment shall be based on lab work/viva-voce/ attendance and mid semester examination.

**8.2 University Examination:**

- 8.2.1** Following University Examinations shall be held at the end of each semester:-

In **BBA (HHA) First Year:**

- I Semester  
II Semester

In **BBA (HHA) Second Year:**

- III Semester  
IV Semester

In **BBA (HHA) Third Year:**

- V Semester  
VI Semester

- 8.2.2** University examinations of odd semester shall be held normally in November-December and in that of even semester in May-June every year.

- 8.2.3** Students failing in subject(s) of odd semester may reappear in them in subsequent odd semester examination(s). Similarly students failing in subject(s) of even semester may appear in them in subsequent even semester examination(s).

- 8.2.4** Students desirous of improving CGPA may appear in examination of theory subjects only, in odd or even semester(s), depending on whether the choice subject falls in odd or even semester(s), within six years from the day of commencement of the Programme, notified by the University.

**8.3 Scheme of Evaluation:**

- 8.3.1** Scheme of Evaluation shall consist of following Theory and Practical Examinations.

<b>8.3.1.1</b>	<b>Theory Examination:</b>	
<b>8.3.1.1.1</b>	Class work/attendance.	10%
<b>8.3.1.1.2</b>	Assignment	10%
<b>8.3.1.1.3</b>	Mid-semester examination.	10%
<b>8.3.1.1.4</b>	University examination.	70%
		<b>100 %</b>

<b>8.3.1.2</b>	<b>Practical Examination:</b>	
<b>8.3.1.2.1</b>	Lab work, Viva voce & attendance.	30%
<b>8.3.1.2.2</b>	University examination.	70%
		<b>100 %</b>

**8.4** Details of subjects, credits and course curricula for BBA (HHA) Programme shall be separately prescribed by the scheme of Examination, approved by Academic Council.

## 9.0 HEAD OF PASSING & PASSING CRITERIA:

**9.1** Heads of Passing and Passing Criterion shall be as Per Table A.

### 9.2 Table A:

S. No.	Head of Passing	Passing Criterion
I	Theory Paper including Internal Assessment	Grade D
II	Practical Paper including Internal Assessment	Grade D
III	Semester	SGPA $\geq$ 5
IV	Programme	CGPA $\geq$ 5

**9.3** Students failing to obtain minimum SGPA of 5.0 (i.e. C Grade) in a semester, in spite of passing in all courses/subjects in the Semester, may make up the same by appearing in University examinations in those Theory Papers, which they have passed but secured less than Grade Point 5.0.

## 10.0 PROMOTION CRITERION:

**10.1** A student will be promoted to the higher semester only if he/she has been registered in the previous semester examination.

**10.2** If a candidate has passed all the subjects of an applicable year but has failed to score a minimum CGPA of 5.0 such a candidate shall be permitted to improve requisite grade point by reappearing in theory subjects, in the ensuing examination subject to clause 5.4

**11.0 APPOINTMENT OF UNIVERSITY EXAMINERS:**

- 11.1** External Examiners/Paper Setters/ Evaluators/ Re-evaluators etc. of Question Papers/Practical Examinations/Project work/Viva-voce examination etc. shall be Assistant Professor(s)/ Associate Professor(s)/Professor(s) OR with an Industry Professional with experience of minimum 3 years.
- 11.2** Assistant Professor(s)/ Associate Professor(s)/Professor(s) of the University shall be nominated as Internal Examiners/ Moderators etc. by the University based on the recommendations of the Head of the Institute.

**12.0 GRADING SYSTEM:**

- 12.1** Aggregate marks in each subject shall be converted to corresponding Grade and equivalent Grade Point (GP) as per Table B.

**12.1.1 Table B:**

Grade	% Marks range in each Paper (based on Marks System)	Equivalent Grade Point	Description of Performance
A+	91-100	10	Outstanding
A	81-90	9	Excellent
B+	71-80	8	Very Good
B	61-70	7	Good
C+	51-60	6	Average
C	41-50 only	5	Satisfactory
D	40	4	Pass
F	Below 40	0	Fail

- 12.2** Semester Grade Point Average (SGPA) shall be the weighted average of Grade Points (GP) of all subjects of a semester as per clause 12.4, on successful completion of the Programme.
- 12.3** Cumulative Grade Point Average (CGPA) shall be the weighted average of SGPAs of all semesters, calculated as laid down vide clause 12.5, on successful completion of the Programme.
- 12.4** Semester Grade Points Average (SGPA) shall be calculated as follows:-

$$SGPA = \frac{\sum_{i=1}^n c_i p_i}{\sum_{i=1}^n c_i}$$

Where  $c_i$  is the number of credits offered in the  $i^{\text{th}}$  subject of a Semester for which SGPA is to be calculated,  $p_i$  is the corresponding Grade Point (GP) earned in the  $i^{\text{th}}$  subject, where  $i = 1, 2, \dots, n$  are the number of subjects in that semester.

- 12.5** Cumulative Grade Point Average (CGPA) shall be calculated as follows:-

$$CGPA = \frac{\sum_{j=1}^m SG_j NC_j}{\sum_{j=1}^m NC_j}$$

Where  $NC_j$  is the number of total credits offered in the  $j^{\text{th}}$  semester,  $SG_j$  is the SGPA earned in the  $j^{\text{th}}$  semester, where  $j = 1, 2, \dots, m$  are the number of semesters in that course.

**13.0 REVALUATION AND RETOTALLING:**

Revaluation and re-totalling shall be permitted only for theory paper(s) in University examination, on receipt of application, within stipulated time, on remittance of prescribed fee. While retotaling is permitted in all paper, revaluation shall be allowed in any (2) theory paper only.

**14.0 DISTINCTION/DIVISION:**

**14.1** Distinction/Division shall be awarded, in the Programmes, as per following criterion:-

CGPA	Distinction/Division
$7.5 \geq \text{CGPA}$	Distinction
$6.5 \geq \text{CGPA} < 7.5$	First Division
$5.0 \geq \text{CGPA} < 6.5$	Second Division

**14.2** Award of Distinction/Division shall be made only on successful completion of the Programme.

**14.3** For the purpose of award of Division, conversion from CGPA to an equivalent % shall be according to following formula.

**14.3.1** % Score = CGPA x 10.

**15.0 MERIT:**

**15.1** Merit List shall comprise of 10% of the Programme Intake or class strength or five students (whichever is less) who pass in First Division, in the Programme, passing all semesters in first attempt. Non-appearance in an examination shall count as an attempt, for this provision.

**16.0 CANCELLATION OF ADMISSION:**

**16.1** Admission of a student may be cancelled under following circumstances:-

**16.1.1** At any stage, if student is not found qualified for the Programme, as per norms/ guidelines or the eligibility criteria prescribed by the University.

**16.1.2** Failing to complete the course within eight years of commencement.

**16.1.3** Involvement in gross indiscipline in the Institute / University.

**16.1.4** He/she has been found to have produced false/forged documents or found to have used unfair means to secure admission.

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# PEOPLE'S UNIVERSITY, BHOPAL

(Established under MP Act No 17 of 2007)

## Ordinance No. 52

### MASTER OF SCIENCE (M. Sc.)

#### 1.0 AIM AND OBJECTIVE:

- 1.1 To specialize students in Basic Science Subjects for higher studies.
- 1.2 To enable utilization of Science Subjects in various professions.
- 1.3 To train students for advanced studies in Science Subjects leading to research.
- 1.4 Developing human resource for government organization and industries which require use of scientific techniques.

#### 2.0 APPLICABILITY:

- 2.1 This ordinance shall apply to the programme and courses leading to the award of post graduate degrees of Master of Science (M.Sc.).

#### 3.0 DEFINITIONS:

- 3.1 **Academic Year:** Normally a period of 12 months, co-commencing with the programme.
- 3.2 **Allowed to keep term (ATKT):** A system of promotion wherein students who are yet to pass one or more of the previous semesters are permitted for the next semester based on the prescribed Promotion Criterion.
- 3.3 **Course:** An Academic programme and/or component, carrying a distinctive code and specific credits assigned to it.
- 3.4 **External Examiner:** Examiner not in the employment of the University.
- 3.5 **Programme:** Programme of courses and/or other components leading to the award of degree of Master of Science (M.Sc.) in Microbiology/ Biotechnology/ Biochemistry/ Botany/ Zoology/ Physics/ Mathematics/ Computer Science.
- 3.6 **Regular Student:** A student who is enrolled in a constituent institution for the purpose of obtaining a Degree/Diploma/Certificate/other recognized education credential to receive education on a full time basis on payment of tuition fee.
- 3.7 **Semester System:** A System wherein each academic year is apportioned into two semesters of six months each, devoted for the completion of requirements specified in the scheme of teaching and related examinations.
- 3.8 **University:** People's University, Bhopal, Madhya Pradesh.

#### 4.0 ADMISSION:

- 4.1 Candidates possessing following minimum qualification shall be eligible for admission:-
  - 4.1.1 Graduate with relevant subject from a University with minimum aggregate 45% marks.
- 4.2 Admissions shall be according to the following criteria:-
  - 4.2.1 Merit prepared on the basis of qualifying examination/interview or test conducted by University or an agency on its behalf.
- 4.3 Last date for admission will be as notified by the University.
- 4.4 Admission of Foreign Nationals / NRI/ PIO shall be as per policy / rules as applicable.
- 4.5 Candidate who has already appeared in the last (i.e. VI<sup>th</sup>) semester/III<sup>rd</sup> year examination of Graduate programme may be considered for admission, if he/ she has successfully passed, I to V Semester (I<sup>st</sup> and II<sup>nd</sup> year) examination. Such candidate shall be admitted provisionally and shall be required to submit, certificate and mark-sheet as proof of passing qualifying examination, within three months of commencement of the programme. Otherwise his/her admission shall be cancelled.

**5.0 COMMENCEMENT & DURATION:**

- 5.1** Master of Science shall be a fulltime programme of duration of two Academic years. Each Academic year shall comprise of two semesters
- 5.2** The programme shall generally commence in July/August every year.
- 5.3** Each semester shall be spread over not less than 90 teaching days.
- 5.4** Maximum duration of passing the programme shall be four years from the day of commencement of the programme, notified by the University.

**6.0 MEDIUM OF INSTRUCTION:**

- 6.1** English shall be the medium of instruction and examinations.

**7.0 ATTENDANCE:**

- 7.1** Regular students, to be eligible to appear in the University examination, are required to attend a minimum of 75% theory classes and 75% practical classes, in each semester.

**8.0 EXAMINATIONS:**

- 8.1** Following University Examinations shall be held at the end of each semester:-

**8.1.1 M. Sc. First Year:**

**8.1.1.1** I Semester.

**8.1.1.2** II Semester.

**8.1.2 M. Sc. Second Year:**

**8.1.2.1** III Semester.

**8.1.2.2** IV Semester.

- 8.2** University examinations of odd semester shall be held normally in November-December and in that of even semester in May-June, each year.

- 8.3.** Details of subjects, credits and course curricula for Master of Science programme in shall be prescribed by the scheme of examination, prepared and proposed by BOS/HOF and approved by Academic Council.

**9.0 PROMOTION CRITERIA:**

- 9.1** Subject to Registration in previous semester examination, every student will be allowed for subsequent semester, as per Table A.

**9.2 Table A:**

Promotion to Semester	Candidate should have passed in all subjects of semesters	Candidate should have been registered in semesters	Candidate should not have failed in an aggregate of more than 2 Papers of semesters
II	-	I	-
III	-	I & II	I & II
IV	-	I & II & III	I & II & III

**10.0 HEAD OF PASSING & PASSING CRITERIA:**

- 10.1** Heads of passing and passing criterion shall be as per Table B.

**10.2 Table B:**

S. No	Head of Passing	Minimum Passing Criterion
I	Theory Paper	Grade D
II	Practical	Grade D
III	Project	Grade D
IV	Semester	SGPA $\geq$ 4.0
V	Programme	CGPA $\geq$ 4.0

**11.0 APPOINTMENT OF UNIVERSITY EXAMINERS:**

- 11.1** Examiners, Paper Setters, Evaluators, Re-evaluators etc. for Question Papers setting, Practical Examinations, Project work, Viva-voce examination and valuation of answer book etc. shall be

Assistant Professor (s) / Associate Professor (s) / Professor (s) of People's University or from any recognized College / University, with minimum of three years of teaching experience in the subject. Preferably 50% of them shall be external examiners. They shall be nominated by the University from a panel submitted by the Head of Faculty.

- 11.2** Assistant Professor (s) / Associate Professor(s) / Professor (s) of the University shall be nominated as Internal Examiners/Moderators etc. by the University based on the recommendations of the Head of the Faculty / Institution.

## 12.0 GRADING SYSTEM:

- 12.1** Aggregate marks in each subject shall be converted to corresponding Grade and equivalent Grade Point (GP) as per Table C.

### 12.1.1 Table C:

Grade	% Marks range in each subject (based on Marks System)	Equivalent Grade Point	Description of Performance
A+	91-100	10	Outstanding
A	81-90	9	Excellent
B+	71-80	8	Very Good
B	61-70	7	Good
C+	51-60	6	Average
C	41-50	5	Satisfactory
D	40 only	4	Pass
F	Below 40	0	Fail

- 12.2** Semester Grade Point Average (SGPA) shall be the weighted average of Grade Points (GP) of all subjects of a semester as per clause 12.4.

- 12.3** Cumulative Grade Point Average (CGPA) shall be the weighted average of SGPA's of all semesters, calculated as laid down vide clause 12.5, at the completion of programme.

- 12.4** Semester Grade Points Average (SGPA) and Cumulative Grade Point Average (CGPA) shall be calculated as follows:-

$$SGPA = \frac{\sum_{i=1}^n c_i p_i}{\sum_{i=1}^n c_i}$$

- 12.5** Where  $c_i$  is the number of credits offered in the  $i^{\text{th}}$  subject of a Semester for which SGPA is to be calculated,  $p_i$  is the corresponding Grade Point(GP) earned in the  $i^{\text{th}}$  subject, where  $i = 1, 2, \dots, n$  are the number of subjects in that semester.

$$CGPA = \frac{\sum_{j=1}^m SG_j NC_j}{\sum_{j=1}^m NC_j}$$

Here  $NC_j$  is the number of total credits offered in the  $j^{\text{th}}$  semester,  $SG_j$  is the SGPA earned in the  $j^{\text{th}}$  semester, where  $j = 1, 2, \dots, m$  are the number of semesters in that course.

## 13.0 DEGREE/GRADE SHEET:

- 13.1** Students shall be eligible for award of degree subject to passing all courses as per criterion at Serial I & II of Table B.

- 13.2** Grade sheet, issued at the end of each semester, shall indicate SGPA of concerned semester. Final Grade Sheet, issued at the end of final semester of the course shall also indicate CGPA, equivalent percentage marks and Distinction / Division awarded.

**14.0 REVALUATION AND RETOTALLING:**

- 14.1** Revaluation and retotaling shall be permitted only for theory paper(s) in University examination, on receipt of application, within stipulated time, on remittance of prescribed fee.
- 14.2** Revaluation shall be done by an examiner other than the first one.
- 14.3** Re-totaling shall be permitted in all the papers.
- 14.4** Revaluation shall be permitted in any two theory papers only.
- 14.5** Results and Grade Sheet shall be revised after retotaling / revaluation, as per the laid down provisions.

**15.0 DISTINCTION/DIVISION:**

- 15.1** Distinction / Division shall be awarded, in the programme, as per following criterion:-

CGPA	Division
$7.5 \leq \text{CGPA}$	Distinction
$6.5 \leq \text{CGPA} < 7.5$	First Division
$5.0 \leq \text{CGPA} < 6.5$	Second Division

- 15.2** Award of Distinction / Division shall be made only on completion of the programme.
- 15.3** For the purpose of award of Division, conversion from CGPA to an equivalent % shall be according to following formula.
- 15.3.1** % Score = CGPA x 10.

**16.0 MERIT:**

- 16.1** Merit List shall comprise of 10% of the programme intake or class strength or five students (whichever is less) who pass in First Division, in each of the semester examinations, in first attempt. Non-appearance in an examination shall count as an attempt, for this provision.

**17.0 CANCELLATION OF ADMISSION:**

- 17.1** Admission of a student may be cancelled under following circumstances:
- 17.1.1** At any stage, if student is not found qualified for the programme, as per norms/ guidelines or the eligibility criteria prescribed by the University.
- 17.1.2** Failing to complete the course within four years of commencement of the course.
- 17.1.3** Involvement in gross indiscipline in the University.

## PEOPLE'S UNIVERSITY, BHOPAL

(Established under MP Act No 17 of 2007)

### Ordinance No.53

## MASTER OF SCIENCE (M. Sc.) IN MEDICAL ANATOMY, MEDICAL PHYSIOLOGY, MEDICAL PHARMACOLOGY

### 1.0 AIM AND OBJECTIVES:

- 1.1** The overall aim of this course is to develop expertise in the field of basic health sciences. A process of rational thinking and cogent action will be inculcated in an individual so that he/ she shall be competent to pursue various activities as demanded by any professional.
- 1.2** The objectives of this course are to prepare post graduate student in the subject of Medical Anatomy, Medical Physiology, and Medical Pharmacology under the faculty of medicine who shall:
- 1.2.1** Teach and train future undergraduate and postgraduate medical students in basic medical subjects in Medical Colleges and Research Institutions.
- 1.2.2** Carry out and guide, contribute to research advancement of the subject.
- 1.2.3** Organize and manage administrative and clinical responsibilities for routine day to day departmental work.
- 1.2.4** Developing human resource for government organization and industries.

### 2.0 APPLICABILITY:

- 2.1** This ordinance shall apply to the programme and courses leading to the award of postgraduate degrees of Master of Science in Medical Anatomy, Medical Physiology, and Medical Pharmacology under the Faculty of Medicine. These courses will be similar to that of M.D. examination.

### 3.0 DEFINITIONS:

- 3.1** Academic Year: Duration of course shall be of 3 Years from the date of admission.
- 3.2** Course: An Academic programme and/or component, carrying a distinctive code.
- 3.3** External Examiner: Examiner not in the employment of the University.
- 3.4** Programme: Programme of courses and/or other components leading to the award of degree of Master of Science in medical subjects like in the subject of Medical Anatomy, Medical Physiology, and Medical Pharmacology.
- 3.5** Regular Student: A student who is enrolled in a constituent institution for the purpose of obtaining a Degree/Diploma/Certificate/other recognized education credential to receive education on a full time basis on payment of tuition fee.
- 3.6** University: People's University, Bhopal, Madhya Pradesh.

### 4.0 ADMISSION:

- 4.1** Candidates possessing following minimum qualification shall be eligible for admission:
- 4.1.1** Graduate with MBBS/BDS/BPT/B. Pharma/B.Sc. Biology (i.e. Zoology/Botany as major paper) from a recognized university with minimum aggregate 50% marks in aggregate at the qualifying examination. (Relaxation as per norms) MBBS shall be preferred.
- 4.2** Admissions shall be according to the following criteria:
- 4.2.1** Merit prepared on the basis of mark obtained in the qualifying examination/interview or test conducted by University or an agency on its behalf.
- 4.3** Last date for admission will be as notified by the University.
- 4.4** Admission of Foreign Nationals / NRI/ PIO shall be as per policy / rules as applicable.

- 4.5** Candidate who has already appeared in the last year examination of Graduate programme may be considered for admission, if he/ she have successfully passed last year examination. Such candidate shall be admitted provisionally and shall be required to submit, certificate and mark-sheet as proof of passing qualifying examination, within three months of commencement of the programme. Otherwise his/her admission shall be cancelled. Such candidate shall not be eligible for refund of fees.
- 4.6** Candidates who are already in service will be required to apply through proper channel along with NOC from the employer.
- 4.7** If a selected candidate does not join the course by the stipulated date, the selection will automatically stand cancelled and the seat will be offered to the first candidate on the waiting list.
- 5.0 COMMENCEMENT & DURATION:**
- 5.1** The programme shall generally commence in July/August every year.
- 5.2** Master of Science in medical subjects shall be a fulltime programme and duration is three academic years (36 months). No exemption shall be given from this period of training of three years for any other experience or diploma. All the courses of study will be executed under the guidance and the supervision of the recognized Post graduate teachers in the respective subjects.
- 6.0 MEDIUM OF INSTRUCTION:**
- 6.1** English shall be the medium of instruction and examinations.
- 7.0 ATTENDANCE:**
- 7.1** Regular students, to be eligible to appear in the University examination, are required to attend a minimum of 80% theory and practical classes inclusive of non-lecture teaching i.e. seminars, group discussions, tutorials, demonstrations, clinical/hospital posting.
- 8.0 EXAMINATIONS:**
- 8.1** University Examinations shall be held at the end of each part:
- 8.1.1** After completion of one academic year, M. Sc. Part – I examination will be conducted. No student shall be permitted to join M.Sc. Part–II training until he/she passed in all the subjects of M.Sc. Part–I examination.
- 8.1.2** After completion of total three academic years, M. Sc. Part–II final university examination will be conducted.
- 8.1.3** The dissertation is compulsory for candidates registered for P.G. degree and should include candidates own work under a supervisor, qualified for the purpose and recognized as a P.G. teacher by the university, after six months of admission. The subject of dissertation along with synopsis (about 200 words) signed by P.G. teacher, H.O.D. and Head of the Institution will be submitted within six months of admission to the University. Ethics Committee of the Institution must approve the topic of dissertation. Completed dissertation will be submitted to the university that is, six month before the date of final examination.
- 8.1.4** The Candidate shall publish at least one research paper in National or International indexed medical research journal, or submit the evidence of acceptance of paper, related to his/her subject/dissertation topic, before submission of final dissertation to the university.
- 8.1.5** The dissertation shall be examined by a minimum of three examiners; one internal and two external examiners. A candidate shall be allowed to appear for the Theory and Practical/Clinical examination only after the acceptance of the dissertation by the examiners.
- 8.1.6** Theory and Practical/clinical examination for the subjects including basic medical

sciences shall be conducted to test the knowledge and competence of the candidates for making valid and relevant observations based on the experimental/Laboratory studies and his ability to perform such studies as are relevant to his subject.

- 8.1.7** The Oral examination shall be thorough and shall aim at assessing the candidate knowledge and competence about the subject, investigative procedures, therapeutic technique and other aspects of the specialty, which form a part of the examination.
- 8.2** The university shall conduct not more than two examinations in a year i.e. one main and another supplementary, with an interval of not less than 4 and not more than 6 months.
- 8.3** Details of subjects and course curricula shall be prescribed by the scheme of examination, prepared and proposed by BOS/HOF and approved by Academic Council.

**9.0 HEAD OF PASSING & PASSING CRITERIA:**

- 9.1** A candidate shall secure not less than 50% marks in each head of passing which shall include  
(1) Theory, (2) Practical including clinical and viva voce examination.

**10.0 APPOINTMENT OF UNIVERSITY EXAMINERS:**

- 10.1** Examiners, Paper Setters, Evaluators, Re-evaluators etc. for Question Papers setting, Practical Examinations, Project work, Viva-voce examination and valuation of answer book etc. shall be faculties of People's University or from any recognized College / University, with minimum eight years teaching experience after obtaining his/her post graduate degree in the related subject. Preferably 50% of them shall be external examiners. They shall be nominated by the University from a panel submitted by the Head of Faculty.
- 10.2** Assistant Professor (s) with required minimum teaching experience / Associate Professor(s) / Professor (s) of the University shall be nominated as Internal Examiners/Moderators etc. by the University based on the recommendations of the Head of the Faculty / Institution as follows:
- 10.2.1** All the Post Graduate Examiners shall be recognized Post Graduate Teachers holding recognized Post Graduate qualifications in the subject concerned.
- 10.2.2** For all Post Graduate Examinations, the minimum number of Examiners shall be four, out of which at least two (50%) shall be External Examiners, who shall be invited from other recognized universities.
- 10.2.3** No person shall be appointed as an internal/external examiner in any subject unless he/she has three years experience as recognized PG teacher in the concerned subject.

**11.0 DIVISION**

- 11.1** The division shall be awarded only after Part II university examination and shall be based on the aggregate marks obtained by the candidate at his /her successful attempts at the first and second part of University examinations. There shall be only three divisions as follows:

First division with honors	:	75 % and above
First division	:	60 % and above but below 75%
Second division	:	50 % and above but below 60%

**12.0 MERIT/RANK**

- 12.1** The merit shall be declared by the university after the declaration of result of second Part University examinations. On the basis of the integrated performance of all university examinations. The merit list shall include first five candidates securing at least first division and passing all University examinations in single attempt.

**12.0 CANCELLATION OF ADMISSION:**

- 12.1** Admission of a student may be cancelled under following circumstances:
- 12.1.1** At any stage, if student is not found qualified for the programme, as per norms/ guidelines or the eligibility criteria prescribed by the University.
- 12.1.2** Involvement in gross indiscipline in the University.

# PEOPLE'S UNIVERSITY, BHOPAL

Established under M.P. Act No. 18 of 2011

## Ordinance No. 54

### POST GRADUATE DIPLOMA IN COMPUTER APPLICATION (PGDCA)

#### Course & Faculty

1. This ordinance shall be applicable for Post Graduate Diploma in Computer Application Course. This course shall be run on semester system.
2. The ordinance shall be applicable to all the University teaching departments/Institutes/Schools of this University.

#### Duration

1. The duration of these courses of study shall extend over two semesters(i.e. one year)

#### Intake & Fees

3. The intake and fees for this course shall be decided by the Board of management of the University from time to time subject to the approval of the regulatory body.

#### Academic Year

4. There will be two academic cycles every year, one from July to June and second from January to December.

#### Eligibility

5. Candidates seeking admission to this course must have passed the Graduation course from any recognized University.

#### Admission Procedure

6. Admission under these course will be made as follows:
  - a. The University will issue admission notifications in news papers, on The University's website, notice board of the university 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 number will be assigned to the student by the University after verification & submission of all the necessary documents/fees.
  - g. Admission rules as framed by the University shall be applicable for all admissions from time to time.



### Course Structure

7. The Post Graduate Diploma course in semester system (Semester System) course shall consist of:
- Such courses (papers) as prescribed by the University.
  - Such job internship, lab work, practical, in plant training, projects etc. as may be prescribed by the University and.
  - Such scheme of examination as prescribed, by the University from time to time.
8. The course curriculum shall be based on the industries demands and approved by the Board of Studies and Academic council of the University. The Academic council of the University on the recommendation of the concerned Board of Studies may change number of papers and/or marking scheme of the course after the due approval of Vice Chancellor.

9. In subject with no practical there shall be 12 papers of 100 marks each and project report with viva of 200 marks (Viva will be 20%) distributed in different semester as under

Semester	Theory	Practical	Project Report
First	6	-	-
Second	6	-	1

10. In subject with practical there will be 10 papers of 100 marks each. 2 practical with viva of 100 marks each and project report with viva of 200 marks (Viva will be 20%) distributed in different semester as under.

Semester	Theory	Practical	Project Report
First	5	1	-
Second	5	1	1

### Medium of Instructions And Examinations

11. The medium of instructions and examinations shall be in English.

### Examination

12. No candidate shall be allowed to take the term-end Semester Examination unless one has:
- Attended at least 75% of lectures/practical delivered.
  - Paid all the fees due
  - Obtained 'No Dues' certificate from the concerned Department/college.
  - Submitted the job internship certificate/Project Report, as notified by the Director/Head/Principal.
  - Received in-plant training as prescribed by the Director/Head/Principal. Clause (i) above shall not be applicable to private candidates.
13. Each student shall have to appear in the examination of theory/practical and continuous comprehensive examination CCE system/internal assessment. The internal assessment will be held in the manner prescribed from time to time by the University.
- 30 percent marks of each paper will be earmarked of internal assessment (for each semester, there will be two separate evaluations of 15 marks each).
  - Main examination will carry 70 percent marks,
  - For passing the examination; the candidate that be required to secure at least 4.0 marks in University examination separately in the term-end Theory, practical and Internal Assessment in each of the prescribed paper and aggregate of 4.0 in the subject, practical are also to be cleared separately with 4.0 marks wherever applicable.
  - There will be an external examiner to evaluate the project report. The minimum passing marks for project work will be 5.0.

### Promotion Criteria

15. There shall be no supplementary or second examination in between the semester exam.
16. A candidate may provisionally continue his/her studies in higher semester after the examinations of the semester he/she appeared is over.
17. If a candidate fails in not more than one paper in any one semester examination but clears all the remaining papers of that examination. He/she will be allowed to keep the term (ATKT) and promoted to the next semester. Candidate shall be eligible to carry the backlog of one paper of the semester examination.

Provided further, that if a candidate fails in more than one paper in any semester examination, he/she may be allowed to appear as an ex-student in the next examination of the same semester.

Provided further, that if a candidate fails to clear paper of previous semester but clears the final semester, his/her result will be with held. A candidate will be awarded degree only in the year when he/she clears the papers of earlier semesters. In such situation, mark sheet/grade sheet for each semester will be issued separately and a consolidated mark sheet/grade sheet will be issued in the Second semester once the candidate clears all the papers.

### Grading System:

- 18.1 Aggregate marks in each subject shall be converted to corresponding Grade and equivalent Grade Point (GP).
- 18.2 Semester Grade Point Average (SGPA) shall be calculated as per para 18.5.
- 18.3 Cumulative Grade Point Average (CGPA) shall be calculated as laid down vide sub clause 18.5, at the completion of Programme.
- 18.4 Equivalence of marks in a subject and corresponding Grade Point (GP) shall be as under:-

Grade	Marks range (based on absolute Marks System)	Grade Point	Description of Performance
A+	91-100	10	Outstanding
A	81-90	9	Excellent
B+	71-80	8	Very Good
B	61-70	7	Good
C+	51-60	6	Average
C	41-50 only	5	Marginal
D	40 Only	4	Pass
F	Below 40	0	Fail
W	Withheld due to various reasons	0	Withheld

- 18.5 Semester Grade Points Average (SGPA) and Cumulative Grade Point Average (CGPA) shall be calculated as follows:-

$$SGPA = \frac{\sum_{i=1}^n c_i p_i}{\sum_{i=1}^n c_i}$$

Where  $c_i$  is the number of credits offered in the  $i$ th subject of a Semester for which SGPA is to be calculated,  $p_i$  is the corresponding Grade Point (GP) earned in the  $i$ th subject, where  $i = 1, 2, \dots, n$  are the number of subjects in that semester.

$$CGPA = \frac{\sum_{j=1}^m SG_j NC_j}{\sum_{j=1}^m NC_j}$$

Here  $NC_j$  is the number of total credits offered in the  $j$ th semester,  $SG_j$  is the SGPA earned in the  $j$ th semester, where  $j = 1, 2, \dots, m$  are the number of semesters in that course.

18.6 Grade sheet, issued at the end of each semester, shall indicate SGPA of concerned semester. Final Grade sheet, issued at the end of final semester of the course shall also indicate CGPA, Equivalent Percentage Marks and Division awarded.

18.7 Division shall be awarded, to successful students, as follows, based on integrated performance of Three years (i.e. 6 semesters), only after VI Semester examination:-

**CGPA**

$7.5 \leq CGPA$

$6.0 \leq CGPA < 7.5$

$5.0 \leq CGPA < 6.0$

$4.0 \leq CGPA < 5.0$

**Division**

First Division with Distinction

First Division

Second Division

Third Division

18.8 Conversion from CGPA to an equivalent % shall be according to following formula:

$$\% \text{ Score} = CGPA \times 10$$

***Merit Lists***

18. Merit list of first 10% of the intake or maximum up to 10. The order of merit shall be declared at the completion of course in each branch from amongst the candidates who have passed in one attempt.

20. Final merit list shall be declared by the University only after the main examination of the Second and final semester for each degree, on the basis of the integrated performance of both the semester.

***Maximum Duration of Completion of Course***

21. A candidate has to complete the entire course within a maximum period of two years from the session of first admission.

***General***

22. In case of any dispute/ambiguity, the ruling of the Vice Chancellor shall be final. However on the recommendations of the Academic Council the Vice-Chancellor shall be competent to change the System/Pattern of the examination.

23. In case of any dispute, the matter shall be decided under the Jurisdiction of District Court, Bhopal.

# PEOPLE'S UNIVERSITY, BHOPAL

Established under M.P. Act No. 18 of 2011

## Ordinance No. 55

### DIPLOMA IN COMPUTER APPLICATION (DCA)

#### Course

1. This ordinance shall be applicable for Diploma in Computer Application Course. This course shall be run on semester system.
2. The ordinance shall be applicable to all the University teaching departments/Institutes/Schools of this University.

#### Duration

3. The duration of these courses of study shall extend over two semesters(i.e. one year)

#### Intake & Fees

4. The intake and fees for this course shall be decided by the Board of management of the University form time to time subject to the approval of the regulatory body.

#### Academic Year

5. There will be two academic cycles every year, one from July to June and second from January to December.

#### Eligibility

6. Candidates seeking admission in this course must have passed the Senior Secondary (12<sup>th</sup>) examination from any recognized Board or its equivalent.

#### Admission Procedure

7. Admission under this course will be made as follows:
  - (a) The University will issue admission notifications in news papers, on The University's website, notice board of the university 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 number will be assigned to the student by the University after verification & submission of all the necessary documents/fees.
  - (g) Admission rules as framed by the University shall be applicable for all admissions from time to time.

### Course Structure

8. The Diploma in Computer Application(Semester System) course shall consist of:
- Such courses (papers) as prescribed by the University.
  - Such job internship, lab work, practical, in plant training, projects etc. as may be prescribed by the University and.
  - Such scheme of examination as prescribed, by the University from time to time.
9. The course curriculum shall be based on the industries demands and approved by the Board of Studies and Academic council of the University. The Academic council of the University on the recommendation of the concerned Board of Studies may change number of papers and/or marking scheme of the course after the due approval of Vice Chancellor.
10. In subject with no practical there shall be 12 papers of 100 marks each and project report with viva of 200 marks (Viva will be 20%) distributed in different semester as under

Semester	Theory	Practical	Project Report
First	6	-	-
Second	6	-	1

11. In subject with practical there will be 10 papers of 100 marks each. 2 practical with viva of 100 marks each and project report with viva of 200 marks (Viva will be 20%) distributed in different semester as under.

Semester	Theory	Practical	Project Report
First	5	1	-
Second	5	1	1

### Medium of Instructions And Examinations

12. The medium of instructions and examinations shall be in English.

### Examination

13. No candidate shall be allowed to take the term-end Semester Examination unless one has:
- Attended at least 75% of lectures/practical delivered.
  - Paid all the fees due.
  - Obtained 'No Dues' certificate from the concerned Department/college.
  - Submitted the job internship certificate/Project Report, as notified by the Director/ Head/ Principal.
  - Received in-plant training as prescribed by the Director/Head/Principal. Clause (i) above shall not be applicable to private candidates.
14. Each student shall have to appear in the examination of theory/practical and continuous comprehensive examination CCE system/internal assessment. The internal assessment will be held in the manner prescribed from time to time by the University.
- 30 percent marks of each paper will be earmarked of internal assessment (for each semester, there will be two separate evaluations of 15 marks each).
  - Main examination will carry 70 percent marks,
  - For passing the examination; the candidate that be required to secure at least 4.0 marks in University examination separately in the term-end Theory, practical and Internal Assessment in each of the prescribed paper and aggregate of 4.0 in the subject, practical are also to be cleared separately with 4.0 marks wherever applicable.
  - There will be an external examiner to evaluate the project report. The minimum passing marks for project work will be 5.0.

### Promotion Criteria

15. There shall be no supplementary or second examination in between the semester exam.
16. A candidate may provisionally continue his/her studies in higher semester after the examinations of the semester he/she appeared are over.
17. If a candidate fails in not more than one paper in any one semester examination but clears all the remaining papers of that examination. He/she will be allowed to keep the term (ATKT) and promoted to the next semester. Candidate shall be eligible to carry the backlog of one paper of the semester examination.
- Provided further, that if a candidate fails in more than one paper in any semester examination, he/she may be allowed to appear as an ex-student in the next examination of the same semester.

Provided further, that if a candidate to clear paper of previous semester but clears the final semester, his/her result will be with held. A candidate will be awarded degree only in the year when he/she clears the papers of earlier semesters. In such situation, mark sheet/grade sheet for each semester will be issued separately and a consolidated mark sheet/grade sheet will be issued in the Second semester once the candidate clears all the papers.

### Grading System:

- 18.1 Aggregate marks in each subject shall be converted to corresponding Grade and equivalent Grade Point (GP).
- 18.2 Semester Grade Point Average (SGPA) shall be calculated as per para 18.5.
- 18.3 Cumulative Grade Point Average (CGPA) shall be calculated as laid down vide sub clause 18.5, at the completion of Programme.
- 18.4 Equivalence of marks in a subject and corresponding Grade Point (GP) shall be as under:-

Grade	Marks range (based on absolute Marks System)	Grade Point	Description of Performance
A+	91-100	10	Outstanding
A	81-90	9	Excellent
B+	71-80	8	Very Good
B	61-70	7	Good
C+	51-60	6	Average
C	41-50 only	5	Marginal
D	40 Only	4	Pass
F	Below 40	0	Fail
W	Withheld due to various reasons	0	Withheld

- 18.5 Semester Grade Points Average (SGPA) and Cumulative Grade Point Average (CGPA) shall be calculated as follows:-

$$SGPA = \frac{\sum_{i=1}^n c_i p_i}{\sum_{i=1}^n c_i}$$

Where  $c_i$  is the number of credits offered in the  $i$ th subject of a Semester for which SGPA is to be calculated,  $p_i$  is the corresponding Grade Point(GP) earned in the  $i$ th subject, where  $i = 1, 2, \dots, n$  are the number of subjects in that semester.

$$CGPA = \frac{\sum_{j=1}^m SG_j NC_j}{\sum_{j=1}^m NC_j}$$

Here  $NC_j$  is the number of total credits offered in the  $j$ th semester,  $SG_j$  is the SGPA earned in the  $j$ th semester, where  $j = 1, 2, \dots, m$  are the number of semesters in that course.

18.6 Grade sheet, issued at the end of each semester, shall indicate SGPA of concerned semester. Final Grade sheet, issued at the end of final semester of the course shall also indicate CGPA, Equivalent Percentage Marks and Division awarded.

18.7 Division shall be awarded, to successful students, as follows, based on integrated performance of Three years (i.e. 6 semesters), only after VI Semester examination:-

<u>CGPA</u>	<u>Division</u>
$7.5 \leq CGPA$	First Division with Distinction
$6.0 \leq CGPA < 7.5$	First Division
$5.0 \leq CGPA < 6.0$	Second Division
$4.0 \leq CGPA < 5.0$	Third Division

18.8 Conversion from CGPA to an equivalent % shall be according to following formula:

$$\% \text{ Score} = CGPA \times 10$$

### **Merit Lists**

19. Merit list of first 10% of the intake or maximum up to 10. The order of merit shall be declared at the completion of course in each branch from amongst the candidates who have passed in one attempt.
20. Final merit list shall be declared by the University only after the main examination of the Second and final semester for each degree, on the basis of the integrated performance of both the semester.

### **Maximum Duration of Completion of Course**

21. A candidate has to complete the entire course within a maximum period of two years from the session of first admission.

### **General**

22. In case of any dispute/ambiguity, the ruling of the Vice Chancellor shall be final. However on the recommendations of the Academic Council the Vice-Chancellor shall be competent to change the System/Pattern of the examination.
23. In case of any dispute, the matter shall be decided under the Jurisdiction of District Court, Bhopal.

# PEOPLE'S UNIVERSITY, BHOPAL

Established under M.P. Act No. 18 of 2011

## Ordinance No. 56

ORDINANCE FOR ONE YEAR (TWO SEMESTER)  
POST GRADUATE DIPLOMA COURSES

### Course

1. This ordinance shall be applicable to all one year Post Graduate Diploma course except those for which the university has separate ordinances. These courses shall be run on semester system.
2. The ordinance shall be applicable to all the University teaching departments/Institutes/Schools of this University.

### Duration

3. The duration of these courses of study shall extend over two semesters (i.e. one year).

### Intake & Fees

4. The intake and fees for each of these courses shall be decided by the Board of management of the University from time to time subject to the approval of the regulatory body. The basic unit of intake in a course will be 60 seats. Multiples of this unit can also be set up.

### Academic Year

5. There will be two academic cycles every year, one from July to June and second from January to December.

### Eligibility

6. Candidates seeking admission in the course must have passed the graduation course from any reputed/recognized university.

### Admission Procedure

7. Admission under these courses will be made as follows:
  - a. The University will issue admission notifications in news papers, on The University's website, notice board of the university 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 with 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 number will be assigned to the student by the University after verification & submission of all the necessary documents/fees.
  - g. Admission rules as framed by the University shall be applicable for all admissions from time to time.



### Course Structure

4. The post graduate diploma course in semester system shall consist of:
  - a. Such courses (papers) as prescribed by the University.
  - b. Such job internship, lab work, practical, in plant training, projects etc. as may be prescribed by the University and.
  - c. Such scheme of examination as prescribed, by the University from time to time.
5. The course curriculum of each course shall be based on the industries demands and approved by the Board of Studies and Academic council of the University. The Academic council of the University on the recommendation of the concerned Board of Studies may change number of papers and/or marking scheme of the course after the due approval of Vice Chancellor.
6. In subject with no practical there shall be 12 papers of 100 marks each and project report with viva of 200 marks (Viva will be 20%) distributed in different semester as under

Semester	Theory	Practical	Project Report
First	6	-	-
Second	6	-	1

7. In subject with practical there will be 10 papers of 100 marks each. 2 practical with viva of 100 marks each and project report with viva of 200 marks (Viva will be 20%) distributed in different semester as under.

Semester	Theory	Practical	Project Report
First	5	1	-
Second	5	1	1

### Medium of Instructions And Examinations

8. The medium of instructions and examinations shall be in English.

### Examination

9. No candidate shall be allowed to take the term-end Semester Examination unless one has:
  - (i) Attended at least 75% of lectures/practical delivered.
  - (ii) Paid all the fees due
  - (iii) Obtained 'No Dues' certificate from the concerned Department/college.
  - (iv) Submitted the job internship certificate/Project Report, as notified by the Director/Head/Principal.
  - (v) Received in-plant training as prescribed by the Director/Head/Principal. Clause (i) above shall not be applicable to private candidates.
10. Each student shall have to appear in the examination of theory/practical and continuous comprehensive examination CCE system/internal assessment. The internal assessment will be held in the manner prescribed from time to time by the University.
  - a) 30 percent marks of each paper will be earmarked of internal assessment (for each semester, there will be two separate evaluations of 15 marks each).
  - b) Main examination will carry 70 percent marks,
  - c) For passing the examination; the candidate that be required to secure at least 4.0 marks in University examination separately in the term-end Theory, practical and Internal Assessment in each of the prescribed paper and aggregate of 4.0 in the subject, practical are also to be cleared separately with 4.0 marks wherever applicable.
  - d) There will be an external examiner to evaluate the project report. The minimum passing marks for project work will be 5.0.

### Promotion Criteria

15. There shall be no supplementary or second examination in between the semester exam.
16. A candidate may provisionally continue his/her studies in higher semester after the examinations of the semester he/she appeared is over.
17. If a candidate fails in not more than one paper in any one semester examination but clears all the remaining papers of that examination. He/she will be allowed to keep the term (ATKT) and promoted to the next semester. Candidate shall be eligible to carry the backlog of one paper of the semester examination.

Provided further, that if a candidate fails in more than one paper in any semester examination, he/she may be allowed to appear as an ex-student in the next examination of the same semester.

Provided further, that if a candidate to clear paper of previous semester but clears the final semester, his/her result will be with held. A candidate will be awarded degree only in the year when he/she clears the papers of earlier semesters. In such situation, mark sheet/grade sheet for each semester will be issued separately and a consolidated mark sheet/grade sheet will be issued in the Second semester once the candidate clears all the papers.

### Grading System:

18.1 Aggregate marks in each subject shall be converted to corresponding Grade and equivalent Grade Point (GP).

18.2 Semester Grade Point Average (SGPA) shall be calculated as per para 18.5.

18.3 Cumulative Grade Point Average (CGPA) shall be calculated as laid down vide sub clause 18.5, at the completion of Programme.

18.4 Equivalence of marks in a subject and corresponding Grade Point (GP) shall be as under:-

Grade	Marks range (based on absolute Marks System)	Grade Point	Description of Performance
A+	91-100	10	Outstanding
A	81-90	9	Excellent
B+	71-80	8	Very Good
B	61-70	7	Good
C+	51-60	6	Average
C	41-50 only	5	Marginal
D	40 Only	4	Pass
F	Below 40	0	Fail
W	Withheld due to various reasons	0	Withheld

18.5 Semester Grade Points Average (SGPA) and Cumulative Grade Point Average (CGPA) shall be calculated as follows:-

$$SGPA = \frac{\sum_{i=1}^n c_i P_i}{\sum_{i=1}^n c_i}$$

Where  $c_i$  is the number of credits offered in the  $i$ th subject of a Semester for which SGPA is to be calculated,  $p_i$  is the corresponding Grade Point (GP) earned in the  $i$ th subject, where  $i = 1, 2, \dots, n$  are the number of subjects in that semester.

$$CGPA = \frac{\sum_{j=1}^m SG_j NC_j}{\sum_{j=1}^m NC_j}$$

Here  $NC_j$  is the number of total credits offered in the  $j$ th semester,  $SG_j$  is the SGPA earned in the  $j$ th semester, where  $j = 1, 2, \dots, m$  are the number of semesters in that course.

18.6 Grade sheet, issued at the end of each semester, shall indicate SGPA of concerned semester. Final Grade sheet, issued at the end of final semester of the course shall also indicate CGPA, Equivalent Percentage Marks and Division awarded.

18.7 Division shall be awarded, to successful students, as follows, based on integrated performance of Three years (i.e. 6 semesters), only after VI Semester examination:-

<u>CGPA</u>	<u>Division</u>
$7.5 \leq CGPA$	First Division with Distinction
$6.0 \leq CGPA < 7.5$	First Division
$5.0 \leq CGPA < 6.0$	Second Division
$4.0 \leq CGPA < 5.0$	Third Division

18.8 Conversion from CGPA to an equivalent % shall be according to following formula:

$$\% \text{ Score} = CGPA \times 10$$

### **Merit Lists**

18. Merit list of first 10% of the intake or up to 10. The order of merit shall be declared at the completion of course in each branch from amongst the candidates who have passed in one attempt.
19. Final merit list shall be declared by the University only after the main examination of the Second and final semester for each degree, on the basis of the integrated performance of both the semester.

### **Maximum Duration of Completion of Course**

20. A candidate has to complete the entire course of post graduate diploma within a maximum period of two years from the session of first admission.

### **General**

21. In case of any dispute/ambiguity, the ruling of the Vice Chancellor shall be final. However on the recommendations of the Academic Council the Vice-Chancellor shall be competent to change the System/Pattern of the examination.
22. In case of any dispute, the matter shall be decided under the Jurisdiction of District Court, Bhopal.

# PEOPLE'S UNIVERSITY, BHOPAL

Established under M.P. Act No. 18 of 2011

## Ordinance No. 57

ORDINANCE FOR ONE YEAR (TWO SEMESTER)

DIPLOMA COURSES

### Course

1. This ordinance shall be applicable to all one year (two semester) diploma courses except those for which the university has separate ordinances. These courses shall be run on semester system.
2. The ordinance shall be applicable to all the University teaching departments/Institutes/Schools of this University.

### Duration

3. The duration of these courses of study shall extend over two semesters (i.e. one year).

### Intake & Fees

- a. The intake and fees for each of these courses shall be decided by the Board of management of the University from time to time subject to the approval of the regulatory body. The basic unit of intake in a course will be 60 seats. Multiples of this unit can also be set up.

### Academic Year

4. There will be two academic cycles every year, one from July to June and second from January to December.

### Eligibility

5. Eligibility for various courses under this ordinance shall be defined by the Academic Council of the University.

### Admission Procedure

6. Admission under these courses will be made as follows:
  - (a) The University will issue admission notifications in news papers, on The University's website, notice board of the university 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 number will be assigned to the student by the University after verification & submission of all the necessary documents/fees.
  - (g) Admission rules as framed by the University shall be applicable for all admissions from time to time.

### Course Structure

7. The diploma course in semester system shall consist of:
  - a. Such courses (papers) as prescribed by the University.
  - b. Such job internship, lab work, practical, in plant training, projects etc. as may be prescribed by the University and.
  - c. Such scheme of examination as prescribed, by the University from time to time.
8. The course curriculum of each course shall be based on the industries demands and approved by the Board of Studies and Academic council of the University. The Academic council of the University on the recommendation of the concerned Board of Studies may change number of papers and/or marking scheme of the course after the due approval of Vice Chancellor.
9. In subject with no practical there shall be 12 papers of 100 marks each and project report with viva of 200 marks (Viva will be 20%) distributed in different semester as under

Semester	Theory	Practical	Project Report
First	6	-	-
Second	6	-	1

10. In subject with practical there will be 10 papers of 100 marks each. 2 practical with viva of 100 marks each and project report with viva of 200 marks (Viva will be 20%) distributed in different semester as under.

Semester	Theory	Practical	Project Report
First	5	1	-
Second	5	1	1

### Medium of Instructions And Examinations

11. The medium of instructions and examinations shall be in English.

### Examination

12. No candidate shall be allowed to take the term-end Semester Examination unless one has:
  - (i) Attended at least 75% of lectures/practical delivered.
  - (ii) Paid all the fees due
  - (iii) Obtained 'No Dues' certificate from the concerned Department/college.
  - (iv) Submitted the job internship certificate/Project Report, as notified by the Director/ Head/ Principal.
  - (v) Received in-plant training as prescribed by the Director/Head/Principal. Clause (i) above shall not be applicable to private candidates.
13. Each student shall have to appear in the examination of theory/practical and continuous comprehensive examination CCE system/internal assessment. The internal assessment will be held in the manner prescribed from time to time by the University.
  - (a) 30 percent marks of each paper will be earmarked of internal assessment (for each semester, there will be two separate evaluations of 15 marks each).
  - (b) Main examination will carry 70 percent marks,
  - (c) For passing the examination; the candidate that be required to secure at least 4.0 marks in University examination separately in the term-end Theory, practical and Internal Assessment in each of the prescribed paper and aggregate of 4.0 in the subject, practical are also to be cleared separately with 4.0 marks wherever applicable.
  - (d) There will be an external examiner to evaluate the project report. The minimum passing marks for project work will be 5.0.

### Promotion Criteria

15. There shall be no supplementary or second examination in between the semester exam.
16. A candidate may provisionally continue his/her studies in higher semester after the examinations of the semester he/she appeared are over.
17. If a candidate fails in not more than one paper in any one semester examination but clears all the remaining papers of that examination. He/she will be allowed to keep the term (ATKT) and promoted to the next semester. Candidate shall be eligible to carry the backlog of one paper of the semester examination.

Provided further, that if a candidate fails in more than one paper in any semester examination, he/she may be allowed to appear as an ex-student in the next examination of the same semester.

Provided further, that if a candidate to clear paper of previous semester but clears the final semester, his/her result will be with held. A candidate will be awarded degree only in the year when he/she clears the papers of earlier semesters. In such situation, mark sheet/grade sheet for each semester will be issued separately and a consolidated mark sheet/grade sheet will be issued in the Second semester once the candidate clears all the papers.

### Grading System:

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B	61-70	7	Good
C+	51-60	6	Average
C	41-50 only	5	Marginal
D	40 Only	4	Pass
F	Below 40	0	Fail
W	Withheld due to various reasons	0	Withheld

- 18.5 Semester Grade Points Average (SGPA) and Cumulative Grade Point Average (CGPA) shall be calculated as follows:-

$$SGPA = \frac{\sum_{i=1}^n c_i p_i}{\sum_{i=1}^n c_i}$$

Where  $c_i$  is the number of credits offered in the  $i$ th subject of a Semester for which SGPA is to be calculated,  $p_i$  is the corresponding Grade Point (GP) earned in the  $i$ th subject, where  $i = 1, 2, \dots, n$  are the number of subjects in that semester.

$$CGPA = \frac{\sum_{j=1}^m SG_j NC_j}{\sum_{j=1}^m NC_j}$$

Here  $NC_j$  is the number of total credits offered in the  $j$ th semester,  $SG_j$  is the SGPA earned in the  $j$ th semester, where  $j = 1, 2, \dots, m$  are the number of semesters in that course.

18.6 Grade sheet, issued at the end of each semester, shall indicate SGPA of concerned semester. Final Grade sheet, issued at the end of final semester of the course shall also indicate CGPA, Equivalent Percentage Marks and Division awarded.

18.7 Division shall be awarded, to successful students, as follows, based on integrated performance of Three years (i.e. 6 semesters), only after VI Semester examination:-

**CGPA**

$7.5 \leq CGPA$

$6.0 \leq CGPA < 7.5$

$5.0 \leq CGPA < 6.0$

$4.0 \leq CGPA < 5.0$

**Division**

First Division with Distinction

First Division

Second Division

Third Division

18.8 Conversion from CGPA to an equivalent % shall be according to following formula:

$$\% \text{ Score} = CGPA \times 10$$

**Merit Lists**

18. Merit list of first 10% of the intake or maximum up to 10. The order of merit shall be declared at the completion of course in each branch from amongst the candidates who have passed in one attempt.

19. Final merit list shall be declared by the University only after the main examination of the Second and final semester for each degree, on the basis of the integrated performance of both the semester.

**Maximum Duration of Completion of Course**

20. A candidate has to complete the entire course of diploma within a maximum period of two years from the session of first admission.

**General**

21. In case of any dispute/ambiguity, the ruling of the Vice Chancellor shall be final. However on the recommendations of the Academic Council the Vice-Chancellor shall be competent to change the System/Pattern of the examination.

22. In case of any dispute, the matter shall be decided under the Jurisdiction of District Court, Bhopal.

इसे वेबसाईट [www.govtpressmp.nic.in](http://www.govtpressmp.nic.in) से भी डाउनलोड किया जा सकता है.



# मध्यप्रदेश राजपत्र

प्राधिकार से प्रकाशित

क्रमांक 2]

भोपाल, शुक्रवार, दिनांक 10 जनवरी 2020—पौष 20, शक 1941

## भाग ४

विषय सूची

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

## भाग ४ (क)—कुछ नहीं

## भाग ४ (ख)

अध्यादेश

उच्च शिक्षा विभाग

मंत्रालय, वल्लभ भवन, भोपाल

भोपाल, दिनांक 27 दिसम्बर 2019

क्रमांक आर-137-सीसी-2017-अड़तीस.—मध्यप्रदेश निजी विश्वविद्यालय (स्थापना एवं संचालन) अधिनियम, 2007 की धारा 29(1) के अनुक्रम में, पीपुल्स निजी विश्वविद्यालय, भोपाल के संशोधन अध्यादेश क्र. 2, 3, 11, 28, 39, 41, 50 एवं 15, 21, 22, 23, 37, 38, 39, 40, 43, 46, 47, 48, 51 तथा पश्चातवर्ती अध्यादेश क्र. 58 से 67 राज्य शासन के निर्देशों के अनुसार अधिनियम, 2007 की धारा 35 अनुसार प्रकाशित किया जाता है. संस्था के उक्त पश्चातवर्ती/संशोधित अध्यादेश प्रकाशित होने की तारीख से प्रवृत्त होंगे.

पश्चातवर्ती अध्यादेश क्र. 58 से 67

संशोधन अध्यादेश क्र. 2, 3, 11, 28, 39, 41, 50 एवं

15, 21, 22, 23, 37, 38, 39, 40, 43, 46, 47, 48, 51

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



**PEOPLE'S UNIVERSITY, BHOPAL**

(Established under Madhya Pradesh Act No. 17 of 2007)

**Ordinance No. 58  
DENTAL MECHANICS COURSE****1.0 AIMS & OBJECTIVES**

- 1.1 This course aims to facilitate students to understand and gain knowledge of various works done in dental laboratory in the absence of the patient. They should be trained to acquire thorough knowledge to make or repair denture and dental appliances.
- 1.2 Designing dental structures and dental accessories for a patient. In general, this professional should work behind the scene along with the dentist to give the patients a perfect set of teeth.
- 1.3 A dental laboratory technician should be trained in such a way that they work with precision, great concentration and patience, with high standard of hand skills.
- 1.4 As a member of dental health team a dental laboratory technician should provide service/assistance to dentists by constructing for them a variety of appliances to repair, replace, or reposition teeth of patients whose natural teeth are broken, missing or need repositioning.

**2.0 APPLICABILITY**

- 2.1 This ordinance shall apply to the Programme and Course leading towards the award of Diploma in Dental Mechanics.

**3.0 DEFINITIONS**

- 3.1 **Academic Year:** Normally a period of 12 months, co-commencing with the programme.
- 3.2 **Course:** An Academic component of a programme, carrying a distinctive code and specific credits assigned to it.
- 3.3 **External Examiner:** Examiner not in the employment of the University.
- 3.4 **Institute:** The Constituent Institute conducting the Dental Mechanics Course.
- 3.5 **Programme:** Programme of Course and/or other components leading to the award of Diploma in Dental Mechanics.

**3.6 Regular Student:** A student who is enrolled in a Constituent Institution, for the purpose of obtaining a Diploma based on recognized education credential, to receive education on a full time basis on payment of tuition fee.

**3.7 University:** People's University, Bhopal, Madhya Pradesh

## 4.0 ADMISSION

### 4.1 ELIGIBILITY

**4.1.1** For the purpose of establishment of uniformity in dental education in this course throughout India it is necessary that the course of instructions to be pursued in all the institutions should be standardized. To achieve this :-(i) a candidate should be at least 17 years of age at the time of admission or within 3 months of it and should be medically fit to pursue the course.

**4.1.2** The candidate must have passed 10+2 or two years intermediate or equivalent course thereof with Science subjects (i.e.) Physics, Chemistry and Biology from a recognized board/Indian university or Pre-University/Intermediate Board.

**4.1.3** The candidate should have passed the higher secondary school examination or its equivalent with not less than 50 percent marks in English, Physics, Chemistry and Biology taken together.

**4.1.4** Reservation of seats will be as per Government norms.

### 4.2 PROCEDURE AND CRITERIA

**4.2.1** Merit prepared on the basis of qualifying examination/interview or prepared on the basis of test conducted by University or an Agency on its behalf.

**4.2.2** Last date for admission will be as notified by the University.

## 5.0 DURATION & COMMENCEMENT OF THE COURSE

**5.1** The duration of the course shall be of two years.

**5.2** All the candidates for the course of Dental Mechanics are required to pursue the recommended course for at least two academic years as full time candidates in a constituent institution of Peoples University, Bhopal, Madhya Pradesh and recognized by the Dental Council India.

**5.3** The Dental Mechanics Course shall commence from first week of July each year/or as prescribed by the Statutory Body/Competent Authority.

## 6.0 MEDIUM OF INSTRUCTIONS

6.1 Medium of instructions and examinations shall be English.

## 7.0 ATTENDANCE

7.1 Every candidate shall have not less than 75 percent of attendance in each year of course both in theory and practical separately for appearing in the university examinations.

## 8.0 EXAMINATION

8.1 The Examination shall be held on such dates as may be fixed by the university. The examination shall consist of two parts: (1) Primary and (2) Final Examination.

## 9.0 PASSING CRITERIA

9.1 The minimum number or marks require to pass the examination shall be fifty percent in each paper both in the (i) written with oral and (ii) practical parts of the examination.

## 10. APPOINTMENT OF UNIVERSITY EXAMINERS

10.1 An Examination for the grant of Diploma of Dental Mechanics shall be conducted by a Board of three Examiners imparting training for qualification of Dental Mechanics Course approved by the Dental Council of India. One of the Examiners must be external.

10.2 Out of 3 members of Examining Board, the external and one internal examiner should be a reader in Prosthodontics (MDS) and third examiner can be tutor (Dental Mechanics) involved in practical teaching of the course.

## 11.0 MERIT

11.1 Merit List shall comprise of 10% of the Programme Intake or class strength or five students (whichever is less) who pass in First Division, in the Programme, in first attempt. Non-appearance in an examination shall count as an attempt, for this provision.

## 12.0 CANCELLATION OF ADMISSION

12.1 Admission of a student may be cancelled under following circumstances:-

12.1.1 At any stage, if student is not found qualified for the Programme, as per norms/ guidelines or the eligibility criteria prescribed by the University.

12.1.2 Failing to complete the course within four years of commencement.

12.1.3 Involvement in gross indiscipline in the Institute / University.

12.1.4 He/she has been found to have produced false/forged documents or found to have used unfair means to secure admission.

**Ordinance No. 59**  
**DIPLOMA COURSE IN DENTAL HYGIENISTS**

**1.0 AIMS & OBJECTIVE**

1.1 The Aim of Dental Hygienist training is to train students who will-

1.1.1 Practice course speciality efficiently and effectively, backed by scientific knowledge and skill.

1.1.2 Exercise empathy and caring attitude and maintain high ethical standards.

1.1.3 Achieving a systematic approach for delivery of medical hygiene Care.

1.1.4 Education and imparting care at a community level.

1.1.5 The objective is to train the candidate so as to educate dental Hygienist who is scientifically orientated, socially aware, technically skilled, ethical practitioners competent for employment in multiple delivery settings. As members of the dental health team, they will prepare to assume professional responsibilities for providing the highest quality of preventive, educational and therapeutic services to patients in their care. The above objectives are to be achieved by the time the candidate completes the course. The objectives may be considered as - Knowledge (Cognitive domain), Skills (Psycho motor domain), Human Values, ethical practice and communication abilities.

**2.0 APPLICABILITY**

2.1 This Ordinance shall apply to the Programme and courses leading to the award of Degree of Diploma in Dental Hygienists based on Annual Examinations System.

**3.0 DEFINITIONS**

3.1 **Academic Year:** Normally a period of 12 months, co-commencing with the programme.

3.2 **Course:** An Academic component of a programme, carrying a distinctive code and specific credits assigned to it.

3.3 **External Examiner:** Examiner not in the employment of the University

3.4 **Institute:** The Constituent Institute conducting the Diploma in Dental Hygienist Programme.

3.5 **Programme:** Programme of Course and/or other components leading to the award of Degree of Diploma in Dental Hygienist Programme

3.6 **Regular Student:** A student who is enrolled in a Constituent Institution, for the purpose of obtaining a Degree/Diploma/Certificate/other recognized education credential, to receive education on a full time basis on payment of tuition fee..

3.7 **University:** People's University, Bhopal, Madhya Pradesh.

**4.0 ADMISSION****(A) Eligibility**

- 4.1 The candidates should have passed 10+1 & 10+2 examination with Science subjects viz English, Physics, Chemistry & Biology from any recognized Board/ University.
- 4.2 The Candidates should be 17 years of age at the time of admission or within three months of it.
- 4.3 The candidates should be medically fit.

**(B) Procedure & Criteria**

- 4.4 Students for Diploma of Dental Hygienist Course shall be selected strictly on the basis of their academic merit based on:
- 4.4.1 The merit as determined by the common entrance examination conducted by the Peoples University/ or as decided by Statutory Body.
- 4.4.2 The Minimum Percentage of marks for eligibility for admission to Diploma Hygienist Courses is 50% for general category candidates and 40% for the candidates belonging to scheduled Castes and Scheduled tribes, obtained in Common entrance examination as mentioned above.

**5.0 COMMENCEMENT & DURATION**

- 5.1 The Diploma Course shall be of two academic years as full time study. All the candidates for the degree of Diploma are required to persue the prescribed course for two academic years as full time candidates. No candidate shall be permitted to work in clinic/ laboratory/ nursing home/college while studying Diploma course.
- 5.2 The Candidates shall undertake the study under the direction of the Head of the department.
- 5.3 Diploma Hygienist Course shall commence from 1<sup>st</sup> July each year /as prescribe the statutory body/Competent authority.

**6.0 MEDIUM OF INSTRUCTION:**

- 6.1 English shall be the medium of instruction and examinations

**7.0 ATTENDANCE, PROGRESS AND CONDUCT**

- 7.1 Regular Students to be eligible to appear in the University examination, are required to attend a minimum of 75% attendance in each year.

**8.0 UNIVERSITY EXAMINATION****8.1 General:**

- 8.1.1 There shall be two examination held: the Primary Examination, at the end of first year and Final Diploma Examination at the end of second year.
- 8.1.2 The examination consists of Theory (Written), Practical/Clinical and Viva Voce

**9.0 PASSING CRITERIA**

- 9.1 The minimum number marks require to pass the examinations shall be 50 % in each paper both in the written and practical Examinations

## 10.0 APPOINTMENT OF UNIVERSITY EXAMINERS

- 10.1 An Examination for the grant of Diploma of Dental Hygienists shall be conducted by a Board of three Examiners imparting training for qualification of Dental Hygienists Course approved by the Dental Council of India. One of the Examiners must be external.
- 10.2 Out of 3 members of Examining Board, the external and one internal examiner should be a reader in Periodontics (MDS) and third examiner can be tutor (Dental Hygienists) involved in practical teaching of the course.

## 11.0 MERIT

- 11.1 Merit List shall comprise of 10% of the Programme Intake or class strength or five students (whichever is less) who pass in First Division, in the Programme, passing all semesters in first attempt. Non-appearance in an examination shall count as an attempt, for this provision.

## 12.0 CANCELLATION OF ADMISSION

- 12.1 Admission of a student may be cancelled under following circumstances:-

- 12.1.1 At any stage, if student is not found qualified for the Programme, as per norms/ guidelines or the eligibility criteria prescribed by the University.
- 12.1.2 Failing to complete the course within four years of commencement.
- 12.1.3 Involvement in gross indiscipline in the Institute / University.
- 12.1.4 He/she has been found to have produced false/forged documents or found to have used unfair means to secure admission.

**Ordinance No. 60****Master of Laws (LLM) One year Programme****1.0 AIM & OBJECTIVES OF LLM PROGRAMME:**

People's University is committed to contribute to nation building by producing future Legal experts in varied specializations. With a Mission to develop students into integrated personalities and worthy citizens of India through imparting legal skills, imbining ethical values and building their self confidence, the LLM Programme has the following Aim and Objectives:-

**1.1 AIM:**

The aim of LLM programme is to develop professionals on varied areas of law like Corporate law, Cyber law, Intellectual Property Rights, Labour Law, Criminal Law, Business Law, HR Law, Constitutional & Administrative Law, Medico Legal and other varied areas of law for emphasizing on comparative approach to legal issues & research. The programme also aims to equip students with legal skills enabling them to adapt, innovate and apply their knowledge on wide variety of legal issues.

**1.2 OBJECTIVES:**

- 1.2.1 To impart Law education for creating competent professionals.
- 1.2.2 To promote a yearning for creativity, entrepreneurship and research.
- 1.2.3 To establish synergistic relationships with the Legal experts and the society.
- 1.2.4 To help students become ethical and self confident human beings genuinely interested in serving the nation.

**2.0 APPLICABILITY:**

This ordinance shall apply to the programme and courses leading to the award of the post graduate degree of Master of Laws (LLM).

**3.0 DEFINITIONS:**

- 3.1 Academic Year:** Normally a period of 12 months, co-commencing with the programme.
- 3.2 Allowed to keep term (ATKT):** A system of promotion wherein students who are yet to pass one or more of the previous semesters are permitted for the next semester based on the prescribed Promotion Criterion.
- 3.3 Course:** An Academic programme and/or component, carrying a distinctive code and specific credits assigned to it.
- 3.4 External Examiner:** Examiner not in the employment of the University.
- 3.5 Programme:** Programme of courses and/or other components leading to the award of degree of Master of Law/LLM.
- 3.6 Regular Student:** A student who is enrolled in a constituent institution for the purpose of obtaining a Degree/Diploma/Certificate/other recognized education credential to receive education on a full time basis on payment of tuition fee.
- 3.7 Semester System:** A System wherein each academic year is apportioned into two semesters of six months each, devoted for the completion of requirements specified in the scheme of teaching and related examinations.
- 3.8 University:** People's University, Bhopal, Madhya Pradesh.

**4.0 ADMISSION:**

**4.1** Candidates possessing following qualification shall be eligible for admission:-

**4.1.1** To be eligible to appear for admission to One year- LLM Programme, a candidate should have passed the LLB or an equivalent degree from a recognized University with 55% marks.

**4.2** Admissions shall be according to the following criteria:-

**4.2.1** Merit prepared on the basis of qualifying examination/interview or test conducted by University or an agency on its behalf.

**4.3** Last date for admission will be as notified by the University.

**4.4** Admission of Foreign Nationals/NRI/PIO shall be as per policy/rules as applicable.

**4.5** Candidate who has already appeared in the final semester of the Graduate programme may be considered for admission, if he/ she has successfully passed all previous examinations. Such candidate shall be admitted provisionally and shall be required to submit certificate and mark-sheet as proof of passing qualifying examination, within three months of commencement of the programme. Otherwise his/her admission shall be cancelled. Such candidate shall not be eligible for refund of fees.

**5.0 COMMENCEMENT AND DURATION:**

**5.1** LLM shall be a fulltime post graduate degree programme of two semesters.

**5.2** Minimum duration to complete LLM would be 1 year and Maximum period for completion of LLM Programme shall be 2 years from the date of commencement of the Programme.

**6.0 MEDIUM OF INSTRUCTION:**

English shall be medium of instruction and examination.

**7.0 ATTENDANCE:**

Regular students, to be eligible to appear in the University examination, are required to attend a minimum of 75% classes, in each semester.

**8.0 EXAMINATION:**

**8.1** Following University Examinations shall be held at the end of each semester:-

**8.1.1 LLM:**

**8.1.1.1** I Semester.

**8.1.1.2** II Semester.

**8.2** University examinations of odd semester shall be held normally in November-December and that of even semester normally in May-June, each year.

**8.3.** Details of subjects, credits and course curricula for LLM programme shall be prescribed by the scheme of examination, prepared and proposed by BOS/HOF and approved by Academic Council.



**9.0 PROMOTION:**

**9.1** Subject to Registration in previous semester examination, every student will be allowed for subsequent semester, as per Table A.

**9.2 Table A:**

Promotion to Semester	Candidate should have passed in all subjects of semesters	Candidate should have been registered in semesters	Candidate should not have failed in an aggregate of more than 50% Papers of semesters
II	-	I	-

**10.0 HEAD OF PASSING & PASSING CRITERIA:**

**10.1** Heads of passing and passing criterion shall be as per Table B.

**10.2 Table B:**

S. No	Head of Passing	Minimum Passing Criterion
I	Theory Paper	Grade D
II	Practical	Grade D
III	Project	Grade D
IV	Semester	SGPA $\geq$ 5.0
V	Programme	CGPA $\geq$ 5.0

**11.0 APPOINTMENT OF UNIVERSITY EXAMINERS:**

**11.1** Examiners, Paper Setters, Evaluators, Re-evaluators etc. for Question Papers setting, Practical Examinations, Project work, Viva-voce examination and valuation of answer book etc. shall be Assistant Professor (s) / Associate Professor (s) / Professor (s) of People's University or from any recognized College / University, three years of teaching experience as recognized post graduate teacher in the subject. 50% of them shall be external examiners. They shall be nominated by the University from a panel submitted by the Dean of Faculty and Board of Studies

**11.2** Of the University with three years of teaching experience as recognized post graduate teacher in the subject shall be nominated as Internal Examiners/Moderators etc. by the University based on the recommendations of the Head of the Faculty / Institution.

**12.0 GRADING SYSTEM:**

**12.1** Aggregate marks in each subject shall be converted to corresponding Grade and equivalent Grade Point (GP) as per Table C.

**12.1.1 Table C:**

Grade	% Marks range in each subject (based on Marks System)	Equivalent Grade Point	Description of Performance
A	91.00-100	10	Outstanding
A+	81.00-90.99	9	Excellent
B	71.00-80.99	8	Very Good
B+	61.00-70.99	7	Good
C	51.00-60.99	6	Average
D	50.00 -50.99	5	Pass
F	<50	0	Fail
AB	Absent	0	Fail

- 12.2** Semester Grade Point Average (SGPA) shall be the weighted average of Grade Points (GP) of all subjects of a semester as per clause 12.4.
- 12.3** Cumulative Grade Point Average (CGPA) shall be the weighted average of SGPA's of all semesters, calculated as laid down vide clause 12.5, at the completion of programme.
- 12.4** Semester Grade Points Average (SGPA) and Cumulative Grade Point Average (CGPA) shall be calculated as follows:-

$$SGPA = \frac{\sum_{i=1}^n C_i P_i}{\sum_{i=1}^n C_i}$$

- 12.5** Where  $c_i$  is the number of credits offered in the  $i^{\text{th}}$  subject of a Semester for which SGPA is to be calculated,  $p_i$  is the corresponding Grade Point (GP) earned in the  $i^{\text{th}}$  subject, where  $i = 1, 2, \dots, n$  are the number of subjects in that semester.

$$CGPA = \frac{\sum_{j=1}^m SG_j NC_j}{\sum_{j=1}^m NC_j}$$

Here  $NC_j$  is the number of total credits offered in the  $j^{\text{th}}$  semester,  $SG_j$  is the SGPA earned in the  $j^{\text{th}}$  semester, where  $j = 1, 2, \dots, m$  are the number of semesters in that course.

### **13.0 DEGREE/GRADE SHEET:**

- 13.1** Students shall be eligible for award of degree subject to passing all courses as per criterion at Serial I & II of Table B.
- 13.2** Grade sheet, issued at the end of each semester, shall indicate SGPA of concerned semester. Final Grade Sheet, issued at the end of final semester of the course shall also indicate CGPA, equivalent percentage marks and Distinction / Division awarded.

### **14.0 REVALUATION:**

- 14.1** Revaluation shall be permitted only for theory paper(s) in University examination, on receipt of application, within stipulated time, on remittance of prescribed fee.
- 14.2** Revaluation shall be done by an examiner other than the first one.
- 14.3** Revaluation shall be permitted in any two theory papers only.
- 14.4** Results and Grade Sheet shall be revised after revaluation, as per the laid down provisions.

**15.0 DISTINCTION/DIVISION:**

**15.1** Distinction / Division shall be awarded, in the programme, as per following criterion:-

CGPA	Division
8.00 and above	First Division with Distinction
6.00 to 7.99	First Division
5.00 to 5.99	Second Division

**15.2** Award of Distinction / Division shall be made only on completion of the programme.

**15.3** For the purpose of award of Division, conversion from CGPA to an equivalent % shall be according to following formula.

**15.3.1** % Score = CGPA x 10.

**16.0 MERIT:**

**16.1** Merit List shall comprise of 10% of the programme intake or class strength or five students (whichever is less) who pass in First Division, in each of the semester examinations, in first attempt. Non-appearance in an examination shall count as an attempt, for this provision.

**17.0 CANCELLATION OF ADMISSION:**

**17.1** Admission of a student may be cancelled under following circumstances:

**17.1.1** At any stage, if student is not found qualified for the programme, as per norms/ guidelines or the eligibility criteria prescribed by the University.

**17.1.2** Failing to complete the course within four years of commencement of the course.

**17.1.3** Involvement in gross indiscipline in the University.

**Ordinance No. 61**  
**MASTER OF COMMERCE (M.Com)**

**1.0 AIM AND OBJECTIVE:**

People's University is committed to contribute to nation building by producing future Manager-Leaders who will lead India's quest to be a world superpower.

With a Mission to develop students into integrated personalities and worthy citizens of India through imparting managerial skills, imbibing ethical values and building their self confidence, the M.Com. Programme has the following Aim and Objectives:-

**1.1 AIM:**

To produce competent commerce professionals who will be full of self confidence, have high managerial skills, have high concern for the environment and adhere to universal ethical and moral values.

**1.2 OBJECTIVES:**

**1.2.1** To enable every student to cope up with the latest developments in contemporary, national and global level through effective transaction of the curricular and co-curricular aspects.

**1.2.2** To provides exposure to learners in the latest trends in relevant branches of knowledge, competence and creativity to face global challenges.

**1.2.3** To impart quality and need based education and also to sensitize the students to their changing roles in society through awareness raising activities.

**1.2.4** To motivate, mold and prepare the students for positions of leadership in business organizations at the local, national and international levels.

**2.0 APPLICABILITY:**

**2.1** This ordinance shall apply to the programme and courses leading to the award of post graduate degrees of Master of Commerce.

**3.0 DEFINITIONS:**

**3.1 Academic Year:** Normally a period of 12 months, co-commencing with the programme.

**3.2 Allowed to keep term (ATKT):** A system of promotion wherein students who are yet to pass one or more of the previous semesters are permitted for the next semester based on the prescribed Promotion Criterion.

**3.3 Course:** An Academic programme and/or component, carrying a distinctive code and specific credits assigned to it.

**3.4 External Examiner:** Examiner not in the employment of the University.

**3.5 Programme:** Programme of courses and/or other components leading to the award of degree of Master of Commerce/M.Com.

**3.6 Regular Student:** A student who is enrolled in a constituent institution for the purpose of obtaining a Degree/Diploma/Certificate/other recognized education credential to receive education on a full time basis on payment of tuition fee.

**3.7 Semester System:** A System wherein each academic year is apportioned into two semesters of six months each, devoted for the completion of requirements specified in the scheme of teaching and related examinations.

**3.8 University:** People's University, Bhopal, Madhya Pradesh.

#### **4.0 ADMISSION:**

**4.1** Candidates possessing Bachelor Degree with minimum aggregate 40% marks in Commerce of the University or of any other University recognized as equivalent thereto by the University shall be eligible for admission.

**4.2** Admissions shall be according to the following criteria:-

**4.2.1** Merit prepared on the basis of qualifying examination/interview or test conducted by University or an agency on its behalf.

**4.3** Last date for admission will be as notified by the University.

**4.4** Admission of Foreign Nationals / NRI/ PIO shall be as per policy / rules as applicable.

**4.5** Candidate who has already appeared in the last (i.e. VI) semester/III year examination of Graduate programme may be considered for admission, if he/ she has successfully passed, I to V Semester (I and II year) examination. Such candidate shall be admitted provisionally and shall be required to submit, certificate and mark-sheet as proof of passing qualifying examination, within three months of commencement of the programme. Otherwise his/her admission shall be cancelled. Such candidate shall not be eligible for refund of fees.

#### **5.0 COMMENCEMENT & DURATION:**

**5.1** Master of Commerce shall be a fulltime programme of duration of two Academic years. Each Academic year shall comprise of two semesters.

**5.2** The programme shall generally commence in July/August every year.

**5.3** Each semester shall be spread over not less than 90 teaching days.

**5.4** Maximum duration of passing the programme shall be four years from the day of commencement of the programme, notified by the University.

#### **6.0 MEDIUM OF INSTRUCTION:**

**6.1** English shall be the medium of instruction and examinations.

#### **7.0 ATTENDANCE:**

**7.1** Regular students, to be eligible to appear in the University examination, are required to attend a minimum of 75% classes, in each semester.

#### **8.0 EXAMINATIONS:**

**8.1** Following University Examinations shall be held at the end of each semester:-

**8.1.1 Master of Commerce:**

**8.1.1.1** I Semester.

**8.1.1.2** II Semester.

**8.1.2 Master of Commerce:**

**8.1.2.1** III Semester.

**8.1.2.2** IV Semester.

- 8.2** University examinations of odd semester shall be held normally in November-December and that of even semester normally in May-June, each year.
- 8.3.** Students failing in subjects of a semester may reappear in them in the subsequent semester examinations.
- 8.4** Details of subjects, credits and course curricula for Master of Commerce Programme shall be prescribed by the scheme of examination, prepared and proposed by BOS/HOF and approved by Academic Council.

**9.0 PROMOTION CRITERIA:**

**9.1** Subject to Registration in previous semester examination, every student will be allowed for subsequent semester, as per Table A.

**9.2 Table A:**

Promotion to Semester	Candidate should have passed in all subjects of semesters	Candidate should have been registered in semesters	Candidate should not have failed in an aggregate of more than 50% Papers of semesters
II	-	I	-
III	-	I & II	I & II
IV	-	I & II & III	I & II & III

**10.0 HEAD OF PASSING & PASSING CRITERIA:**

**10.1** Heads of passing and passing criterion shall be as per Table B.

**10.2 Table B:**

S. No	Head of Passing	Minimum Passing Criterion
I	Theory Paper	Grade D
II	Field Practical	Grade D
III	Project/Dissertation	Grade D
IV	Semester	SGPA $\geq$ 4.0
V	Programme	CGPA $\geq$ 4.0

**11.0 APPOINTMENT OF UNIVERSITY EXAMINERS:**

**11.1** Examiners, Paper Setters, Evaluators, Re-evaluators etc. for Question Papers setting, Practical Examinations, Project work, Viva-voce examination and valuation of answer book etc. shall be Assistant Professor (s) / Associate Professor (s) / Professor (s) of People's University or from any recognized College / University, three years of teaching experience as recognized post graduate teacher in the subject. 50% of them shall be external examiners. They shall be nominated by the University from a panel submitted by the Head of Faculty and Board of Studies

**11.2** Of the University with three years of teaching experience as recognized post graduate teacher in the subject shall be nominated as Internal Examiners/Moderators etc. by the University based on the recommendations of the Head of the Faculty / Institution.

**12.0 GRADING SYSTEM:**

**12.1** Aggregate marks in each subject shall be converted to corresponding Grade and equivalent Grade Point (GP) as per Table C.

**12.1.1 Table C:**

Grade	% Marks range in each subject (based on Marks System)	Equivalent Grade Point	Description of Performance
A	91-100	10	Outstanding
A+	81-90	9	Excellent
B	71-80	8	Very Good
B+	61-70	7	Good
C	51-60	6	Above average
C+	41-50	5	Average
D	40 only	4	Pass
F	<40	0	Fail
AB	Absent	0	Fail

**12.2** Semester Grade Point Average (SGPA) shall be the weighted average of Grade Points (GP) of all subjects of a semester as per clause 12.4.

**12.3** Cumulative Grade Point Average (CGPA) shall be the weighted average of SGPA of all semesters, calculated as laid down vide clause 12.5, at the completion of programme.

**12.4** Semester Grade Points Average (SGPA) and Cumulative Grade Point Average (CGPA) shall be calculated as follows:-

$$SGPA = \frac{\sum_{i=1}^n C_i P_i}{\sum_{i=1}^n C_i}$$

**12.5** Where  $c_i$  is the number of credits offered in the  $i^{\text{th}}$  subject of a Semester for which SGPA is to be calculated,  $p_i$  is the corresponding Grade Point (GP) earned in the  $i^{\text{th}}$  subject, where  $i = 1, 2, \dots, n$  are the number of subjects in that semester.

$$CGPA = \frac{\sum_{j=1}^m SG_j NC_j}{\sum_{j=1}^m NC_j}$$

Here  $NC_j$  is the number of total credits offered in the  $j^{\text{th}}$  semester,  $SG_j$  is the SGPA earned in the  $j^{\text{th}}$  semester, where  $j = 1, 2, \dots, m$  are the number of semesters in that course.

**13.0 DEGREE/GRADE SHEET:**

- 13.1** Students shall be eligible for award of degree subject to passing all courses as per criterion at Serial I & II of Table B.
- 13.2** Grade sheet, issued at the end of each semester, shall indicate SGPA of concerned semester. Final Grade Sheet, issued at the end of final semester of the course shall also indicate CGPA, equivalent percentage marks and Distinction /Division awarded.

**14.0 REVALUATION:**

- 14.1** Revaluation shall be permitted only for theory paper(s) in University examination, on receipt of application, within stipulated time, on remittance of prescribed fee.
- 14.2** Revaluation shall be done by an examiner other than the first one.
- 14.3** Revaluation shall be permitted in any two theory papers only.
- 14.4** Results and Grade Sheet shall be revised after revaluation, as per the laid down provisions.

**15.0 DISTINCTION/DIVISION:**

- 15.1** Distinction / Division shall be awarded, in the programme, as per following criterion:-

CGPA	Division
8.00 and above	First Division with Distinction
6.00 to 7.99	First Division
4.00 to 5.99	Second Division

- 15.2** Award of Distinction / Division shall be made only on completion of the programme.
- 15.3** For the purpose of award of Division, conversion from CGPA to an equivalent % shall be according to following formula.

**15.3.1** % Score = CGPA x 10.

**16.0 MERIT:**

- 16.1** Merit List shall comprise of 10% of the programme intake or class strength or five students (whichever is less) who pass in First Division, in each of the semester examinations, in first attempt. Non-appearance in an examination shall count as an attempt, for this provision.

**17.0 CANCELLATION OF ADMISSION:**

- 17.1** Admission of a student may be cancelled under following circumstances:
- 17.1.1** At any stage, if student is not found qualified for the programme, as per norms/ guidelines or the eligibility criteria prescribed by the University.
- 17.1.2** Failing to complete the course within four years of commencement of the course.
- 17.1.3** Involvement in gross indiscipline in the University.



**Ordinance No. 62**  
**MASTER OF ARTS (M.A.)**

**1.0 AIM AND OBJECTIVE:**

- 1.1 To specialize students in Basic Arts Subjects for higher studies.
- 1.2 To enable utilization of Arts Subjects in various professions.
- 1.3 To train students for advanced studies in Arts Subjects leading to research.
- 1.4 Developing human resource for government organization and industries which require use of these subjects.

**2.0 APPLICABILITY:**

- 2.1 This ordinance shall apply to the programme and courses leading to the award of post graduate degrees of Master of Arts (M.A.).

**3.0 DEFINITIONS:**

- 3.1 **Academic Year:** Normally a period of 12 months, co-commencing with the programme.
- 3.2 **Allowed to keep term (ATKT):** A system of promotion wherein students who are yet to pass one or more of the previous semesters are permitted for the next semester based on the prescribed Promotion Criterion.
- 3.3 **Course:** An Academic programme and/or component, carrying a distinctive code and specific credits assigned to it.
- 3.4 **External Examiner:** Examiner not in the employment of the University.
- 3.5 **Programme:** Programme of courses and/or other components leading to the award of degree of Master of Arts (M.A.).
- 3.6 **Regular Student:** A student who is enrolled in a constituent institution for the purpose of obtaining a Degree/Diploma/Certificate/other recognized education credential to receive education on a full time basis on payment of tuition fee.
- 3.7 **Semester System:** A System wherein each academic year is apportioned into two semesters of six months each, devoted for the completion of requirements specified in the scheme of teaching and related examinations.
- 3.8 **University:** People's University, Bhopal, Madhya Pradesh.

**4.0 ADMISSION:**

- 4.1 Candidates possessing following qualification shall be eligible for admission:-
  - 4.1.1 Graduate in any subject from a University with minimum aggregate 40% marks.
- 4.2 Admissions shall be according to the following criteria:-
  - 4.2.1 Merit prepared on the basis of qualifying examination/interview or test conducted by University or an agency on its behalf.
- 4.3 Last date for admission will be as notified by the University.
- 4.4 Admission of Foreign Nationals / NRI/ PIO shall be as per policy / rules as applicable.
- 4.5 Candidate who has already appeared in the last (i.e. VI) semester/III year examination of Graduate programme may be considered for admission, if he/ she has successfully passed, I to V Semester (I and II year) examination. Such candidate shall be admitted provisionally and shall be required to submit, certificate and mark-sheet as proof of passing qualifying examination, within three months of commencement of the programme. Otherwise his/her admission shall be cancelled.

**5.0 COMMENCEMENT & DURATION:**

- 5.1** Master of Arts shall be a fulltime programme of duration of two academic years. Each academic year shall comprise of two semesters.
- 5.2** The programme shall generally commence in June/July every year.
- 5.3** Each semester shall be spread over not less than 90 teaching days.
- 5.4** Maximum duration of passing the programme shall be four years from the day of commencement of the programme, notified by the University.

**6.0 MEDIUM OF INSTRUCTION:**

- 6.1** English shall be the medium of instruction and examinations.

**7.0 ATTENDANCE:**

- 7.1** Regular students, to be eligible to appear in the University examination, are required to attend a minimum of 75% classes, in each semester.

**8.0 EXAMINATIONS:**

- 8.1** Following University Examinations shall be held at the end of each semester:-

**8.1.1 M. A. First Year:**

**8.1.1.1** I Semester.

**8.1.1.2** II Semester.

**8.1.2 M. A. Second Year:**

**8.1.2.1** III Semester.

**8.1.2.2** IV Semester.

- 8.2** University examinations of odd semester shall be held normally in November-December and that of even semester normally in May-June, each year.

- 8.3.** Details of subjects, credits and course curricula for Master of Arts programme shall be prescribed by the scheme of examination, prepared and proposed by BOS/HOF and approved by Academic Council.

**9.0 PROMOTION CRITERIA:**

- 9.1** Subject to Registration in previous semester examination, every student will be allowed for subsequent semester, as per Table A.

**9.2 Table A:**

Promotion to Semester	Candidate should have passed in all subjects of semesters	Candidate should have been registered in semesters	Candidate should not have failed in an aggregate of more than 50% Papers of semesters
II	-	I	-
III	-	I & II	I & II
IV	-	I & II & III	I & II & III

**10.0 HEAD OF PASSING & PASSING CRITERIA:**

**10.1** Heads of passing and passing criterion shall be as per Table B.

**10.2 Table B:**

S. No	Head of Passing	Minimum Passing Criterion
I	Theory Paper	Grade D
II	Practical	Grade D
III	Project	Grade D
IV	Semester	SGPA $\geq$ 4.0
V	Programme	CGPA $\geq$ 4.0

**10.3** There is no provision of grace / condonation of marks.

**11.0 APPOINTMENT OF UNIVERSITY EXAMINERS:**

**11.1** Examiners, Paper Setters, Evaluators, Re-evaluators etc. for Question Papers setting, Practical Examinations, Project work, Viva-voce examination and valuation of answer book etc. shall be Assistant Professor (s) / Associate Professor (s) / Professor (s) of People's University or from any recognized College / University, three years of teaching experience as recognized post graduate teacher in the subject. 50% of them shall be external examiners. They shall be nominated by the University from a panel submitted by the Dean of Faculty and Board of Studies.

**11.2** Of the University with three years of teaching experience as recognized post graduate teacher in the subject shall be nominated as Internal Examiners/Moderators etc. by the University based on the recommendations of the Head of the Faculty / Institution.

**12.0 GRADING SYSTEM:**

**12.1** Aggregate marks in each subject shall be converted to corresponding Grade and equivalent Grade Point (GP) as per Table C.

**12.1.1 Table C:**

Grade	% Marks range in each subject (based on Marks System)	Equivalent Grade Point	Description of Performance
A	91-100	10	Outstanding
A+	81-90	9	Excellent
B	71-80	8	Very Good
B+	61-70	7	Good
C	51-60	6	Above average
C+	41-50	5	Average
D	40 only	4	Pass
F	<40	0	Fail
AB	Absent	0	Fail

**12.2** Semester Grade Point Average (SGPA) shall be the weighted average of Grade Points (GP) of all subjects of a semester as per clause 12.4.

**12.3** Cumulative Grade Point Average (CGPA) shall be the weighted average of SGPAs of all semesters, calculated as laid down vide clause 12.5, at the completion of programme.

**12.4** Semester Grade Points Average (SGPA) and Cumulative Grade Point Average (CGPA) shall be calculated as follows:-

$$SGPA = \frac{\sum_{i=1}^n C_i P_i}{\sum_{i=1}^n C_i}$$

- 12.5** Where  $c_i$  is the number of credits offered in the  $i^{\text{th}}$  subject of a Semester for which SGPA is to be calculated,  $p_i$  is the corresponding Grade Point (GP) earned in the  $i^{\text{th}}$  subject, where  $i = 1, 2, \dots, n$  are the number of subjects in that semester.

$$CGPA = \frac{\sum_{j=1}^m SG_j NC_j}{\sum_{j=1}^m NC_j}$$

Here  $NC_j$  is the number of total credits offered in the  $j^{\text{th}}$  semester,  $SG_j$  is the SGPA earned in the  $j^{\text{th}}$  semester, where  $j = 1, 2, \dots, m$  are the number of semesters in that course.

**13.0 DEGREE/GRADE SHEET:**

- 13.1** Students shall be eligible for award of degree subject to passing all courses as per criterion laid in Table 10.2.
- 13.2** Grade sheet shall be issued at the end of each semester, shall indicate SGPA of concerned semester. Final Grade Sheet, issued at the end of final semester of the course shall also indicate CGPA, equivalent percentage marks and Distinction / Division awarded.

**14.0 REVALUATION:**

- 14.1** Revaluation shall be permitted only for theory paper(s) in University examination, on receipt of application, within stipulated time, on remittance of prescribed fee.
- 14.2** Revaluation shall be done by an examiner other than the first one.
- 14.3** Revaluation shall be permitted in any two theory papers only.
- 14.4** Results and Grade Sheet shall be revised after revaluation, as per the laid down provisions.

**15.0 DISTINCTION/DIVISION:**

- 15.1** Distinction / Division shall be awarded, in the programme, as per following criterion:-

CGPA	Division
8.00 and above	First Division with Distinction
6.00 to 7.99	First Division
4.00 to 5.99	Second Division

- 15.2** Award of Distinction / Division shall be made only on completion of the programme.
- 15.3** For the purpose of award of Division, conversion from CGPA to an equivalent % shall be according to following formula.

**15.3.1** % Score = CGPA x 10.

**16.0 MERIT:**

- 16.1** Merit List shall comprise of 10% of the programme intake or class strength or five students (whichever is less) who pass in First Division, in each of the semester examinations, in first attempt. Non-appearance in an examination shall count as an attempt, for this provision.

**17.0 CANCELLATION OF ADMISSION:**

- 17.1** Admission of a student may be cancelled under following circumstances:
- 17.1.1** At any stage, if student is not found qualified for the programme, as per norms/ guidelines or the eligibility criteria prescribed by the University.
- 17.1.2** Failing to complete the course within four years of commencement of the course.
- 17.1.3** Involvement in gross indiscipline in the University.

**Ordinance No. 63**  
**MASTER OF SOCIAL WORK (MSW)**

**1.0 AIM AND OBJECTIVE:**

- 1.1 To promote effective & human service system,
- 1.2 To enhance problem solving, coping & development capacities,
- 1.3 To link people with resources, services & opportunities,
- 1.4 To develop & improve social policy,
- 1.5 Caring, curing & changing the society.

**2.0 APPLICABILITY:**

- 2.1 This ordinance shall apply to the programme and courses leading to the award of post graduate degrees of Master of Social Work/M.S.W.

**3.0 DEFINITIONS:**

- 3.1 **Academic Year:** Normally a period of 12 months, co-commencing with the programme.
- 3.2 **Allowed to keep term (ATKT):** A system of promotion wherein students who are yet to pass one or more of the previous semesters are permitted for the next semester based on the prescribed Promotion Criterion.
- 3.3 **Course:** An Academic programme and/or component, carrying a distinctive code and specific credits assigned to it.
- 3.4 **External Examiner:** Examiner not in the employment of the University.
- 3.5 **Programme:** Programme of courses and/or other components leading to the award of degree of Master of Social Work/M.S.W.
- 3.6 **Regular Student:** A student who is enrolled in a constituent institution for the purpose of obtaining a Degree/Diploma/Certificate/other recognized education credential to receive education on a full time basis on payment of tuition fee.
- 3.7 **Semester System:** A System wherein each academic year is apportioned into two semesters of six months each, devoted for the completion of requirements specified in the scheme of teaching and related examinations.
- 3.8 **University:** People's University, Bhopal, Madhya Pradesh.

**4.0 ADMISSION:**

- 4.1 Candidates possessing following qualification shall be eligible for admission:-
  - 4.1.1 Graduate (with Humanities/Social Science/Science/Commerce or Management) from a University with minimum aggregate 40% marks.
  - 4.1.2 Students with background in social work, psychology, social science, sociology or any other related fields are given preference over others.
- 4.2 Admissions shall be according to the following criteria:-
  - 4.2.1 Merit prepared on the basis of qualifying examination/interview or test conducted by University or an agency on its behalf.
- 4.3 Last date for admission will be as notified by the University.
- 4.4 Admission of Foreign Nationals / NRI/ PIO shall be as per policy / rules as applicable.

**4.5** Candidate who has already appeared in the last (i.e. VI) semester/III year examination of Graduate programme may be considered for admission, if he/ she has successfully passed, I to V Semester (I and II year) examination. Such candidate shall be admitted provisionally and shall be required to submit, certificate and mark-sheet as proof of passing qualifying examination, within three months of commencement of the programme. Otherwise his/her admission shall be cancelled. Such candidate shall not be eligible for refund of fees.

## **5.0 COMMENCEMENT & DURATION:**

- 5.1** Master of Social Work shall be a fulltime programme of duration of two Academic years. Each Academic year shall comprise of two semesters
- 5.2** The programme shall generally commence in July/August every year.
- 5.3** Each semester shall be spread over not less than 90 teaching days.
- 5.4** Maximum duration of passing the programme shall be four years from the day of commencement of the programme, notified by the University.

## **6.0 MEDIUM OF INSTRUCTION:**

- 6.1** English shall be the medium of instruction and examinations.

## **7.0 ATTENDANCE:**

- 7.1** Regular students, to be eligible to appear in the University examination, are required to attend a minimum of 75% classes, in each semester.

## **8.0 EXAMINATIONS:**

- 8.1** Following University Examinations shall be held at the end of each semester:-

**8.1.1 Master of Social Work First Year:**

**8.1.1.1** I Semester.

**8.1.1.2** II Semester.

**8.1.2 Master of Social Work Second Year:**

**8.1.2.1** III Semester.

**8.1.2.2** IV Semester.

- 8.2** University examinations of odd semester shall be normally held in November-December and that of even semester normally in May-June, each year.

- 8.4** Details of subjects, credits and course curricula for Master of Social Work Programme shall be prescribed by the scheme of examination, prepared and proposed by BOS/HOF and approved by Academic Council.

## **9.0 PROMOTION CRITERIA:**

- 9.1** Subject to Registration in previous semester examination, every student will be allowed for subsequent semester, as per Table A.

**9.2 Table A:**

Promotion to Semester	Candidate should have passed in all subjects of semesters	Candidate should have been registered in semesters	Candidate should not have failed in an aggregate of more than 50% Papers of semesters
II	-	I	-
III	-	I & II	I & II
IV	-	I & II & III	I & II & III

**10.0 HEAD OF PASSING & PASSING CRITERIA:**

**10.1** Heads of passing and passing criterion shall be as per Table B.

**10.2 Table B:**

S. No	Head of Passing	Minimum Passing Criterion
I	Theory Paper	Grade D
II	Practical	Grade D
III	Project	Grade D
IV	Semester	SGPA $\geq$ 4.0
V	Programme	CGPA $\geq$ 4.0

**11.0 APPOINTMENT OF UNIVERSITY EXAMINERS:**

**11.1** Examiners, Paper Setters, Evaluators, Re-evaluators etc. for Question Papers setting, Practical Examinations, Project work, Viva-voce examination and valuation of answer book etc. shall be Assistant Professor (s) / Associate Professor (s) / Professor (s) of People's University or from any recognized College / University, three years of teaching experience as recognized post graduate teacher in the subject. 50% of them shall be external examiners. They shall be nominated by the University from a panel submitted by the Dean of Faculty and Board of Studies

**11.2** Of the University with three years of teaching experience as recognized post graduate teacher in the subject shall be nominated as Internal Examiners/Moderators etc. by the University based on the recommendations of the Head of the Faculty / Institution.

**12.0 GRADING SYSTEM:**

**12.1** Aggregate marks in each subject shall be converted to corresponding Grade and equivalent Grade Point (GP) as per Table C.

**12.1.1 Table C:**

Grade	% Marks range in each subject (based on Marks System)	Equivalent Grade Point	Description of Performance
A	91-100	10	Outstanding
A+	81-90	9	Excellent
B	71-80	8	Very Good
B+	61-70	7	Good
C	51-60	6	Above average
C+	41-50	5	Average
D	40 only	4	Pass
F	<40	0	Fail
AB	Absent	0	Fail

- 12.2** Semester Grade Point Average (SGPA) shall be the weighted average of Grade Points (GP) of all subjects of a semester as per clause 12.4.
- 12.3** Cumulative Grade Point Average (CGPA) shall be the weighted average of SGPA's of all semesters, calculated as laid down vide clause 12.5, at the completion of programme.
- 12.4** Semester Grade Points Average (SGPA) and Cumulative Grade Point Average (CGPA) shall be calculated as follows:-

$$SGPA = \frac{\sum_{i=1}^n C_i P_i}{\sum_{i=1}^n C_i}$$

- 12.5** Where  $c_i$  is the number of credits offered in the  $i^{\text{th}}$  subject of a Semester for which SGPA is to be calculated,  $p_i$  is the corresponding Grade Point (GP) earned in the  $i^{\text{th}}$  subject, where  $i = 1, 2, \dots, n$  are the number of subjects in that semester.

$$CGPA = \frac{\sum_{j=1}^m SG_j NC_j}{\sum_{j=1}^m NC_j}$$

Here  $NC_j$  is the number of total credits offered in the  $j^{\text{th}}$  semester,  $SG_j$  is the SGPA earned in the  $j^{\text{th}}$  semester, where  $j = 1, 2, \dots, m$  are the number of semesters in that course.

**13.0 DEGREE/GRADE SHEET:**

- 13.1** Students shall be eligible for award of degree subject to passing all courses as per criterion at Serial I & II of Table B.
- 13.2** Grade sheet, issued at the end of each semester, shall indicate SGPA of concerned semester. Final Grade Sheet, issued at the end of final semester of



the course shall also indicate CGPA, equivalent percentage marks and Distinction/Division awarded.

#### 14.0 REVALUATION:

- 14.1** Revaluation shall be permitted only for theory paper(s) in University examination, on receipt of application, within stipulated time, on remittance of prescribed fee.
- 14.2** Revaluation shall be done by an examiner other than the first one.
- 14.3** Revaluation shall be permitted in any two theory papers only.
- 14.4** Results and Grade Sheet shall be revised after revaluation, as per the laid down provisions.

#### 15.0 DISTINCTION/DIVISION:

- 15.1** Distinction / Division shall be awarded, in the programme, as per following criterion:-

CGPA	Division
8.00 and above	First Division with Distinction
6.00 to 7.99	First Division
4.00 to 5.99	Second Division

- 15.2** Award of Distinction / Division shall be made only on completion of the programme.
- 15.3** For the purpose of award of Division, conversion from CGPA to an equivalent % shall be according to following formula.

$$15.3.1 \quad \% \text{ Score} = \text{CGPA} \times 10.$$

#### 16.0 MERIT:

- 16.1** Merit List shall comprise of 10% of the programme intake or class strength or five students (whichever is less) who pass in First Division, in each of the semester examinations, in first attempt. Non-appearance in an examination shall count as an attempt, for this provision.

#### 17.0 CANCELLATION OF ADMISSION:

- 17.1** Admission of a student may be cancelled under following circumstances:
- 17.1.1** At any stage, if student is not found qualified for the programme, as per norms/ guidelines or the eligibility criteria prescribed by the University.
- 17.1.2** Failing to complete the course within four years of commencement of the course.
- 17.1.3** Involvement in gross indiscipline in the University.

**Ordinance No. 64**  
**LL.B. (Three Year) Course**

**1.0 AIM & OBJECTIVES:**

People's University is committed to contribute to nation building by producing future Legal experts in varied specializations. With a Mission to develop students into integrated personalities and worthy citizens of India through imparting legal skills, imbining ethical values and building their self confidence, the LL. B Programme has the following Aim and Objectives:-

**1.1 Aim:**

The aim of LL.B programme is to develop professionals on varied areas of law. The programme also aims to equip students with legal skills enabling them to adapt, innovate and apply their knowledge on wide variety of legal issues

**1.2 Objectives:**

- 1.2.1 To impart Law education for creating competent professionals.
- 1.2.2 To promote a yearning for creativity, entrepreneurship and research.
- 1.2.3 To establish synergistic relationships with the Legal experts and the society.
- 1.2.4 To help students become ethical and self confident human beings genuinely interested in serving the nation.

**2.0 APPLICABILITY:**

This ordinance shall apply to the programme and courses leading to the award of the degree of Bachelor of Laws (LL.B.).

**3.0 DEFINITIONS:**

- 3.1 Academic Year:** Normally a period of 12 months, co-commencing with the program.
- 3.2 Allowed to Keep Term (ATKT):** A system of promotion wherein students who are yet to pass one or more of the previous semesters are permitted for the next semester based on the prescribed Promotion Criterion.
- 3.3 Course:** Academic component of a Program, carrying a distinctive code and specific credits assigned to it.
- 3.4 External Examiner:** Examiner not in the employment of the University.
- 3.5 Institute:** The Constituent Institute conducting the LL.B. Programs.
- 3.6 Programme:** Program of Courses and/or other components leading to the award of Double Degree Integrated LL.B. Programme.
- 3.7 Regular Student:** A student who is enrolled in a Constituent Institution for the purpose of obtaining a Degree recognized education credential to receive education on a full time basis on payment of tuition fee.

**3.8. Semester System:** A System wherein each Academic Year is apportioned into two semesters of six months each, devoted for the completion of requirements specified in the scheme of teaching and related examinations.

**3.9. University:** People's University, Bhopal, Madhya Pradesh.

#### **4.1 ADMISSION:**

**4.1** Candidates possessing following qualifications shall be eligible for admission.

**4.1.1** A candidate will be eligible for admission to LL.B. if he /she has completed graduation in any discipline of knowledge from a university established by an Act of Parliament or by a State legislature or an equivalent national institution recognized as a deemed to be university or foreign university recognized as equivalent to the status of an Indian universities by an authority competent to declare equivalence may apply for three year degree programme in law leading to conferment of LLB degree on successful completion of which is recognized by the Bar Council of India for the purpose of enrollment.

A candidate will be eligible for admission to LL.B. if he /she has completed graduation with minimum 45% marks of the total marks in case of general category applicants, 42% for OBC category and 40% of the total marks in case of SC and ST applicants, to be obtained in the qualifying examination in any discipline.

**4.1.2** Admission to 3 year- LL.B. Degree shall be done through merit of qualifying examination at the time of admission.

**4.2** Admissions shall be according to the following criteria:-

**4.2.1** Merit prepared on the basis of qualifying examination/interview or test conducted by University or an agency on its behalf.

**4.2.2** Last date for admission will be as notified by the University.

**4.2.3** Admission of Foreign Nationals/NRI/PIO shall be as per policy/rules as applicable.

#### **5.0 COMMENCEMENT AND DURATION:**

**5.1** LL.B. shall be a fulltime graduate degree programme of six semester.

**5.2** Minimum duration to complete LL.B would be 3 year and Maximum period for completion of LL.B. Programme shall be 6 years from the date of commencement of the Programme.

#### **6.0 MEDIUM OF INSTRUCTION:**

English shall be medium of instruction and examination.

**7.0 ATTENDANCE:**

Regular students, to be eligible to appear in the University examination, are required to attend a minimum of 75% theory classes and practical classes held separately in each subject of the course of study including moot court tutorial and practical training course.

**8.0 EXAMINATION:**

**8.1** Following University Examinations shall be held at the end of each semester:-

**8.1.1 LL.B:**

**8.1.1.1** I Semester.

**8.1.1.2** II Semester.

**8.1.1.3** III Semester.

**8.1.1.4** IV Semester.

**8.1.1.5** V Semester.

**8.1.1.6** VI Semester.

**8.2** University examinations of odd semester shall be held normally in November-December and in that of even semester in May-June, each year

**8.3.** Details of subjects, credits and course curricula for LL.B programme in shall be prescribed by the scheme of examination, prepared and proposed by BOS/HOF and approved by Academic Council.

**8.3.1** The scheme of exam would include Seminars, Tutorial Work, Moot Courts and Practical Training Programmers'

**8.3.2.** The Examination shall consist of one written examination at the end of each term in courses prescribed. The exam would be of 3 hours duration.

**9.0 PROMOTION:**

**9.1** A student admitted to Double Degree Integrated LL.B. Programme shall be promoted and/or allowed to keep term (ATKT) as per criteria laid down at Table A.

**9.2 Table A:**

Promoted /Allowed to keep semester	Student should have passed in all subjects of semesters	Student should have registered in semester(s)	Student should not have failed in an aggregate of more than 4 Papers of semesters
II	-	I	-

III	-	I & II	I & II
IV	-	I, II & III	I & II
V	I & II	I, II, III & IV	III & IV
VI	I & II	I, II, III, IV & V	III & IV

**9.3** If a candidate has passed all the subjects of an applicable year but has failed to score a minimum CGPA of 5.0; Such a candidate shall be permitted to improve requisite grade point by reappearing in theory subjects, in the ensuing examination.

#### **10.0 HEAD OF PASSING & PASSING CRITERIA:**

**10.1** Heads of passing and passing criterion shall be as per Table B.

**10.2 Table B:**

S. No	Head of Passing	Minimum Passing Criterion
I	Theory Paper including Internal Assessment	Grade D
II	Moot Court with Practical Training Programme	Grade D
III	Semester	SGPA $\geq 5.0$
IV	Program	CGPA $\geq 5.0$

#### **11.0 APPOINTMENT OF UNIVERSITY EXAMINERS:**

**11.1** Examiners, Paper Setters, Evaluators, Re-evaluators etc. for Question Papers setting, Moot Court with Practical Training Programme Viva-voce examination and valuation of answer book etc. shall be Assistant Professor (s) / Associate Professor (s) / Professor (s) of People's University or from any recognized College / University, with minimum of three years of teaching experience in the subject. Preferably 50% of them shall be external examiners. They shall be nominated by the University from a panel submitted by the Head of Faculty.

**11.2** Assistant Professor (s) / Associate Professor(s) / Professor (s) of the University shall be nominated as Internal Examiners/Moderators etc. by the University based on the recommendations of the Head of the Faculty / Institution.

#### **12.0 GRADING SYSTEM:**

**12.1** Aggregate marks in each subject shall be converted to corresponding Grade and equivalent Grade Point (GP) as per Table C.

**12.1.1 Table C:**

Grade	% Marks range in each subject (based on Marks System)	Equivalent Grade Point	Description of Performance
A+	91-100	10	Outstanding

A	81-90	9	Excellent
B+	71-80	8	Very good
B	61-70	7	Good
C	51-60	6	Average
D	50 – 50.99	5	Pass
F	Below 50	0	Fail

**12.2** Semester Grade Point Average (SGPA) shall be the weighted average of Grade Points (GP) of all subjects of a semester as per clause 12.4.

**12.3** Cumulative Grade Point Average (CGPA) shall be the weighted average of SGPA's of all semesters, calculated as laid down vide clause 12.5, at the completion of programme.

**12.4** Semester Grade Points Average (SGPA) and Cumulative Grade Point Average (CGPA) shall be calculated as follows:-

$$SGPA = \frac{\sum_{i=1}^n C_i P_i}{\sum_{i=1}^n C_i}$$

**12.5** Where  $c_i$  is the number of credits offered in the  $i^{\text{th}}$  subject of a Semester for which SGPA is to be calculated,  $p_i$  is the corresponding Grade Point (GP) earned in the  $i^{\text{th}}$  subject, where

$$CGPA = \frac{\sum_{j=1}^m SG_j NC_j}{\sum_{j=1}^m NC_j}$$

Here  $NC_j$  is the number of total credits offered in the  $j^{\text{th}}$  semester,  $SG_j$  is the SGPA earned in the  $j^{\text{th}}$  semester, where  $j = 1, 2, \dots, m$  are the number of semesters in that course.

### **13.0 DEGREE/GRADE SHEET:**

**13.1** Students shall be eligible for award of degree subject to passing all courses as per criterion at Serial I & II of Table B.

**13.2** Grade sheet, issued at the end of each semester, shall indicate SGPA of concerned semester. Final Grade Sheet, issued at the end of final semester of the course shall also indicate CGPA, equivalent percentage marks and Distinction / Division awarded.

### **14.0 REVALUATION:**

**14.1** Revaluation shall be permitted only for theory paper(s) in University examination, on receipt of application, within stipulated time, on remittance of prescribed fee.

**14.2** Revaluation shall be done by an examiner other than the first one.

**14.3** Revaluation shall be permitted in any two theory papers only.

**14.4** Results and Grade Sheet shall be revised after revaluation, as per the laid down provisions.

**15.0 DISTINCTION/DIVISION:**

**15.1** Distinction / Division shall be awarded, in the programme, as per following criterion:-

CGPA	Division
8.00 and above	First Division with Distinction
6.00 to 7.99	First Division
5.00 to 5.99	Second Division

**15.2** Award of Distinction / Division shall be made only on completion of the programme.

**15.3** For the purpose of award of Division, conversion from CGPA to an equivalent % shall be according to following formula.

**15.3.1** % Score = CGPA x 10.

**16.0 MERIT:**

**16.1** Merit List shall comprise of 10% of the programme intake or class strength or five students (whichever is less) who pass in First Division, in each of the semester examinations, in first attempt. Non-appearance in an examination shall count as an attempt, for this provision.

**17.0 CANCELLATION OF ADMISSION:**

**17.1** Admission of a student may be cancelled under following circumstances:

**17.1.1** At any stage, if student is not found qualified for the programme, as per norms/ guidelines or the eligibility criteria prescribed by the University.

**17.1.2** Failing to complete the course within six years of commencement of the course.

**17.1.3** Involvement in gross indiscipline in the University.

**Ordinance No. 65**  
**BA LL.B. Course (Five years Course)**

**1.0 AIM & OBJECTIVES OF BA LL.B. PROGRAMME:**

People's University is committed to contribute to nation building by producing future Legal experts in varied specializations. With a Mission to develop students into integrated personalities and worthy citizens of India through imparting legal skills, imbibing ethical values and building their self confidence, the BA LL.B. Programme has the following Aim and Objectives:-

**1.1 Aim:**

The aim of BA LL.B. programme is to develop professionals on varied areas of law. The programme also aims to equip students with legal skills enabling them to adapt, innovate and apply their knowledge on wide variety of legal issues

**1.2 Objectives:**

- 1.2.1 To impart Law education for creating competent professionals.
- 1.2.2 To promote a yearning for creativity, entrepreneurship and research.
- 1.2.3 To establish synergistic relationships with the Legal experts and the society.
- 1.2.4 To help students become ethical and self confident human beings genuinely interested in serving the nation.

**2.0 APPLICABILITY:**

This ordinance shall apply to the programme and courses leading to the award of the degree of BA LL.B.

**3.0 DEFINITIONS:**

- 3.1 Academic Year:** Normally a period of 12 months, co-commencing with the program.
- 3.2 Allowed to Keep Term (ATKT):** A system of promotion wherein students who are yet to pass one or more of the previous semesters are permitted for the next semester based on the prescribed Promotion Criterion.
- 3.3 Course:** Academic component of a Program, carrying a distinctive code and specific credits assigned to it.
- 3.4 External Examiner:** Examiner not in the employment of the University.
- 3.5 Institute:** The Constituent Institute conducting the BA LL.B. Programme.
- 3.6 Programme:** Program of Courses and/or other components leading to the award of BA LL.B. Programme.
- 3.7 Regular Student:** A student who is enrolled in a Constituent Institution for the purpose of obtaining a Degree/Diploma/Certificate/other recognized education credential to receive education on a full time basis on payment of tuition fee.



**3.8 Semester System:** A System wherein each Academic Year is apportioned into two semesters of six months each, devoted for the completion of requirements specified in the scheme of teaching and related examinations.

**3.9 University:** People's University, Bhopal, Madhya Pradesh.

#### **4.0 ADMISSION:**

**4.1** Candidates possessing following qualifications shall be eligible for admission.

4.1.1 An applicant who has successfully completed Senior Secondary School course ('+2') or equivalent (such as 11+1, 'A' level in Senior School Leaving certificate course) from a recognized University of India or outside or from a Senior Secondary Board or equivalent, constituted or recognized by the Union or by a State Government or from any equivalent institution from a foreign country recognized by the government of that country for the purpose of issue of qualifying certificate on successful completion of the course, may apply for and be admitted into the program of the University to obtain the integrated degree in law with a degree in any other subject as the first degree from the University whose such a degree in law is recognized by the Bar Council of India for the purpose of enrolment. Provided that applicants who have obtained + 2 Higher Secondary Pass Certificate or First Degree Certificate after prosecuting studies in distance or correspondence method shall also be considered as eligible for admission in the Integrated Five Years course or three years' LL.B. course, as the case may be.

Explanation: The applicants who have obtained 10 + 2 or graduation / post graduation through open Universities system directly without having any basic qualification for prosecuting such studies are not eligible for admission in the law courses.

4.1.2 As per stipulation of the Bar Council of India the minimum percentage of marks not below 45% of the total marks in case of general category applicants, 42% for OBC category and 40% of the total marks in case of SC/ST applicants, to be obtained in the qualifying examinations, such as 10+2 examination in case of Integrated Five Year B.A.LL.B. Course.

4.1.3 The maximum age for seeking admission into a stream of integrated Bachelor of law degree program as prescribed by Bar Council of India time to time.

4.1.4 The Eligibility for admission to the first year of B.A.LL.B. bachelor course shall be as prescribed by the bar council of India (BCI).

**4.2** Admissions shall be according to the following criteria:-

4.2.1 Merit prepared on the basis of qualifying examination/interview or test conducted by University or an agency on its behalf.

4.2.2 Last date for admission will be as notified by the University.

4.2.3 Admission of Foreign Nationals/NRI/PIO shall be as per policy/rules as applicable.

**5.0 COMMENCEMENT AND DURATION:**

- 5.1.1 BA LL.B. shall be a fulltime graduate degree programme of ten semesters.
- 5.1.2 Minimum duration to complete BA LL.B would be 5 years and Maximum period for completion of BA LL.B. Programme shall be 10 years from the date of commencement of the Programme.

**6.0 MEDIUM OF INSTRUCTION:**

English shall be medium of instruction and examination.

**7.0 ATTENDANCE:**

A regular student who has 75% or more attendance in each theory/ practical paper in a semester shall be eligible to appear in university examination.

**8.0 EXAMINATION:**

- 8.1 University Examinations shall be held at the end of each semester.
- 8.2 University examinations of odd semester shall be held normally in November-December and in that of even semester in May-June, each
- 8.3. Details of subjects, credits and course curriculum for BA LL.B programme in shall be prescribed by the scheme of examination, prepared and proposed by BOS/HOF and approved by Academic Council.

**9.0 PROMOTION:**

9.1A student admitted to BA LL.B. Programme shall be promoted and/or allowed to keep term (ATKT) as per criteria laid down at Table B.

**9.2 Table B:**

Promoted /Allowed to keep semester	Student should have passed in all subjects of semesters	Student should have registered in semester(s)	Student should not have failed in an aggregate of more than 5 Papers of semesters
II	-	I	-
III	-	I & II	I & II
IV	-	I, II & III	I & II
V	I & II	I, II, III & IV	III & IV
VI	I & II	I, II, III, IV & V	III & IV
VII	III & IV	I, II, III, IV, V & VI	IV & V
VIII	III & IV	I, II, III, IV, V, VI & VII	IV & V
IX	V & VI	I, II, III, IV, V, VI, VII & VIII	VI & VII
X	V & VI	I, II, III, IV, V, VI, VII & VIII & IX	VI & VII

9.3If a candidate has passed all the subjects of an applicable year but has failed to score a minimum CGPA of 5.0; Such a candidate shall be permitted to improve requisite grade point by reappearing in theory subjects, in the ensuing examination.

**10.0 HEAD OF PASSING & PASSING CRITERIA:**

**10.1** Heads of passing and passing criterion shall be as per Table B.

**10.2 Table B:**

S. No	Head of Passing	Minimum Passing Criterion
I	Theory Paper including Internal Assessment	Grade D
II	Practical Paper including Internal Assessment	Grade D
III	Semester	SGPA $\geq 5.0$
IV	Program	CGPA $\geq 5.0$

**11.0 APPOINTMENT OF UNIVERSITY EXAMINERS:**

**11.1** Examiners, Paper Setters, Evaluators, Re-evaluators etc. for Question Papers setting, Practical Examinations, Project work, Viva-voce examination and valuation of answer book etc. shall be Assistant Professor (s) / Associate Professor (s) / Professor (s) of People's University or from any recognized College / University, with minimum of three years of teaching experience in the subject. Preferably 50% of them shall be external examiners. They shall be nominated by the University from a panel submitted by the Head of Faculty.

**11.2** Assistant Professor (s) / Associate Professor(s) / Professor (s) of the University shall be nominated as Internal Examiners/Moderators etc. by the University based on the recommendations of the Head of the Faculty / Institution.

**12.0 GRADING SYSTEM:**

**12.1** Aggregate marks in each subject shall be converted to corresponding Grade and equivalent Grade Point (GP) as per Table C.

**12.1.1 Table C:**

Grade	% Marks range in each subject (based on Marks System)	Equivalent Grade Point	Description of Performance
A	91.00-100	10	Outstanding
A+	81.00-90.99	9	Excellent
B	71.00-80.99	8	Very Good
B+	61.00-70.99	7	Good
C	51.00-60.99	6	Average
D	50.00 -50.99	5	Pass
F	<50	0	Fail

**12.2** Semester Grade Point Average (SGPA) shall be the weighted average of Grade Points (GP) of all subjects of a semester as per clause 12.4.

**12.3** Cumulative Grade Point Average (CGPA) shall be the weighted average of SGPA's of all semesters, calculated as laid down vide clause 12.5, at the completion of programme.

**12.4** Semester Grade Points Average (SGPA) and Cumulative Grade Point Average (CGPA) shall be calculated as follows:-

$$SGPA = \frac{\sum_{i=1}^n C_i P_i}{\sum_{i=1}^n C_i}$$

- 12.5** Where  $c_i$  is the number of credits offered in the  $i^{\text{th}}$  subject of a Semester for which SGPA is to be calculated,  $p_i$  is the corresponding Grade Point(GP) earned in the  $i^{\text{th}}$  subject, where  $i = 1, 2, \dots, n$  are the number of subjects in that semester.

$$CGPA = \frac{\sum_{j=1}^m SG_j NC_j}{\sum_{j=1}^m NC_j}$$

Here  $NC_j$  is the number of total credits offered in the  $j^{\text{th}}$  semester,  $SG_j$  is the SGPA earned in the  $j^{\text{th}}$  semester, where  $j = 1, 2, \dots, m$  are the number of semesters in that course.

**13.0 DEGREE/GRADE SHEET:**

- 13.1** Students shall be eligible for award of degree subject to passing all courses as per criterion at Serial I & II of Table B.
- 13.2** Grade sheet, issued at the end of each semester, shall indicate SGPA of concerned semester. Final Grade Sheet, issued at the end of final semester of the course shall also indicate CGPA, equivalent percentage marks and Distinction / Division awarded.

**14.0 REVALUATION:**

- 14.1** Revaluation shall be permitted only for theory paper(s) in University examination, on receipt of application, within stipulated time, on remittance of prescribed fee.
- 14.2** Revaluation shall be done by an examiner other than the first one.
- 14.3** Revaluation shall be permitted in any two theory papers only.
- 14.4** Results and Grade Sheet shall be revised after revaluation, as per the laid down provisions.

**15.0 DISTINCTION/DIVISION:**

- 15.1** Distinction / Division shall be awarded, in the programme, as per following criterion:-

CGPA	Division
$7.5 \leq CGPA$	Distinction
$6.0 \leq CGPA \leq 7.5$	First Division
$5.0 \leq CGPA \leq 5.99$	Second Division

- 15.2** Award of Distinction / Division shall be made only on completion of the programme.
- 15.3** For the purpose of award of Division, conversion from CGPA to an equivalent % shall be according to following formula.
- 15.3.1** % Score = CGPA x 10.

**16.0 MERIT:**

- 16.1** Merit List shall comprise of 10% of the programme intake or class strength or five students (whichever is less) who pass in First Division, in each of the semester examinations, in first attempt. Non-appearance in an examination shall count as an attempt, for this provision.

**17.1 CANCELLATION OF ADMISSION:**

- 17.1** Admission of a student may be cancelled under following circumstances:
- 17.1.1** At any stage, if student is not found qualified for the programme, as per norms/ guidelines or the eligibility criteria prescribed by the University.
- 17.1.2** Failing to complete the course within ten years of commencement of the course.
- 17.1.3** Involvement in gross indiscipline in the University.

**Ordinance No. 66**  
**B.Com LL.B. Course (Five years Course)**

**1.0 AIM & OBJECTIVES OF B.COM LL.B. PROGRAMME:**

People's University is committed to contribute to nation building by producing future Legal experts in varied specializations. With a Mission to develop students into integrated personalities and worthy citizens of India through imparting legal skills, imbining ethical values and building their self confidence, the B.Com LL.B. Programme has the following Aim and Objectives:-

**1.1 Aim:**

The aim of B.Com LL.B. programme is to develop professionals on varied areas of law. The programme also aims to equip students with legal skills enabling them to adapt, innovate and apply their knowledge on wide variety of legal issues

**1.2 Objectives:**

- 1.2.1 To impart Law education for creating competent professionals.
- 1.2.2 To promote a yearning for creativity, entrepreneurship and research.
- 1.2.3 To establish synergistic relationships with the Legal experts and the society.
- 1.2.4 To help students become ethical and self confident human beings genuinely interested in serving the nation.

**2.0 APPLICABILITY:**

This ordinance shall apply to the programme and courses leading to the award of the degree of B.Com LL.B.

**3.0 DEFINITIONS:**

- 3.1 Academic Year:** Normally a period of 12 months, co-commencing with the program.
- 3.2 Allowed to Keep Term (ATKT):** A system of promotion wherein students who are yet to pass one or more of the previous semesters are permitted for the next semester based on the prescribed Promotion Criterion.
- 3.3 Course:** Academic component of a Program, carrying a distinctive code and specific credits assigned to it.
- 3.4 External Examiner:** Examiner not in the employment of the University.
- 3.5 Institute:** The Constituent Institute conducting the B.Com LL.B. Programme.
- 3.6 Programme:** Program of Courses and/or other components leading to the award of B.Com LL.B. Programme.
- 3.7 Regular Student:** A student who is enrolled in a Constituent Institution for the purpose of obtaining a Degree/Diploma/Certificate/other recognized education credential to receive education on a full time basis on payment of tuition fee.

- 3.8 Semester System:** A System wherein each Academic Year is apportioned into two semesters of six months each, devoted for the completion of requirements specified in the scheme of teaching and related examinations.
- 3.9 University:** People's University, Bhopal, Madhya Pradesh.

#### 4.0 ADMISSION:

- 4.1** Candidates possessing following qualifications shall be eligible for admission.
- 4.1.1** An applicant who has successfully completed Senior Secondary School course ('+2') or equivalent (such as 11+1, 'A' level in Senior School Leaving certificate course) from a recognized University of India or outside or from a Senior Secondary Board or equivalent, constituted or recognized by the Union or by a State Government or from any equivalent institution from a foreign country recognized by the government of that country for the purpose of issue of qualifying certificate on successful completion of the course, may apply for and be admitted into the program of the University to obtain the integrated degree in law with a degree in any other subject as the first degree from the University whose such a degree in law is recognized by the Bar Council of India for the purpose of enrolment. Provided that applicants who have obtained + 2 Higher Secondary Pass Certificate or First Degree Certificate after prosecuting studies in distance or correspondence method shall also be considered as eligible for admission in the Integrated Five Years course or three years' LL.B. course, as the case may be.
- Explanation: The applicants who have obtained 10 + 2 or graduation / post graduation through open Universities system directly without having any basic qualification for prosecuting such studies are not eligible for admission in the law courses.
- 4.1.2** As per stipulation of the Bar Council of India the minimum percentage of marks not below 45% of the total marks in case of general category applicants, 42% for OBC category and 40% of the total marks in case of SC/ST applicants, to be obtained in the qualifying examinations, such as 10+2 examination in case of Integrated Five Year B.Com LL.B. Course.
- 4.1.3** The maximum age for seeking admission into a stream of integrated Bachelor of law degree program as prescribed by Bar Council of India time to time.
- 4.1.4** The Eligibility for admission to the first year of B.Com LL.B. bachelor course shall be as prescribed by the bar council of India (BCI).

#### 4.2 Admissions shall be according to the following criteria:-

- 4.2.1** Merit prepared on the basis of qualifying examination/interview or test conducted by University or an agency on its behalf.
- 4.2.2** Last date for admission will be as notified by the University.
- 4.2.3** Admission of Foreign Nationals/NRI/PIO shall be as per policy/rules as applicable.

**5.0 COMMENCEMENT AND DURATION:**

- 5.1.1 B.Com LL.B. shall be a fulltime graduate degree programme of ten semesters.
- 5.1.2 Minimum duration to complete B.Com LL.B would be 5 years and Maximum period for completion of B.Com LL.B. Programme shall be 10 years from the date of commencement of the Programme.

**6.0 MEDIUM OF INSTRUCTION:**

English shall be medium of instruction and examination.

**7.0 ATTENDANCE:**

A regular student who has 75% or more attendance in each theory/ practical paper in a semester shall be eligible to appear in university examination.

**8.0 EXAMINATION:**

- 8.1 University Examinations shall be held at the end of each semester.
- 8.2 University examinations of odd semester shall be held normally in November-December and in that of even semester in May-June, each
- 8.3. Details of subjects, credits and course curriculum for B.Com LL.B programme in shall be prescribed by the scheme of examination, prepared and proposed by BOS/HOF and approved by Academic Council.

**9.0 PROMOTION:**

9.1.A student admitted to B.Com LL.B. Programme shall be promoted and/or allowed to keep term (ATKT) as per criteria laid down at Table B.

**9.2 Table B:**

Promoted /Allowed to keep semester	Student should have passed in all subjects of semesters	Student should have registered in semester(s)	Student should not have failed in an aggregate of more than 5 Papers of semesters
II	-	I	-
III	-	I & II	I & II
IV	-	I, II & III	I & II
V	I & II	I, II, III & IV	III & IV
VI	I & II	I, II, III, IV & V	III & IV
VII	III & IV	I, II, III, IV, V & VI	IV & V
VIII	III & IV	I, II, III, IV, V, VI & VII	IV & V
IX	V & VI	I, II, III, IV, V, VI, VII & VIII	VI & VII
X	V & VI	I, II, III, IV, V, VI, VII & VIII & IX	VI & VII

9.3 If a candidate has passed all the subjects of an applicable year but has failed to score a minimum CGPA of 5.0; Such a candidate shall be permitted to improve requisite grade point by reappearing in theory subjects, in the ensuing examination.

**10.0 HEAD OF PASSING & PASSING CRITERIA:**

**10.1** Heads of passing and passing criterion shall be as per Table B.

**10.2 Table B:**

S. No	Head of Passing	Minimum Passing Criterion
I	Theory Paper including Internal Assessment	Grade D
II	Practical Paper including Internal Assessment	Grade D
III	Semester	SGPA $\geq 5.0$
IV	Program	CGPA $\geq 5.0$

**11.0 APPOINTMENT OF UNIVERSITY EXAMINERS:**

**11.1** Examiners, Paper Setters, Evaluators, Re-evaluators etc. for Question Papers setting, Practical Examinations, Project work, Viva-voce examination and valuation of answer book etc. shall be Assistant Professor (s) / Associate Professor (s) / Professor (s) of People's University or from any recognized College / University, with minimum of three years of teaching experience in the subject. Preferably 50% of them shall be external examiners. They shall be nominated by the University from a panel submitted by the Head of Faculty.

**11.2** Assistant Professor (s) / Associate Professor(s) / Professor (s) of the University shall be nominated as Internal Examiners/Moderators etc. by the University based on the recommendations of the Head of the Faculty / Institution.

**12.0 GRADING SYSTEM:**

**12.1** Aggregate marks in each subject shall be converted to corresponding Grade and equivalent Grade Point (GP) as per Table C.

**12.1.1 Table C:**

Grade	% Marks range in each subject (based on Marks System)	Equivalent Grade Point	Description of Performance
A	91.00-100	10	Outstanding
A+	81.00-90.99	9	Excellent
B	71.00-80.99	8	Very Good
B+	61.00-70.99	7	Good
C	51.00-60.99	6	Average
D	50.00 -50.99	5	Pass
F	<50	0	Fail

**12.2** Semester Grade Point Average (SGPA) shall be the weighted average of Grade Points (GP) of all subjects of a semester as per clause 12.4.

**12.3** Cumulative Grade Point Average (CGPA) shall be the weighted average of SGPA's of all semesters, calculated as laid down vide clause 12.5, at the completion of programme.

**12.4** Semester Grade Points Average (SGPA) and Cumulative Grade Point Average (CGPA) shall be calculated as follows:-

$$SGPA = \frac{\sum_{i=1}^n C_i P_i}{\sum_{i=1}^n C_i}$$



- 12.5** Where  $c_i$  is the number of credits offered in the  $i^{\text{th}}$  subject of a Semester for which SGPA is to be calculated,  $p_i$  is the corresponding Grade Point (GP) earned in the  $i^{\text{th}}$  subject, where  $i = 1, 2, \dots, n$  are the number of subjects in that semester.

$$CGPA = \frac{\sum_{j=1}^m SG_j NC_j}{\sum_{j=1}^m NC_j}$$

Here  $NC_j$  is the number of total credits offered in the  $j^{\text{th}}$  semester,  $SG_j$  is the SGPA earned in the  $j^{\text{th}}$  semester, where  $j = 1, 2, \dots, m$  are the number of semesters in that course.

**13.0 DEGREE/GRADE SHEET:**

- 13.1** Students shall be eligible for award of degree subject to passing all courses as per criterion at Serial I & II of Table B.
- 13.2** Grade sheet, issued at the end of each semester, shall indicate SGPA of concerned semester. Final Grade Sheet, issued at the end of final semester of the course shall also indicate CGPA, equivalent percentage marks and Distinction / Division awarded.

**14.0 REVALUATION:**

- 14.1** Revaluation shall be permitted only for theory paper(s) in University examination, on receipt of application, within stipulated time, on remittance of prescribed fee.
- 14.2** Revaluation shall be done by an examiner other than the first one.
- 14.3** Revaluation shall be permitted in any two theory papers only.
- 14.4** Results and Grade Sheet shall be revised after revaluation, as per the laid down provisions.

**15.0 DISTINCTION/DIVISION:**

- 15.1** Distinction / Division shall be awarded, in the programme, as per following criterion:-

CGPA	Division
$7.5 \leq CGPA$	Distinction
$6.0 \leq CGPA \leq 7.5$	First Division
$5.0 \leq CGPA \leq 5.99$	Second Division

- 15.2** Award of Distinction / Division shall be made only on completion of the programme.
- 15.3** For the purpose of award of Division, conversion from CGPA to an equivalent % shall be according to following formula.
- 15.3.1** % Score = CGPA x 10.

**16.0 MERIT:**

- 16.1** Merit List shall comprise of 10% of the programme intake or class strength or five students (whichever is less) who pass in First Division, in each of the semester examinations, in first attempt. Non-appearance in an examination shall count as an attempt, for this provision.

**17.1 CANCELLATION OF ADMISSION:**

- 17.1** Admission of a student may be cancelled under following circumstances:
- 17.1.1** At any stage, if student is not found qualified for the programme, as per norms/ guidelines or the eligibility criteria prescribed by the University.
- 17.1.2** Failing to complete the course within ten years of commencement of the course.
- 17.1.3** Involvement in gross indiscipline in the University.

**Ordinance No. 67**  
**BBA LL.B. Course (Five years Course)**

**1.0 AIM & OBJECTIVES OF BBA LL.B. PROGRAMME:**

People's University is committed to contribute to nation building by producing future Legal experts in varied specializations. With a Mission to develop students into integrated personalities and worthy citizens of India through imparting legal skills, imbining ethical values and building their self confidence, the BBA LL.B. Programme has the following Aim and Objectives:-

**1.1 Aim:**

The aim of BBA LL.B. programme is to develop professionals on varied areas of law. The programme also aims to equip students with legal skills enabling them to adapt, innovate and apply their knowledge on wide variety of legal issues

**1.2 Objectives:**

- 1.2.1 To impart Law education for creating competent professionals.
- 1.2.2 To promote a yearning for creativity, entrepreneurship and research.
- 1.2.3 To establish synergistic relationships with the Legal experts and the society.
- 1.2.4 To help students become ethical and self confident human beings genuinely interested in serving the nation.

**2.0 APPLICABILITY:**

This ordinance shall apply to the programme and courses leading to the award of the degree of BBA LL.B.

**3.0 DEFINITIONS:**

- 3.1 Academic Year:** Normally a period of 12 months, co-commencing with the program.
- 3.2 Allowed to Keep Term (ATKT):** A system of promotion wherein students who are yet to pass one or more of the previous semesters are permitted for the next semester based on the prescribed Promotion Criterion.
- 3.3 Course:** Academic component of a Program, carrying a distinctive code and specific credits assigned to it.
- 3.4 External Examiner:** Examiner not in the employment of the University.
- 3.5 Institute:** The Constituent Institute conducting the BBA LL.B. Programme.
- 3.6 Programme:** Program of Courses and/or other components leading to the award of BBA LL.B. Programme.
- 3.7 Regular Student:** A student who is enrolled in a Constituent Institution for the purpose of obtaining a Degree/Diploma/Certificate/other recognized education credential to receive education on a full time basis on payment of tuition fee.

- 3.8 Semester System:** A System wherein each Academic Year is apportioned into two semesters of six months each, devoted for the completion of requirements specified in the scheme of teaching and related examinations.
- 3.9 University:** People's University, Bhopal, Madhya Pradesh.

#### 4.0 ADMISSION:

**4.1** Candidates possessing following qualifications shall be eligible for admission.

**4.1.1** An applicant who has successfully completed Senior Secondary School course ('+2') or equivalent (such as 11+1, 'A' level in Senior School Leaving certificate course) from a recognized University of India or outside or from a Senior Secondary Board or equivalent, constituted or recognized by the Union or by a State Government or from any equivalent institution from a foreign country recognized by the government of that country for the purpose of issue of qualifying certificate on successful completion of the course, may apply for and be admitted into the program of the University to obtain the integrated degree in law with a degree in any other subject as the first degree from the University whose such a degree in law is recognized by the Bar Council of India for the purpose of enrolment. Provided that applicants who have obtained + 2 Higher Secondary Pass Certificate or First Degree Certificate after prosecuting studies in distance or correspondence method shall also be considered as eligible for admission in the Integrated Five Years course or three years' LL.B. course, as the case may be.

Explanation: The applicants who have obtained 10 + 2 or graduation / post graduation through open Universities system directly without having any basic qualification for prosecuting such studies are not eligible for admission in the law courses.

- 4.1.2** As per stipulation of the Bar Council of India the minimum percentage of marks not below 45% of the total marks in case of general category applicants, 42% for OBC category and 40% of the total marks in case of SC/ST applicants, to be obtained in the qualifying examinations, such as 10+2 examination in case of Integrated Five Year BBA.LL.B. Course.
- 4.1.3** The maximum age for seeking admission into a stream of integrated Bachelor of law degree program as prescribed by Bar Council of India time to time.
- 4.1.4** The Eligibility for admission to the first year of BBA.LL.B. bachelor course shall be as prescribed by the bar council of India (BCI).

**4.2** Admissions shall be according to the following criteria:-

- 4.2.1** Merit prepared on the basis of qualifying examination/interview or test conducted by University or an agency on its behalf.
- 4.2.2** Last date for admission will be as notified by the University.
- 4.2.3** Admission of Foreign Nationals/NRI/PIO shall be as per policy/rules as applicable.

**5.0 COMMENCEMENT AND DURATION:**

- 5.1.1 BBA LL.B. shall be a fulltime graduate degree programme of ten semesters.
- 5.1.2 Minimum duration to complete BBA LL.B would be 5 years and Maximum period for completion of BBA LL.B. Programme shall be 10 years from the date of commencement of the Programme.

**6.0 MEDIUM OF INSTRUCTION:**

English shall be medium of instruction and examination.

**7.0 ATTENDANCE:**

A regular student who has 75% or more attendance in each theory/ practical paper in a semester shall be eligible to appear in university examination.

**8.0 EXAMINATION:**

- 8.1 University Examinations shall be held at the end of each semester.
- 8.2 University examinations of odd semester shall be held normally in November-December and in that of even semester in May-June, each
- 8.3. Details of subjects, credits and course curriculum for BBA LL.B programme in shall be prescribed by the scheme of examination, prepared and proposed by BOS/HOF and approved by Academic Council.

**9.0 PROMOTION:**

9.1A student admitted to BBA LL.B. Programme shall be promoted and/or allowed to keep term (ATKT) as per criteria laid down at Table B.

**9.2 Table B:**

Promoted /Allowed to keep semester	Student should have passed in all subjects of semesters	Student should have registered in semester(s)	Student should not have failed in an aggregate of more than 5 Papers of semesters
II	-	I	-
III	-	I & II	I & II
IV	-	I, II & III	I & II
V	I & II	I, II, III & IV	III & IV
VI	I & II	I, II, III, IV & V	III & IV
VII	III & IV	I, II, III, IV, V & VI	IV & V
VIII	III & IV	I, II, III, IV, V, VI & VII	IV & V
IX	V & VI	I, II, III, IV, V, VI, VII & VIII	VI & VII
X	V & VI	I, II, III, IV, V, VI, VII & VIII & IX	VI & VII

9.3 If a candidate has passed all the subjects of an applicable year but has failed to score a minimum CGPA of 5.0; Such a candidate shall be permitted to improve requisite grade point by reappearing in theory subjects, in the ensuing examination.

**10.0 HEAD OF PASSING & PASSING CRITERIA:**

10.1 Heads of passing and passing criterion shall be as per Table B.

**10.2 Table B:**

S. No	Head of Passing	Minimum Passing Criterion
I	Theory Paper including Internal Assessment	Grade D
II	Practical Paper including Internal Assessment	Grade D
III	Semester	SGPA $\geq 5.0$
IV	Program	CGPA $\geq 5.0$

**11.0 APPOINTMENT OF UNIVERSITY EXAMINERS:**

- 11.1** Examiners, Paper Setters, Evaluators, Re-evaluators etc. for Question Papers setting, Practical Examinations, Project work, Viva-voce examination and valuation of answer book etc. shall be Assistant Professor (s) / Associate Professor (s) / Professor (s) of People's University or from any recognized College / University, with minimum of three years of teaching experience in the subject. Preferably 50% of them shall be external examiners. They shall be nominated by the University from a panel submitted by the Head of Faculty.
- 11.2** Assistant Professor (s) / Associate Professor(s) / Professor (s) of the University shall be nominated as Internal Examiners/Moderators etc. by the University based on the recommendations of the Head of the Faculty / Institution.

**12.0 GRADING SYSTEM:**

- 12.1** Aggregate marks in each subject shall be converted to corresponding Grade and equivalent Grade Point (GP) as per Table C.

**12.1.1 Table C:**

Grade	% Marks range in each subject (based on Marks System)	Equivalent Grade Point	Description of Performance
A	91.00-100	10	Outstanding
A+	81.00-90.99	9	Excellent
B	71.00-80.99	8	Very Good
B+	61.00-70.99	7	Good
C	51.00-60.99	6	Average
D	50.00 -50.99	5	Pass
F	<50	0	Fail

- 12.2** Semester Grade Point Average (SGPA) shall be the weighted average of Grade Points (GP) of all subjects of a semester as per clause 12.4.
- 12.3** Cumulative Grade Point Average (CGPA) shall be the weighted average of SGPA's of all semesters, calculated as laid down vide clause 12.5, at the completion of programme.
- 12.4** Semester Grade Points Average (SGPA) and Cumulative Grade Point Average (CGPA) shall be calculated as follows:-

$$SGPA = \frac{\sum_{i=1}^n C_i P_i}{\sum_{i=1}^n C_i}$$

- 12.5** Where  $c_i$  is the number of credits offered in the  $i^{\text{th}}$  subject of a Semester for which SGPA is to be calculated,  $p_i$  is the corresponding Grade Point(GP) earned in the  $i^{\text{th}}$  subject, where  $i = 1, 2, \dots, n$  are the number of subjects in that semester.

$$CGPA = \frac{\sum_{j=1}^m SG_j NC_j}{\sum_{j=1}^m NC_j}$$

Here  $NC_j$  is the number of total credits offered in the  $j^{\text{th}}$  semester,  $SG_j$  is the SGPA earned in the  $j^{\text{th}}$  semester, where  $j = 1, 2, \dots, m$  are the number of semesters in that course.

**13.0 DEGREE/GRADE SHEET:**

- 13.1** Students shall be eligible for award of degree subject to passing all courses as per criterion at Serial I & II of Table B.
- 13.2** Grade sheet, issued at the end of each semester, shall indicate SGPA of concerned semester. Final Grade Sheet, issued at the end of final semester of the course shall also indicate CGPA, equivalent percentage marks and Distinction / Division awarded.

**14.0 REVALUATION:**

- 14.1** Revaluation shall be permitted only for theory paper(s) in University examination, on receipt of application, within stipulated time, on remittance of prescribed fee.
- 14.2** Revaluation shall be done by an examiner other than the first one.
- 14.3** Revaluation shall be permitted in any two theory papers only.
- 14.4** Results and Grade Sheet shall be revised after revaluation, as per the laid down provisions.

**15.0 DISTINCTION/DIVISION:**

- 15.1** Distinction / Division shall be awarded, in the programme, as per following criterion:-

CGPA	Division
$7.5 \leq CGPA$	Distinction
$6.0 \leq CGPA \leq 7.5$	First Division
$5.0 \leq CGPA \leq 5.99$	Second Division

- 15.2** Award of Distinction / Division shall be made only on completion of the programme.
- 15.3** For the purpose of award of Division, conversion from CGPA to an equivalent % shall be according to following formula.
- 15.3.1** % Score = CGPA x 10.

**16.0 MERIT:**

- 16.1** Merit List shall comprise of 10% of the programme intake or class strength or five students (whichever is less) who pass in First Division, in each of the semester examinations, in first attempt. Non-appearance in an examination shall count as an attempt, for this provision.

**17.1 CANCELLATION OF ADMISSION:**

- 17.1** Admission of a student may be cancelled under following circumstances:
- 17.1.1** At any stage, if student is not found qualified for the programme, as per norms/ guidelines or the eligibility criteria prescribed by the University.
- 17.1.2** Failing to complete the course within ten years of commencement of the course.
- 17.1.3** Involvement in gross indiscipline in the University.