

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 7]

भोपाल, शुक्रवार, दिनांक 17 फरवरी 2012—माघ 28, शक 1933

### 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) संसद के अधिनियम.             |
| (ग) (1) प्रारूप नियम,      | (2) अन्तिम नियम.              |                                  |

### भाग ४ (क)—कुछ नहीं

### भाग ४ (ख)

#### अध्यादेश

उच्च शिक्षा विभाग

मंत्रालय, वल्लभ भवन, भोपाल

Bhopal, the 1st February 2012

No.-R-439-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 J. P. University of Engineering & Technology, Raghogarh, Guna is here by published in the ordinarey 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 in to force from the date of notification.

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

## ORDINANCE No. 1

**ADMISSIONS AND ENROLLMENT OF STUDENTS IN THE COURSES OF STUDY**

## 1. Definitions

In these ordinances unless the context otherwise requires:-

- (a) "Act" means Madhya Pradesh Niji Vishwavidyalaya (Sthapana Avam Sanchalan) Adhiniyam 2007.
- (b) "Ordinances" means the First Ordinances 2010 of Jaypee University of Engineering & Technology, Guna (M.P.), made under Madhya Pradesh Niji Vishwavidyalaya (Sthapana Avam Sanchalan) Adhiniyam Act No. 17 of 2007.
- (c) "Section", "Sub-Section", "Item" respectively means section of the Ordinances, sub-section of the "section" and Item of the "Section" or "Sub-Section" of the above said ordinance.
- (d) "Commission" means the Regulatory Commission established under section 36 of the Act.
- (e) "Higher Education Department" means the Higher Education Department of State of Madhya Pradesh.
- (f) "University" means the Jaypee University of Engineering & Technology, Guna (M.P.) incorporated under the Act.
- (g) "Regulation" means the regulation made under the provision of the Act.
- (h) "Sponsoring Body" means Jai Prakash Sewa Sansthan, New Delhi.
- (i) "State" means the State of Madhya Pradesh.
- (j) "Visitor" means the His Excellency The Governor of M.P. as defined in section 15 of the Act.
- (k) "Academic Council" means the Academic Council of the university.
- (l) "Board of Management" and "Board of Studies" means the Board of Management and Board of studies of the University.
- (m) "Chancellor" means the Chancellor of the university;
- (n) "Vice Chancellor" means the Vice-Chancellor of the University.
- (o) "Dean" means the Dean appointed by the University.
- (p) "Registrar" means the Registrar of the university.
- (q) "Chief Finance and Accounts Officer" means the Chief Finance and Accounts Officer of the University.
- (r) "Department" means a Department of Studies of the University.
- (s) "Employee" means any person appointed by the university and includes teachers and other staff of the university.

- (t) "Endowment Fund" means the endowment fund of the university.
- (u) "Fee" means the collection made by the university from the students, by whatever name it may be called.
- (v) "Governing body" means the governing body of the university.
- (w) "Higher Education" means study of curriculum or course knowledge beyond 10+2 level;
- (x) "Main Campus" means the main campus of the university situated in Madhya Pradesh, consisting of minimum five university teaching departments, schools of studies and where the Vice-Chancellor and Registrar reside and also where the main office of the university is located.
- (y) "National Council of Assessment and Accreditation" means. the National Council of Assessment and Accreditation, Bangalore, an autonomous institution of the University Grants Commission.
- (z) "Degree/Diploma" means a Degree/Diploma or any other qualification awarded by University.
- (za) "Regulatory Body" means a Central or a State regulatory body established by the Central or State Government for laying down norms and conditions for ensuring standards of higher education.
- (zb) "Viniyamak Ayog (Regulatory Commission)" means the commission established under Madhya Pradesh Niji Vishwavidyalay Adhiniyam 2007.
- (zc) "Regulatory Council" means the All India Council for Technical Education established under the All India Council for Technical Education Act. 1987 (52 of 1987).
- (zd) "Statutes" means the Statues made under the provision of the Act 2007.
- (ze) "Student" means the person enrolled in the University for pursuing a course of study for the award of a degree, diploma, certificate or other academic distinction.
- (zf) "Teacher" means a Professor, Associate Professor, Assistant Professor, Sr. Lecturer, Lecturer or a person known by any other designation who is required to impart education or to guide research or to render guidance to the students for pursuing a course of study of the University.
- (zg) "University Grant Commission" means the University Grant Commission established under the University Grant Commission Act, 1956 (No. 3 of 1956).

- (zh) "University Grant Commission Regulation 2003" means the University Grants Commission (Establishment of and maintenance of Standards in University) Regulation 2003 made under the University Grant Commission Act, 1956 (No. 3, 1956).
- (zi) "Words and Expression" used but not defined in these Ordinances shall have the same meaning as assigned to them in the Act.
- (zj) "Undergraduate Programmes", means the Bachelor's Degree programmes in the respective branch of the respective faculty.
- (zk) "Post Graduate Programmes", means the Master's Degree in the respective branch of the respective faculty.
- (zl) "Diploma Programmes", means the Diploma in the respective branch of the respective faculty.
- (zm) "Doctoral Programmes", means the Doctorate/Research Programmes in the respective branch of the respective faculty.
- (zn) "Duration of Course", means the whole tenure of the particular programmes (grace period of the programme is not included in the tenure).
- (zo) "Mode of study", means the way of study i.e. Full Time or Part Time.
- (zp) "Branches of Courses of study", means the area of the specialization of the study of any of the programmes or any respective faculties.
- (zq) "Regular Candidate" means the candidate who is studying in full time course running in the university in the respective academic year, and seeks permission for appearing in examination of the University as such.
- (zr) "Ex-student candidate" means the candidate who has taken admission in the university as regular student and was not able to appear in the examination in the admission year or declared failed in the admission year or detained due to shortfall of attendance, indiscipline and seeks permission to appear in the examination in the next academic year.
- (zs) "Detained candidate", means the candidate who has taken admission in the university as regular student but he has not been permitted to appear in the examination due to shortfall of attendance.
- (zt) "A Regular Course of Study" means the courses of study running in the university as full time or campus-based study and in this subject at least 80% attendance is necessary for all the students studying in the university for all the parts of study, i.e. Lectures, Tutorials, Practicals as well as quizzes, assignments etc.
- (zu) "Course Coordinator", means the teacher of the university who have assigned a responsibility to teach the respective course in the respective semester or academic year.
- (zv) "Examination Hall", means the examination place, room, location, where students have to appear for the respective examination.
- (zw) "Invigilator", means the teacher or person who has been assigned duty in the particular examination Hall.

- (zx) "Controller of Examination", means the persons who have been put in charge to conduct the examination for the day or overall.
- (zy) "Examination Pattern", means the systems of the university is being followed by the university.
- (zz) "Internal Examiner", means the examiner from the university teaching department.
- (zza) "External Examiner", means the examiner from other Universities/Institutions.

2. As per Sub-Section (1) of Section (28), following First Ordinances 2010 of Jaypee University of Engineering & Technology, Guna (M.P.) have been made by the Vice-Chancellor of the University:-

- Ordinance No. 1: Admissions & Enrollment of students in the courses of study.
- Ordinance No. 2: Details of the Course of Study/Academic Programmes which have been prescribed for the degrees/diplomas/certificates:-
- (a) Ordinance No. 2(a) for B.Tech. Course
- (b) Ordinance No. 2(b) for M.Tech. Course
- (c) Ordinance No. 2(c) for Ph.D. Course
- (d) Ordinance No. 2(d) for M.Sc.(Sciences/Mathematics) Course.
- (e) Ordinance No. 2(e) for M.Tech. (Sciences/Mathematics) Course.
- (f) Ordinance No. 2(f) for Diploma Course.
- Ordinance No. 3: The Conditions for Award of Fellowships, Scholarships, Stipends, Medals and Prizes.
- Ordinance No. 4: General Rules & Regulation of Examination and Conduct of Examination
- Ordinance No. 5: The conditions of residence of the Students including rules and regulations and standing orders for residents.
- Ordinance No. 6: Provision regarding disciplinary action against the students and award of a discipline grade.
- Ordinance No. 7: The conditions for the award of Degrees, Diplomas and any other Academic Distinctions and Convocation.

3. Procedure for Admission & Enrollment

(I) Preliminary Process

- (a) Admission and Enrollment shall be done by the Registrar of the University as per the qualification required for the courses running in the university.

- (b) The university will publish an admission notification/advertisement in the newspapers and upload an admission notification on the University website as well, for admissions to all courses running in the University.
- (c) In the admission notification/advertisement, the university will mention the admission/enrollment criteria for each course as prescribed the university.
- (d) In accordance with application received from the candidates or qualifying university admission test conducted by the university (if conducted), a separate merit list will be prepared based on required educational qualification requirement and marks obtained in university admission test for each respective course running in the university and admissions shall be offered to the individual student accordingly.
- (e) After admissions in the university, a permanent enrollment no. /identity will be issued to each individual student.

(II) Procedure for submission/rejection of applications for admission & enrollment

- (a) All applications forms from students together with the necessary fees, High School, Higher Secondary, Graduation, Post graduation, Transfer, Migration certificate or any other certificate required by the university, should reach the University Registrar by the due date as specified by the university in the respective academic year in which the students are admitted.
- (b) On payment of the late fee as prescribed by the university, the Vice-Chancellor may, for special reasons to be recorded, permit the enrollment of a student whose application form enrollment fee and the copy of the certificates have been submitted after the due date, and 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, he may sanction remission of the late fee.
- (c) 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.
- (d) In a case in which a student does not hold the minimum qualifications prescribed for admission to the course of study concerned, application for admission will be rejected by the university.
- (e) No person, who is under sentence or expulsion or rustication from the another institution/university shall be admitted to any course of study during the period for which the sentence is in operation.
- (f) The fee deposited with the application shall not be refunded to the student unless his application is rejected by the university.

4. Procedure for changes in student's personal records

- (a) A student who is enrolled in the university may apply for a change, correction or alteration in one's own name or surname to the Registrar of the university with prescribed fee along with necessary valid documents.

- (b) The Registrar, if he is satisfied with the reasonableness of the request, may pass an order for the change or correction of the name of the student.
- (c) Any change, addition or modification, shall be recorded by the University Registry in red ink under the attestation of the Registrar and a certificate to that effect shall be issued to the applicant.
- (d) 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 or correction in the name.
- (e) The application for change or correction in the name shall be made through the Head of the Department where the student is studying, shall be countersigned by two members of the court or a first class magistrate and shall be supported by an affidavit.

#### 5. Change of Branch

Request for change of branch may be considered by the Vice-Chancellor and approved based on merit. If considered necessary, request for change of branch will be asked through a general notification at the end of the first semester. As a matter of policy changing of branch is normally not accepted.

#### 6. Late Admission

Late admissions shall be accepted as per discretion of Vice-Chancellor in accordance with instructions/guidelines issued by UGC/Govt. of M.P./AICTE from time to time.

#### 7. Procedure of Withdrawal

In compliance with instructions of MHRD/AICTE, students may withdraw their admission by the date of registrations or before as specified by the university. The university will refund his/her deposited amount after deducting a processing fee of Rs. 1000/- (One thousand only). In case the candidate registers on the specified dates or later and then withdraws, the refund shall be made after deducting pro-rata monthly charges, provided the seat is filled up, otherwise, the student shall forfeit the entire amount. Further, in case a candidate withdraws after the date of closure of the admission process, the entire amount deposited by the candidate, except the caution money shall be forfeited.

#### 8. Reservation of seats and relaxation in fees for the candidates belong to SC/ST/Other categories shall be observed as per the norms/policies laid down by the State Government from time to time.

#### 9. Fee shall be determined by the university after due approval of Regulatory Body.

## ORDINANCE No. 2

## DETAILS OF THE COURSE OF STUDY/ACADEMIC PROGRAMMES

## 1. Type of Programmes

## (a) Undergraduate Programme:-

S. No.	Faculty	Name of Undergraduate Programme	Name of Departments	Types of branches of the Programmes	Duration of the Course	Mode of the Study
1.	Engineering	B.Tech.	Department of Electronics & Communication Engineering	ECE	04 Yrs	Full Time
			Department of Computer Science & Engineering	CSE	do	do
			Department of Chemical Engineering	CHE	do	do
			Department of Civil Engineering	CE	do	do
			Department of Mechanical Engineering	MEC	do	do

## (b) Postgraduate Programme:-

S. No.	Faculty	Name of Postgraduate Programme	Name of Departments	Types of branches of the Programmes	Duration of the Programmes	Mode of the Study
1.	Engineering	M.Tech.	Department of Electronics & Communication Engineering	ECE	02 Yrs	Full & Part Time (Both)
			Department of Computer Science & Engineering	CSE	do	do
			Department of Chemical Engineering	CHE	do	do
			Department of Civil Engineering	CM/SE	do	do
			Department of Mechanical Engineering	MT/IEM	do	do
			Department of Chemical Engineering	ENV	do	do



2.	Science/ Mathematics	M.Sc.	Department of Physics	Physics	do	Full Time
			Department of Chemistry	Chemistry	do	do
			Department of Mathematics	Mathematics	do	do
		M.Tech.	Department of Physics	Solid State Technology	01 Yr (After 02 Yrs M.Sc. Prog.)	do
			Department of Chemistry	Industrial Chemistry	do	do
			Department of Mathematics	Computational Mathematics	do	do

## (c) Doctoral Programme:-

S. No	Faculty	Name of Doctoral Programme	Name of Departments	Types of branches of the Programmes	Duration of the Programmes	Mode of the Study
1.	Engineering	Ph.D	Department of Electronics & Communication Engineering	ECE	02 to 06 Yrs	Full & Part Time (Both)
			Department of Computer Science & Engineering	CSE	do	do
			Department of Chemical Engineering	CHE	do	do
			Department of Civil Engineering	CE	do	do
			Department of Mechanical Engineering	MEC	do	do
2	Science	Ph.D.	Department of Physics	Physics	do	do
			Department of Chemistry	Chemistry	do	do
			Department of Mathematics	Mathematics	do	do
3.	Management	Ph.D.	Department of Professional Development	Mgt.	do	do

## (d) Diploma Programme

S. No.	Faculty	Name of Diploma Programme	Name of Departments	Types of branches of the Programmes	Duration of the Programmes	Mode of the Study
1.	Engineering	Diploma	Department of Chemical Engineering	Diploma in Building Material & Cement Technology (BMCT)	03 Yrs	Full Time
			Department of Mechanical Engineering	Diploma in Thermal Power Plant Engineering (TPPE)	do	do

2. In accordance with the ordinance no. 2, following ordinances have been made separately:-

- (a) Ordinance No. 2(a) for B.Tech. Course
- (b) Ordinance No. 2(b) for M.Tech. Course
- (c) Ordinance No. 2(c) for Ph.D. Course
- (d) Ordinance No. 2(d) for M.Sc.(Sciences/Mathematics) Course.
- (e) Ordinance No. 2(e) for M.Tech.(Sciences/Mathematics) Course.
- (f) Ordinance No. 2(f) for Diploma Course.

**ORDINANCE No. 2(a)****[Refer Ordinance No. 2 of First Ordinance 2010]****[Ordinance for Bachelor of Technology (B.Tech.) in Engineering 04 Yrs Degree Course]**(For the candidates admitted in 1<sup>st</sup> Year on and after July, 2010)

(Under Credit Based Grading System applicable from July, 2010)

Hereinafter referred as Ordinance No. 2(a) of Ordinance No. 2 under First Ordinances, 2010 of JUET, Guna (M.P.). This Ordinance will also be applicable for B.Tech. (Lateral Entry) Programme.

1. The first degree in Engineering of four year (eight semester) course, hereinafter, shall be designated as BACHELOR OF TECHNOLOGY (B.Tech.) in respective branch.

(a) The degree of Bachelor of Technology (hereinafter called B.Tech.) shall include the branches as under:-

- (i) Electronics & Communication Engineering (ECE)
- (ii) Computer Science & Engineering (CSE)
- (iii) Chemical Engineering (CHE)
- (iv) Civil Engineering (CE)
- (v) Mechanical Engineering (MEC)
- (vi) Any branch specified under the UGC Act 1956.

(b) The studies and examination of these B.Tech. courses shall be on the basis of marks-credit system but semester wise and final evaluation shall be by grading system.

2. Admission

(a) Minimum qualification for admission to the first year B.Tech. shall be the qualifying higher secondary school certificate examination (10+2) scheme with Physics, Chemistry and Mathematics conducted by CBSE, New Delhi, Board of M.P., or an equivalent examination from a recognized Board.

(b) Non-resident Indian (NRI) candidates shall also be eligible for admission in B.Tech. in accordance with directives of the Government of India/Govt. of Madhya Pradesh, provided they satisfy the criterion of clause (a) as above.

(c) The admissions to B.Tech. course shall be governed by the rules of the UGC/AICTE or any other competent authority of the Govt. of India or the Govt. of Madhya Pradesh.

(d) Candidate should have appeared in All India Engineering Entrance Examination (AIEEE) and must have secured a suitable ranking for admission in the University. Production of original AIEEE admit and result card at the time of admission is compulsory.

(e) A candidate who has qualified the polytechnic diploma course/B.E./B.Tech. – Ist Year in related branch of engineering or B.Sc. – 03 Yrs degree course with Physics, Chemistry and Mathematics from any recognized university, technical board or equivalent shall also be eligible for admission to B.Tech. – IInd Year through Lateral Entry process.

(f) Minimum qualification for direct admission to second year Bachelor of Technology course termed as Lateral Entry shall be as per the prevalent norms of the Govt. of India/Government of Madhya Pradesh.

- (g) Admissions shall be done in the University based on merit.

### 3. Promotion to Higher Semester and Year

A candidate who has been admitted in the B.Tech. engineering course will be promoted to the higher class in accordance with the following rules:-

- (a) A candidate who has taken admission in B.Tech. course and has appeared in the examination of the odd Semester of a particular year, will automatically be promoted to the even Semester of the year irrespective of failing in any number of subjects of the previous semester.
- (b) A candidate who has appeared in the even semester of a particular academic year will automatically be promoted to the odd semester of the next academic year irrespective of failing in any number of subjects in the previous semesters on conditions of registering the backlog courses first which would run concurrently in the newly registered semester. In such cases, course credit limit should not be beyond as prescribed by the university.
- (c) To pass a particular course of the B.Tech. degree, the minimum required grade is D for both theory and practical examination separately.
- (d) In the B.Tech. course, theory and practical courses shall be counted separately and the weightage of evaluation for both the courses shall be separate.
- (e) For successful completion of the degree, a minimum of 195 course credits, or as defined for the respective admission year by the university, shall be required.
- (f) For the award of a degree, the minimum requirement of Cumulative Grade Point Average (CGPA) will be 4.5.

### 4. Award of Credits and Grades

- (a) Each course, along with its weightage in terms of units and equivalent credits, shall be recommended by the Boards of Studies concerned and shall be approved by the Board of Management, Academic Council and the Governing Body. Only approved courses can be offered during any semester.
- (b) A student shall be continuously evaluated for his/her academic performance in a subject through Lectures, Tutorial work, practicals, home assignments, mid-semester tests, field work, seminars, quizzes, end-semester examinations and regularity, as proposed by the respective Board of Studies and approved by the Academic Council and the Governing Body of the university.
- (c) The distribution of weightage/marks for each component shall be decided by the respective Board of Studies and approved by the Academic Council and the Governing Body of the University.
- (d) Practical training and project work shall be treated as practical subjects.
- (e) Each student, registered for a course, shall be awarded a grade by the faculty/course coordinator (s) concerned with the specific subject/paper. The grades awarded to a student shall depend upon his/her continuous evaluation through performance in various examinations, assignments, quizzes, laboratory work, class work, mid-semester tests and regularity.

## 5. Duration of the Course

- (a) There shall be at least eighteen weeks of teaching in every semester.
- (b) One lecture/tutorial hour per week per semester is assigned one credit.
- (c) One laboratory hour per week per semester is assigned half a credit.
- (d) Some course are without credit and are referred to as non-credit (NC) courses.
- (e) The maximum duration of the course shall be six years.

## 6. Attendance

Candidates appearing as regular students for any semester examination are required to attend 80% of the lectures delivered and the practical classes held separately in each subject of the course of study, provided that a short fall in attendance upto 10% and further 5% can be condoned by the Vice-Chancellor of the University.

## 7. Medium of Instruction and Examination

- (a) The medium of instruction and examination shall be English throughout the course of study.
- (b) The subjects to be studied in different semesters of Bachelor of Technology shall be as per the schemes, approved by the Board of Studies.

## ORDINANCE No. 2(b)

## [Refer Ordinance No. 2 of First Ordinance 2010]

[Ordinance for Master of Technology (M.Tech.) in Engineering Postgraduate Degree Course]  
(For the candidates admitted in 1<sup>st</sup> Year on and after July, 2010)  
(Under Credit Based Grading System applicable from July, 2010)

Hereinafter referred as Ordinance No. 2(b) of Ordinance No. 2 under First Ordinances, 2010 of JUET, Guna (M.P.).

1. The higher degree in Engineering of two year (four semester) course through regular and three year (six semester) through part time shall be designated as MASTER OF TECHNOLOGY (M.Tech.) in Engineering in respective branches.
  - (a) The postgraduate degree of Master of Technology (hereinafter called M.Tech.) shall include the branches as under:-
    - (i) Electronics & Communication Engineering (ECE)
    - (ii) Computer Science & Engineering (CSE)
    - (iii) Chemical Engineering (CHE)
    - (iv) Civil Engineering
      - (a) Construction Management (CM)
      - (b) Structural Engineering (SE)
    - (v) Mechanical Engineering
      - (a) Manufacturing Technology (MT)
      - (b) Industrial Engineering & Management (IEM)
    - (vi) Environmental Engineering (ENV)
  - (b) The studies and examination of these M.Tech. courses shall be on the basis of the marks-credit system but semester wise and final evaluation shall be by the grading system.
2. Admission
  - (a) Minimum qualification for admission to the first year M.Tech. shall be B.E./B.Tech. in an appropriate branch with at least 60% marks aggregate or its equivalent CGPA from any recognized university/institutions/technical university/Deemed university or any other qualification as recommended by AICTE for a particular course.
  - (b) Applicant of B.E./B.Tech. with CHE/CE branch with 60% or its equivalent CGPA, shall also be eligible for admission in M.Tech. (Environmental Engineering).
  - (c) Applicants possessing a valid GATE Score shall be given preference over those candidates who do not possess a GATE Score for a full time course.
  - (d) Applicants who do not possess a GATE Score, will have to appear in the University Entrance Examination, if such an examination is conducted by the University.
  - (e) All full time and part time candidates who are sponsored for PG studies must have at least two years experience in the relevant field.
  - (f) Admissions shall be done in the university based on merit.
  - (g) The admissions to M.Tech. course shall be governed by the rules of UGC/AICTE or the Govt. of Madhya Pradesh or any other competent authority.

### 3. Promotion to Higher Semester and Year

A candidate who has been admitted in the M.Tech. engineering course will be promoted to the higher class in accordance with the following rules:-

- (a) A candidate who has taken admission in the M.Tech. course and has appeared in the examination of the odd Semester of a particular year, will automatically be promoted to the even Semester of the year irrespective of failing in any number of subjects of the previous semester.
- (b) A candidate who has appeared in the even semester of a particular academic year will automatically be promoted to the odd semester of the next academic year irrespective of failing in any number of subjects in the previous semesters on conditions of registering the backlog courses first which would run concurrently in the newly registered semester. In such cases, course credit limit should not be beyond as prescribed by the university.
- (c) To pass a particular course of the M.Tech. degree, the minimum required grade is D for both theory and practical examination separately.
- (d) In the M.Tech. course, theory and practical courses shall be counted separately and the weightage of evaluation for both the courses shall be separate.
- (e) For successful completion of the degree, a minimum of 72 course credits, or as defined for the respective admission year by the university, shall be required.
- (f) For the award of a degree, the minimum requirement of Cumulative Grade Point Average (CGPA) will be 5.0.

### 4. Award of Credits and Grades

- (a) Each course, along with its weightage in terms of units and equivalent credits, shall be recommended by the Boards of Studies concerned and shall be approved by the Board of Management, Academic Council and the Governing Body. Only approved courses can be offered during any semester.
- (b) A student shall be continuously evaluated for his/her academic performance in a subject through Lectures, Tutorial work, practicals, home assignments, mid-semester tests, field work, seminars, quizzes, end-semester examinations and regularity, as proposed by the respective Board of Studies and approved by the Academic Council and the Governing Body of the university.
- (c) The distribution of weightage/marks for each component shall be decided by the respective Board of Studies and approved by the Academic Council and the Governing Body of the University.
- (d) Practical training and project work shall be treated as practical subjects.
- (e) Each student, registered for a course, shall be awarded a grade by the faculty/course coordinator (s) concerned with the specific subject/paper. The grades awarded to a student shall depend upon his/her continuous evaluation through performance in various examinations, assignments, quizzes, laboratory work, class work, mid-semester tests, thesis, project work and regularity.

### 5. Duration of a Course

- (a) There shall be at least eighteen weeks of teaching in every semester.
- (b) One lecture/tutorial hour per week per semester is assigned one credit.

- (c) One laboratory hour per week per semester is assigned half a credit.
- (d) Some courses are without credit and are referred to as non-credit (NC) courses.
- (e) The maximum duration of the course shall be two and three year in respect of regular & part time scholars. In the special cases, fixed duration may be condoned by the approval of Vice Chancellor.

6. Attendance

Candidates appearing as regular students for any semester examination are required to attend 80% of the lectures delivered and the practical classes held separately in each subject of the course of study, provided that a short fall in attendance upto 10% and further 5% can be condoned by the Vice-Chancellor of the University.

7. Medium of Instruction and Examination

- (a) The medium of instruction and examination shall be English throughout the course of study.
- (b) The subjects to be studied in different semesters of Master of Technology shall be as per the schemes, approved by the Board of Studies.

8. General

Notwithstanding anything contained in these Ordinances and Regulations, all the M.Tech. Scholars will be governed by the rules and procedures framed by the University regarding this matter, and on matters of general discipline, and implemented from time to time.



**ORDINANCE No. 2(c)****[Refer Ordinance No. 2 of First Ordinance 2010]****[Ordinance for Doctor of Philosophy (Ph.D.) Degree in Engineering/Science/  
Humanities/ Management]****(For the candidates admitted in the year on and after July, 2010)  
(Under Credit Based Grading System applicable from July, 2010)**

Hereinafter referred as Ordinance No. 2(c) of Ordinance No. 2 under First Ordinances, 2010 of JUET, Guna (M.P.).

1. The higher degree in research field in the different specializations such as Engineering, Science, Management, Humanities (PD) and Mathematics is referred as Ph.D. As per the guidelines, the duration of the doctorate degree in Engineering stream is 02 Yrs (minimum) and 06 Yrs (maximum) and for the Science and Management stream is 03 Yrs (minimum) and 07 Yrs (maximum) through full time as well as part time basis. The degree shall be designated as DOCTOR OF PHILOSOPHY (Ph.D.) in the respective branches/research area.
  - (a) The doctorate degree of Doctor of Philosophy (hereinafter called Ph.D.) shall include the branches as under:-
    - (i) Electronics & Communication Engineering (ECE)
    - (ii) Computer Science & Engineering (CSE)
    - (iii) Chemical Engineering (CHE)
    - (iv) Civil Engineering (CE)
    - (v) Mechanical Engineering (MEC)
    - (vi) Environmental Engineering (ENV)
    - (vii) Sciences i.e. Physics, Chemistry
    - (viii) Mathematics
    - (ix) Management/Humanities (PD)
  - (b) The studies and examination of these Ph.D. courses shall be on the basis of the marks-cum-credit system but semester wise and final evaluation shall be by the grading system.
2. Admission
  - (a) Minimum qualification for admission to the first year Ph.D. in Engineering Stream shall be M.E./M.Tech. in appropriate branch with at least 60% marks aggregate or its equivalent CGPA from any recognized university/institutions/technical university/Deemed university or any other qualification as recommended by AICTE for a particular course.
  - (b) Minimum qualification for admission to the first year Ph.D. in Science/Mathematics/humanities/Management Stream shall be Master's Degree/M.Phil. in appropriate specialization with at least 60% marks aggregate or its equivalent CGPA from any recognized university/institutions/technical university/Deemed university or any other qualification as recommended by AICTE for a particular course.
  - (c) The Ph.D. Entrance Test will be conducted by the university; all applicants who qualify in the entrance will have to face the personal interview. Candidates are required to discuss their research interests and proposed research work at the time of the Interview.

- (d) Applicants who have qualified GATE/SLET/UGC/CSIR (JRF) shall be given preference over those candidates who do not possess GATE/SLET/UGC/CSIR (JRF) on a full-time basis.
- (e) All full-time & part-time candidates who have been sponsored for Ph.D. studies must have at least two years experience in the relevant field.
- (f) Admissions shall be done in the university based on merit.
- (g) The admission to the Ph.D. course shall be governed by the rules of higher education/technical education department of Govt. of India and Govt. of Madhya Pradesh or any other competent authority.

### 3. Ph.D. Thesis Supervisor (s), their Eligibility Criteria and Allocation

- (a) For every PhD student, a PhD Supervisor (s) (hereinafter referred as Supervisor-I) will be decided considering available specializations of the faculty members and research interests of the student. If required additional supervisor (s) (herein referred as Supervisor-II) may be appointed with the approval of the Vice-Chancellor.

There will be a Doctoral Program Monitoring Committee (DPMC) for every PhD Research Scholar. The DPMC will consist of the Dean – Academic/Research (Chairman), respective Supervisor(s), the Head of the Department and three Senior Faculty members (including one from an allied discipline) to be nominated by the Vice-Chancellor.

- (b) The Supervisor shall himself / herself be a PhD degree holder.
- (c) The DPMC may permit a supervisor (hereinafter referred as Supervisor-II) from within or outside the university who fulfills the same condition of having a PhD, as the main Supervisor.
- (d) At any given point of time, no Supervisor will have more than 8 PhD students.

### 4. Course Work

- (a) Every student admitted to the PhD Program will have to register for a minimum of
  - (i) 9 credits of course work to be recommended by the Supervisor(s), if the candidate possesses M.Tech degree.
  - (ii) 18 credits of course work to be recommended by the Supervisor(s), if the candidate possesses Master's Degree in Sciences / Humanities (PD) / Management.
- (b) The course work should be successfully completed within the first three semesters after registration.
- (c) The Research Scholar must obtain a minimum of 'B' Grade in every registered course/subject.
- (d) Obligatory courses/subjects are
  - (i) Research Methodologies including Quantitative Methods and Computer Applications - 3 Credits.

- (ii) Review of published Research Work in the relevant field - 3 Credits (Literature Survey and Seminar).
- (iii) (a) One Advanced Level Course/Subject for Scholars having M.Tech degree - 3 Credits  
OR  
(b) Four Advanced Level Courses/Subjects for Scholars having Masters Degree in Sciences / Humanities / Management - 12 Credits
- (iv) All Courses / Subjects should be relevant to the proposed PhD work. They will be specified by the DPMC on the recommendations of the Supervisor(s).

#### 5. Evaluation and Assessment Methods

##### (a) Residential Requirement

- (i) The registered PhD students are required to work full time throughout the tenure of their PhD Program.
- (ii) However, in special cases of Sponsored students (from recognized Organizations) and Part Time students, the residential requirement may be relaxed to a minimum of one semester. It is desirable that the scholar spends one full year here for conveniently completing the course work and having greater interaction with the Supervisor(s).
- (iii) After successful completion of the minimum residential requirement and satisfactory completion of the course work, the part time candidates, or if sponsored by an Academic/Research Organization/Reputed Industry, may be permitted to return to the parent Organization and continue his/her PhD work there provided
  - (a) He/she is able to get a qualified Supervisor-II in his/her Organization and
  - (b) The Organization has necessary facilities to carry out PhD Research Work.
- (iv) Such candidates will have to be in constant touch with the main university Supervisor-I. It is desirable that they spend at least two weeks every semester in university and interact with the Supervisor-I.
- (v) They have to report for every Semester Seminars and for all Performance Evaluation Requirements in order to renew their Registration.
- (vi) The requirement of the Supervisor-II for such candidates to have PhD Degree may be relaxed, provided, he/she has long R & D experience.

##### (b) Process for submission of Thesis

- (i) completed the course work requirement successfully,
- (ii) completed the Research Work,
- (iii) published at least two papers in referred journals and
- (iv) prepared a draft PhD thesis, he/she will be required to

- 
- (a) submit a draft Synopsis of the PhD work and
  - (b) deliver a Synopsis Seminar, which will be open to all Faculty Members and Research Scholars.
  - (v) On the recommendations of the DPMC, the candidate will be required to submit the final PhD Synopsis in the specified format with all suggested modifications included, within one week of the PhD Synopsis Seminar.
  - (vi) The candidate will be required to submit his/her PhD Thesis in the specified format and fulfilling other requirements within two months of the submission of the final PhD Synopsis.
  - (vii) Two panels each consisting of five Experts having long experience and good standing in the relevant field of the PhD work, will be proposed by the Supervisor to the Vice-Chancellor. The First Panel will have Experts from within India and the Second Panel will have Experts from outside India.
  - (viii) The Vice-Chancellor will finalize the Examiners, one from each Panel, to whom the Thesis will be sent for Evaluation after obtaining their consent.
  - (ix) The approved Examiners will be approached, along with a copy of the Synopsis, to seek their consent.
  - (x) The Supervisor(s) is also required to submit an Evaluation Report on Thesis.
  - (xi) The External Examiners are supposed to give their Evaluation Reports with their Recommendations in a prescribed format within ten weeks of the receipt of the Thesis.
  - (xii) The External Indian Examiner will also be the Examiner for the Viva-Voce Examination (Open Defense). If the external Indian examiner is unable to conduct Viva-Voce, the Vice-Chancellor can select another expert from India to conduct the Viva-Voce.
  - (xiii) The Recommendations and the Evaluation Reports from all the Examiners including the Supervisor(s) will be placed before the Vice-Chancellor for further action.
  - (xiv) If the Vice-Chancellor finds the Recommendations and the Evaluation Reports from both the External Examiners Satisfactory, the date of the final Viva-Voce Examination will be decided in consultation with the External Viva-Voce Examiner.
  - (xv) In case, the Report(s) and Recommendations of one of the two External Examiners are not Favourable, the Thesis would be sent to another Examiner, from the respective Panel, to be decided by the Vice-Chancellor, for Evaluation.
  - (xvi) However, if the Report(s) and the Recommendations from two External Examiners are not Favourable, then the Thesis will be rejected and the PhD degree will not be awarded.

The candidate may, however, be allowed to Re-register to continue the PhD work on the same topic and under the same Supervisor(s) for a minimum period of one year. A fresh Thesis has to be submitted by the candidate within two years. The normal process of the Evaluation will be followed afresh.

- (xvii) Once the Thesis is accepted, the candidate will be required to defend his/her PhD work and the Thesis in an open Viva-Voce Examination. He/she has to answer satisfactorily the queries of the Examiners at the time of the Viva-Voce Examination where the External Indian Thesis Examiner shall be present along with the DPMC members.
- (xviii) On the successful completion of the final PhD Viva-Voce-Examination and evaluation process the report shall be submitted to the V.C. for approving the award of PhD degree to the candidate. Further, the candidate will be required to submit the final version of the Thesis in the required format, incorporating all the suggestions of the Viva-Voce Board, both in Hard as well as Soft forms.
- (xix) After the approval of the Vice-Chancellor, the award of the PhD degree would be announced and a Provisional Certificate would be issued to the candidate.
- (xx) The final Degree will be awarded in the Convocation.

#### 6. Depository with UGC

Following the successful completion of the Evaluation Process and the announcement of the Award of the PhD Degree, a soft copy of the PhD Thesis will be sent to the UGC within a period of thirty days.

#### 7. Award of Credits & Grades

- (a) Each course, along with its weightage in terms of units and equivalent credits, shall be recommended by the Supervisor concerned and shall be approved by the Board of Management, Academic Council and the Governing Body. Only approved courses can be offered during any semester.
- (b) A student shall be continuously evaluated for his/her academic performance in a subject through Lecture, Tutorial work, practical, home assignment, mid-semester tests, field work, seminars, quizzes, end-semester examination and regularity, as proposed by respective Board of Studies and approved by Standing Committee of Academic Council and Governing Body of the university.
- (c) The distribution of weightage/marks for each component shall be decided by the respective of Board of Studies and approved by standing committee of Academic Council and Governing Body of the University.
- (d) Each candidate, registered for a course, shall be awarded grade by the faculty/course coordinator (s) concerned with the specific theory course. The grades awarded to a student shall depend upon his/her continuous evaluation through performance in various examinations, assignments, quizzes, laboratory work, class work, mid semester tests and regularity.

#### 8. Medium of Instruction and Examination

- (a) The medium of instruction and examination shall be English throughout the course of study.
- (b) The subjects to be studied in different semester of Ph.D. shall be as per the schemes, approved by the Board of Studies.

#### 9. General

Notwithstanding anything contained in these Ordinances and Regulations, all the PhD Scholars will be governed by the rules and procedures framed by the University regarding thesis matter, and on matters of general discipline, and implemented from time to time.

## ORDINANCE No. 2(d)

## [Refer Ordinance No. 2 of First Ordinance 2010]

## [Ordinance for Master of Science (M.Sc.) in Science/Mathematics]

(For the candidates admitted in 1<sup>st</sup> Year on and after July, 2010)

(Under Credit Based Grading System applicable from July, 2010)

Hereinafter referred as Ordinance No. 2(d) of Ordinance No. 2 under First Ordinances, 2010 of JUET, Guna (M.P.).

1. The next postgraduate degree in Science/Mathematics of two year (four semester) course through regular, shall be designated as MASTER OF SCIENCE (M.Sc.) in Science/Mathematics in respective branch.
  - (a) The postgraduate degree of Master of Science (hereinafter called M.Sc. in Sciences/Mathematics) shall include the specialization as under:-
    - (i) Physics
    - (ii) Chemistry
    - (iii) Mathematics
  - (b) The studies and examination of these M.Sc. courses shall be on the basis of the marks-cum-credit system but semester wise and final evaluation shall be by the grading system.
2. Admission
  - (a) Minimum qualification for admission to the first year M.Sc. shall be B.Sc. with Physics, Chemistry & Mathematics with at least 60% marks aggregate or its equivalent CGPA from any recognized university/institutions/technical university/Deemed university or any other qualification as recommended by AICTE/UGC for a particular course.
  - (b) Candidates with B.E./B.Tech. 04 Yrs degree in engineering & technology with minimum 60% marks aggregate will also be eligible for admission in the M.Sc. in Mathematics programme only.
  - (c) Applicants who desire admission in the M.Sc. programme, shall have to appear in the Entrance Examination, if conducted by the University.
  - (d) Admissions shall be done in the university based on merit.
3. Promotion to Higher Semester and Year
 

A candidate who has been admitted in the M.Sc. course will be promoted to the higher class in accordance with the following rules:-

  - (a) A candidate who has taken admission in M.Sc. course and has appeared in the examination of the odd Semester of a particular year, will automatically be promoted to the even Semester of the year irrespective of failing in any number of subjects of the previous semester.
  - (b) A candidate who has appeared in the even semester of a particular academic year will automatically be promoted to the odd semester of the next academic year irrespective of failing in any number of subjects in the previous semesters on conditions of registering the backlog courses first which would run concurrently in the newly registered semester. In such cases, course credit limit should not be beyond as prescribed by the university.

- (c) To pass a particular course of the M.Sc. degree, the minimum required grade is D for both theory and practical examination separately.
- (d) In the M.Sc. course, theory and practical courses shall be counted separately and the weightage of evaluation for both the courses shall be separate.
- (e) For successful completion of the degree, a minimum of 72 course credits, or as defined for the respective admission year by the university, shall be required.
- (f) For the award of a degree, the minimum requirement of Cumulative Grade Point Average (CGPA) will be 5.0.
4. Award of Credits and Grades
- (a) Each course, along with its weightage in terms of units and equivalent credits, shall be recommended by the Boards of Studies concerned and shall be approved by the Board of Management, Academic Council and the Governing Body. Only approved courses can be offered during any semester.
- (b) A student shall be continuously evaluated for his/her academic performance in a subject through Lectures, Tutorial work, practicals, home assignments, mid-semester tests, field work, seminars, quizzes, end-semester examinations and regularity, as proposed by the respective Board of Studies and approved by the Academic Council and the Governing Body of the university.
- (c) The distribution of weightage/marks for each component shall be decided by the respective Board of Studies and approved by the Academic Council and the Governing Body of the University.
- (d) Practical training and project work shall be treated as practical subjects.
- (e) Each student, registered for a course, shall be awarded a grade by the faculty/course coordinator (s) concerned with the specific subject/paper. The grades awarded to a student shall depend upon his/her continuous evaluation through performance in various examinations, assignments, quizzes, laboratory work, class work, mid-semester tests, thesis, project work and regularity.
5. Duration of the Course
- (a) There shall be at least eighteen weeks of teaching in every semester.
- (b) One lecture/tutorial hour per week per semester is assigned one credit.
- (c) One laboratory hour per week per semester is assigned half a credit.
- (d) Some courses are without credit and are referred to as non-credit (NC) courses.
- (e) The maximum duration of the course shall be two years. In some special cases, fixed duration may be condoned by the approval of the Vice Chancellor of the University.
6. Attendance
- (a) Candidates appearing as regular students for any semester examination are required to attend 80% of the lectures delivered and the practical classes held separately in each subject of the course of study, provided that a short fall in attendance upto 10% and further 5% can be condoned by the Vice-Chancellor of the University.
7. Medium of Instruction and Examination
- (a) The medium of instruction and examination shall be English throughout the course of study.
- (b) The subjects to be studied in different semesters of Master of Science in Science/Mathematics shall be as per the schemes, approved by the Board of Studies.

**ORDINANCE No. 2(e)****[Refer Ordinance No. 2 of First Ordinance 2010]****[Ordinance for Master of Technology (M.Tech.) in Science/Mathematics]**(For the candidates admitted in 1<sup>st</sup> Year on and after July, 2010)

(Under Credit Based Grading System applicable from July, 2010)

Hereinafter referred as Ordinance No. 2(e) of Ordinance No. 2 under First Ordinances, 2010 of JUET, Guna (M.P.).

1. The next postgraduate degree in sciences of one year/two semester (after M.Sc. programme through a parent university or three year after the B.Sc. programme) course through regular mode, shall be designated as MASTER OF TECHNOLOGY (M.Tech. in Science/Mathematics) in respective branch.

(a) The postgraduate degree of Master of Technology (hereinafter called M.Tech. in Science/Mathematics) shall include the specialization as under:-

- (i) Solid State Technology
- (ii) Industrial Chemistry
- (iii) Computational Mathematics

(b) The studies and examination of these M.Tech. courses shall be on the basis of the marks-cum-credit system but semester wise and final evaluation shall be by the grading system.

2. Admission

(a) No direct admission will be taken in the M.Tech. (Science/Mathematics) programme. All Admission will be decided based on performance of students at the end of the first year of M.Sc. in the respective specialization.

(b) Minimum qualification for admission shall be decided on the performance of the candidates who are studying in the M.Sc. (Science/Mathematics) Programme in the parent university only itself.

(c) Performance of the candidates of M.Sc.(Science/Mathematics) programme shall be counted in each semester separately.

(d) On the satisfactory performance, admission may be given to the M.Tech. (Science/Mathematics) 01 Yr programme.

(e) Admissions shall be done in the university purely based on merit.

3. Promotion to Higher Semester and Year

A candidate who has been admitted in the M.Tech. Science/Mathematics course will be promoted to the higher class in accordance with the following rules:-

(a) A candidate who has taken admission in M.Tech.(Science/Mathematics) course and has appeared in the examination of the odd Semester of a particular year, will automatically be promoted to the even Semester of the year irrespective of failing in any number of subjects of the previous semester.

(b) A candidate who has appeared in the even semester of a particular academic year will automatically be promoted to the odd semester of the next academic year irrespective of



failing in any number of subjects in the previous semesters on conditions of registering the backlog courses first which would run concurrently in the newly registered semester. In such cases, course credit limit should not be beyond as prescribed by the university.

- (c) To pass a particular course of the M.Tech.(Science/Mathematics) degree, the minimum required grade is D for both theory and practical examination separately.
  - (d) In the M.Tech.(Science/Mathematics) course, theory and practical courses shall be counted separately and the weightage of evaluation for both the courses shall be separate.
  - (e) For successful completion of the degree, a minimum of 108 course credits (72 Credits of 02 Yrs M.Sc. Course + 36 Credits of 01 Yrs M.Tech. Course), or as defined for the respective admission year by the university, shall be required.
  - (f) For the award of a degree, the minimum requirement of Cumulative Grade Point Average (CGPA) will be 5.0.
4. Award of Credits and Grades
- (a) Each course, along with its weightage in terms of units and equivalent credits, shall be recommended by the Boards of Studies concerned and shall be approved by the Board of Management, Academic Council and the Governing Body. Only approved courses can be offered during any semester.
  - (b) A student shall be continuously evaluated for his/her academic performance in a subject through Lectures, Tutorial work, practicals, home assignments, mid-semester tests, field work, seminars, quizzes, end-semester examinations and regularity, as proposed by the respective Board of Studies and approved by the Academic Council and the Governing Body of the university.
  - (c) The distribution of weightage/marks for each component shall be decided by the respective Board of Studies and approved by the Academic Council and the Governing Body of the University.
  - (d) Practical training and project work shall be treated as practical subjects.
  - (e) Each student, registered for a course, shall be awarded a grade by the faculty/course coordinator (s) concerned with the specific subject/paper. The grades awarded to a student shall depend upon his/her continuous evaluation through performance in various examinations, assignments, quizzes, laboratory work, class work, mid-semester tests, thesis, project work and regularity.
5. Duration of the Course
- (a) There shall be at least eighteen weeks of teaching in every semester.
  - (b) One lecture/tutorial hour per week per semester is assigned one credit.
  - (c) One laboratory hour per week per semester is assigned half a credit.
  - (d) Some courses are without credit and are referred to as non-credit (NC) courses.
  - (e) The maximum duration of the course shall be one year after completion of M.Sc. in the respective specialization. In some special cases, fixed duration may be condoned by the approval of the Vice Chancellor of the University.
6. Attendance
- Candidates appearing as regular students for any semester examination are required to attend 80% of the lectures delivered and the practical classes held separately in each subject of the course of study, provided that a short fall in attendance upto 10% and further 5% can be condoned by the Vice-Chancellor of the University.
7. Medium of Instruction and Examination
- (a) The medium of instruction and examination shall be English throughout the course of study.
  - (b) The subjects to be studied in different semesters of Master of Technology in the Sciences/Mathematics shall be as per the schemes, approved by the Board of Studies.

**ORDINANCE No. 2(f)****[Refer Ordinance No. 2 of First Ordinance 2010]****[Ordinance for Diploma in Engineering 03 Yrs Course]**(For the candidates admitted in 1<sup>st</sup> Year on and after July, 2010)

(Under Credit Based Grading System applicable from July, 2010)

Hereinafter referred as Ordinance No. 2(f) of Ordinance No. 2 under First Ordinances, 2010 of JUET, Guna (M.P.).

1. The Diploma in Engineering of three-year (six semester) course, hereinafter called 03 yrs diploma course, shall be designated as DIPLOMA in Engineering in respective branches.
  - (a) The Diploma in Engineering (hereinafter called Diploma) shall include the branches as under:-
    - (i) Diploma in Building Material & Cement Technology (BMCT)
    - (ii) Diploma in Thermal Power Plant Engineering (TPPE)
    - (iii) Diploma in any other branch of engineering as approved by the Governing Body/Academic Council.
  - (b) The studies and examination of these Diploma courses shall be on the basis of the marks-cum-credit system but semester wise and final evaluation shall be by the grading system.
2. Admission
  - (a) Minimum qualification for admission to the first year Diploma shall be the qualifying High school certificate/10<sup>th</sup> examination with minimum 60% marks with Maths & Science from Board of M.P., CBSE, New Delhi or an equivalent examination from any recognized Board/State Boards.
  - (b) All applicants desirous to take admission in 03 Yrs diploma courses, will have to appear in the university entrance examination, if such an examination is conducted by the university.
  - (c) Admissions shall be done based on merit.
3. Promotion to Higher Semester and Year
 

A candidate who has been admitted in the Diploma in engineering course will be promoted to the higher class in accordance with the following rules:-

  - (a) A candidate who has taken admission in Diploma in engineering course and has appeared in the examination of the odd Semester of a particular year, will automatically be promoted to the even Semester of the year irrespective of failing in any number of subjects of the previous semester.
  - (b) A candidate who has appeared in the even semester of a particular academic year will automatically be promoted to the odd semester of the next academic year irrespective of failing in any number of subjects in the previous semesters on conditions of registering the backlog courses first which would run concurrently in the newly registered semester. In such cases, course credit limit should not be beyond as prescribed by the university.
  - (c) To pass a particular course of the Diploma in engineering, the minimum required grade is D for both theory and practical examination separately.

- (d) In the Diploma Course, theory and practical courses shall be counted separately and the weightage of evaluation for both the courses shall be separate.
- (e) For successful completion of the Diploma, a minimum of 144 course credits, or as defined for the respective admission year by the university, shall be required.
- (f) For the award of a diploma, the minimum requirement of Cumulative Grade Point Average (CGPA) will be 4.5.

#### 4. Award of Credits and Grades

- (a) Each course, along with its weightage in terms of units and equivalent credits, shall be recommended by the Boards of Studies concerned and shall be approved by the Board of Management, Academic Council and the Governing Body. Only approved courses can be offered during any semester.
- (b) A student shall be continuously evaluated for his/her academic performance in a subject through Lectures, Tutorial work, practicals, home assignments, mid-semester tests, field work, seminars, quizzes, end-semester examinations and regularity, as proposed by the respective Board of Studies and approved by the Academic Council and the Governing Body of the university.
- (c) The distribution of weightage/marks for each component shall be decided by the respective Board of Studies and approved by the Academic Council and the Governing Body of the University.
- (d) Practical training and project work shall be treated as practical subjects.
- (e) Each student, registered for a course, shall be awarded a grade by the faculty/course coordinator (s) concerned with the specific subject/paper. The grades awarded to a student shall depend upon his/her continuous evaluation through performance in various examinations, assignments, quizzes, laboratory work, class work, mid-semester tests and regularity.

#### 5. Duration of the Course

- (a) There shall be at least eighteen weeks of teaching in every semester.
- (b) One lecture/tutorial hour per week per semester is assigned one credit.
- (c) One laboratory hour per week per semester is assigned half a credit.
- (d) Some course are without credit and are referred to as non-credit (NC) courses.
- (e) The maximum duration of the course shall be three years. In some special cases, the fixed duration may be extended with the approval of the Vice-Chancellor.

#### 6. Attendance

Candidates appearing as regular students for any semester examination are required to attend 80% of the lectures delivered and the practical classes held separately in each subject of the course of study, provided that a short fall in attendance upto 10% and further 5% can be condoned by the Vice-Chancellor of the University.

#### 7. Medium of Instruction and Examination

- (a) The medium of instruction and examination shall be English throughout the course of study.
- (b) The subjects to be studied in different semesters of Diploma shall be as per the schemes, approved by the Board of Studies.

**ORDINANCE No. 3**

**THE CONDITIONS FOR AWARD OF FELLOWSHIP/ SCHOLARSHIP /  
STIPEND /MEDALS/PRIZES**

1. (a) Every year at an appropriate time, the university shall invite applications from Students/scholars through a notice for the awards to be made.
- (b) All awards fellowships, Research Scholarships and other scholarships shall be made on the recommendation of a committee consisting of:-
  - (i) Vice-Chancellor - Chairman
  - (ii) Dean (Academic) - Member
  - (iii) Registrar - Member Secretary
2. Subject to the general conditions applicable to all fellowships and research scholarships as laid down in paragraph 4 below, the value, duration and conditions of the award of UGC fellowships shall be such as are laid down by the UGC.
3. The value and duration of Research scholarships instituted by the university shall be laid down by the Board of Management in consultation with the Academic Council.
4. The award of fellowships and research scholarships shall be made subject to the following conditions:-
  - (a) The fellow/scholar will do whole time research work under an approved supervisor on a subject approved by the university.
  - (b) The fellow/scholar shall not accept or hold any appointment paid or otherwise or receive any emolument, salary, stipend etc., from any other source during the tenure of the award nor shall he/she engage him/herself in any profession or trade during that period. He/she may, however, undertake teaching assignment of not more than 12 hours a week in the university, where he/she is working without accepting any remuneration.
  - (c) The fellow/scholar shall not join any other course of study or appear in any examination after commencing work under the fellowship/scholarship.  
  
Provided that the Vice Chancellor may, on the recommendation of the supervisor, permit the fellow/scholar to join a thereafter essential subject course or an Language diploma course and appear in an examination.
  - (d) Unless permitted by the supervisor to work for a specified period at some other place, the fellow/scholar shall be required to attend the Department, where he/she is to work on all working days.
  - (e) If any information submitted by the fellow/scholar in his application is found to be incorrect, incomplete or misleading, the award may be terminated by the Academic Council after giving him an opportunity of being heard.
  - (f) If at any time it should appear to the university that the progress or conduct of the fellow/scholar has not been satisfactory, the fellowship/scholarship may be suspended or withdrawn.

- (g) Leave for a maximum of thirty days in a year (15 day in each semester) in addition to general holidays may be taken by a fellow/scholar with the approval of the guide and the university. The general holidays, however, are not included in the vacation period e.g. summer vacation, Dussehra, Diwali and X-Mas vacations. No other leave with fellowship/scholarship shall be admissible.
- (h) The fellow/scholar may, in a special case, be allowed leave by the university without fellowship/scholarship for a period not exceeding three months during the tenure of the award on the recommendation of the supervisor.
- (i) The fellow/scholar shall be required to pay the fee prescribed by the university where he works.
5. Postgraduate scholarship instituted by the university shall ordinarily be tenable for academic session i.e. ten month in the first year and ten months in the second year on condition that the scholarship holder produces a certificate of efficiency in studies from the head of the department in the subject of study.
6. If two or more candidates are eligible for the award of the last scholarship, the scholarship shall be divided equally between the candidates concerned.
7. The scholarship shall be tenable from the dates of the workload assigned in the respective semester in all cases.
8. The payment of scholarships shall be made only on receipt of scholar's receipt bills duly countersigned by the head of the department where he studies. No scholarship shall be drawn for a month unless the scholarship holder has attended the institution regularly in that month.
9. The drawal of scholarship shall be done in accordance with the procedure, that may be laid down by the university.
10. A scholarship holder shall not combine any other course of study without permission of the VC with the course for which the award is made.
11. A scholarship shall be cancelled in the final year if the scholarship holder fails to secure the examination result as prescribed by the university.
12. If a scholarship holder is unable to appear at the previous examination on account of a 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.
13. A scholarship holder shall at all times be of good conduct and behavior and observe all rules of discipline.
14. A scholarship shall be liable to termination, if
- (a) the scholarship holder discontinues studies during the middle of a session; or

- (b) 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.

- (c) The order of termination passed by the Board of Management.

At present, the University is awarding fellowships/scholarships to specific course of studies. Details with terms and conditions of the courses of study are as in the following paras:-

15. (I) Jaypee India Scholarship

Jaypee India Scholarship is being awarded by the sponsoring body i.e. Jaiprakash Sewa Sansthan, New Delhi for those undergraduate students who are from an economically weak background and are unable to study further, on the following terms & conditions:-

- (a) Student should have passed 10+2/Intermediate/Sr. Secondary Certification with minimum 80% marks aggregate.
- (b) They should have secured a minimum CGPA- 7.0 in each semester level or annual level.
- (c) They will have to clear each and every subject which has been offered in the respective semesters in their regular attempt.
- (d) Jaypee India Scholarship will be awarded to the student on his/her annual basis performance as above. If he/she fails to fulfill the above requirement, the scholarship will be cancelled for the subsequent years.

(II) William Webster Merit-Cum-Means Scholarship

Jaiprakash Sewa Sansthan, New Delhi has set up an initial corpus of Rupees Twenty Lacs for the William Webster Merit-Cum-Means Scholarship to be provided to eligible students, from the income earned by way of interest from the corpus. The scholarship would be provided to the students admitted to the Jaypee Education Systems through a transparent mechanism by a scholarship committee set up for the purpose. Selected students will get a Tuition Fee waiver for the year up to a maximum of Rupees Twenty Five Thousand. All scholarship amounts will be adjusted against the Tuition Fee of the year in which approved.

- (a) Eligibility criteria for award of scholarship
- (i) Combined income of the parents/guardian should be less than or equal to Rs. 1.5 lacs per annum.
- (ii) Merit is determined on the basis of following weightage of marks obtained in classes 10, 10+2 and performance in B.Tech. first semester.

Class 10 <sup>th</sup>	:	15%
Class 10+2	:	35%
B.Tech. Ist Semester	:	50%

## (b) Conditions for continuation of award of scholarship

All students who are in receipt of the scholarship shall continue to get the scholarship provided he/she fulfills the following criteria:-

- (i) Maintained CGPA of 7.0 (minimum) on 10 point scale per semester
- (ii) Combined income of his her parents/guardian continues to be less than Rs. 1.5 lacs per annum.
- (iii) Student has to apply afresh for continuation of the scholarship.

(III) In addition to above, applications of those students who desirous to take scholarship from Govt. of M.P./Govt. of India or any other departments under Government schemes or on behalf of their parents employments, will be processed on priority.

## 16. Award of Fellowship for postgraduate course

## (a) Conditions for awarding of Scholarship:

- (i) Scholarship as may be decided from time to time will be awarded only to those students who are admitted on full time basis and who have a valid GATE score greater than or equal to 90. Scholarship may also be awarded to students with lower GATE percentile depending upon the merit position as per decision of the Management.
- (ii) Initially the Scholarship will be given for one semester only. Its continuation is subject to satisfactory performance.
- (iii) Full time students who were not awarded a fellowship earlier would be considered for scholarship at the end of each of the first and second semesters. Such scholarship will be offered to all students who have an SGPA greater than or equal to 8.0 in these semesters. No award of scholarship will be considered after the second semester is over.

## (b) The students may be allocated load by the HODs, for the following:

- (i) Assistance in tutorial classes for UG programmes.
- (ii) Assistance in Lab Classes for UG programmes.
- (iii) Assist HOD, nominated supervisor(s), M. Tech programme coordinator(s) or faculty incharge fellowship coordination:-
  - (a) Record keeping in the Deptt.
  - (b) Development of Labs
  - (c) Stock taking of Labs / Stores.
  - (d) Literature survey.
  - (e) Report(s) preparation
- (iv) Tabulation of Results.
- (v) Evaluation of Tutorial & Lab work.

- (vi) Invigilation Duties.
- (vii) Any other work assigned by HOD / Institutional Authorities.

(c) Teaching Load

The total assistantship load of 8 hrs / weeks shall be assigned to the students under arrangement HODs. The load to the fellows may be assigned by the HODs and monitored by M. Tech programme coordinators / fellowship coordinator / course coordinators.

(d) Fellowship proforma:

It is mandatory for students to fill in all columns, as relevant in the specified proforma. Supervisors / M. Tech Programme coordinators / fellowship coordinators and HODs are required to ensure correctness before submission of the forms by the 07<sup>th</sup> of the succeeding month.

(e) Initially the Scholarship will be given for one semester only. Its continuation is subject to satisfactory performance as given under clause (g) below.

(f) Withdrawal of fellowship:

- (i) Performance of all scholarship holders will be reviewed at the end of each semester.
- (ii) If anyone or more of the following conditions are satisfied
  - (a) Failure in even one subject.
  - (b) CGPA is less than 7.5
  - (c) Conversion from full time to part time status
  - (d) Attendance in lectures, tutorials and laboratories taken separately is less than 80%.
  - (e) Unsatisfactory performance in the teaching load allocated.

(g) Amount of fellowship

The academic council will decide the amount of fellowship from time to time.

17. Award of Fellowship for Ph.D. scholars

- (a) Those candidates who are admitted on a full time basis are considered on request, for the award of Doctoral Fellowship of the amount as decided by the Academic Council of the university from time to time. The scholars shall assist in teaching load of the university as assigned by the HOD concerned as under:-
  - (i) Assistance in tutorial classes for UG programmes.
  - (ii) Assistance in Lab Classes for UG programmes.



- (iii) Assist HOD, nominated supervisor(s), PG programme coordinator(s) or faculty incharge fellowship coordination:-
- (a) Record keeping in the Deptt.
  - (b) Development of Labs
  - (c) Stock taking of Labs / Stores.
  - (d) Literature survey.
  - (e) Report(s) preparation
- (iv) Tabulation of Results.
- (v) Evaluation of Tutorial and Lab work.
- (vii) Invigilation Duties.
- (viii) Any other work assigned by HOD / Institutional Authorities.
- (c) Teaching Load
- The total assistantship load of 8 to 12 hrs / weeks shall be assigned to the candidates under arrangement supervisor/HODs. The load to the fellows may be assigned by the HODs and monitored by the Ph.D. programme coordinators / fellowship coordinator / course coordinators.
- (d) Fellowship proforma:
- It is mandatory for students to fill in all columns, as relevant in the specified proforma. Supervisors/Ph.D. Programme coordinators / fellowship coordinators and HODs are required to ensure correctness before submission of the forms by the 07<sup>th</sup> of the succeeding month.
- (e) Initially the Scholarship will be given for one semester only. Its continuation is subject to satisfactory performance.
- (f) Withdrawal of fellowship:
- (i) Performance of all fellowship holders shall be reviewed at the end of each semester.
  - (ii) If anyone or more of the following conditions are satisfied
    - (a) Failure in completing research assignment.
    - (b) Conversion from full time to part time status
    - (c) Attendance in lectures, tutorials and laboratories taken separately is less than 80%.
    - (d) Unsatisfactory performance in the teaching load allocated.
- (g) Amount of fellowship

The academic council will decide the amount of fellowship from time to time.

**ORDINANCE No. 4****THE CONDITIONS OF RESIDENCE OF THE STUDENTS INCLUDING RULES & REGULATION/STANDING ORDERS FOR RESIDENTS**

## 1. Conditions of Residence of Students

- (a) All students who have enrolled in the university shall be provided hostel and messing facility in the university campus.
- (a) All students desirous of staying in the campus will be separately accommodated in the Boys' and Girls' Hostel. The hostel accommodates one, two, three and four beds to a room.
- (b) In the hostel, students will be staying in earmarked accommodation as per batch.
- (c) In the first year, students will be allotted hostel accommodation on a first come basis. For subsequent years, students may be allotted rooms as per choice of a group of 2-3 students.
- (d) All rules & regulations/standing orders made by the university in regard to hostellers, shall be abided by the all residents.

## 2. Rules and Regulation for Hostels

- (a) A new student, on arrival, will report to the Hostel Warden/Administrator who will allot him/her a room/seat in one of the Hostels after the student has paid fees' and has got registered.
- (b) The following are the Standing Orders for Hostel inmates:
  - (i) A student is required to check the room furniture, fixtures, electrical fittings etc on occupation.
  - (ii) The student will sign a receipt for the same.
  - (iii) The student will be responsible for the upkeep of the same during his/her stay.
  - (iv) Any shortage will have to be made good by the students staying in that room before handing over the charge of the room at the end of the academic session or while leaving the room.
  - (ix) He/she will charge for any damage done to furniture, fixture, fittings and the articles issued to him/her along with the disciplinary action if so warranted.
- (c) Any student may be required to vacate his/her room as and when notified by the competent authority.
- (d) Students are cautioned to be solely responsible about the safety of their belongings. They should close their rooms securely when they leave the room even for short periods or when they are sleeping. Any theft either of a student's personal property or of the University property should be reported promptly to the Warden/Administrator.
- (e) Students should not keep large sums of money or valuable articles with them or in their

- rooms. They are advised to open a Savings Account in a Bank/Post Office.
- (e) Inmates should not indulge in acts such as loud playing of musical instruments or radio or loud singing or dancing etc. which may disturb others at study or work in the Hostels.
  - (g) Students are not permitted to keep fire-arms or any lethal weapon with them in the Hostel premises even though possessing a license for it.
  - (h) Consumption of liquor/intoxicants/drugs inside or outside the Campus is strictly prohibited. Any violation will invoke rustication from the Hostel and even from the university. Smoking is prohibited inside the hostel premises.
  - (i) Students are prohibited from keeping obscene literature/video films/CDs in their possession. Any violation in this regard will result in severe disciplinary action.
  - (j) Electrical appliances like electrical irons, heaters, VCD/DVD player, T.V., V.C.P. and V.C.R. etc., are not to be used in hostel rooms.
  - (k) Hostel inmates fiddling with the electric connections, computer cabling, outlets, fittings and using additional electrical appliances shall be penalized, and the appliance / gadget will be confiscated.
  - (l) Lights, Fans etc. should be switched on only when needed and switched off when not required or when going out of the room. Similarly, water taps must be closed promptly after use. Electricity and water are scarce resource, and they must be conserved.
  - (m) Students, unless specially permitted, will be allowed to occupy the rooms allotted to them in their hostel only a day prior to commencement of their academic session. Likewise they must vacate their rooms, within 3 days of the closure of their academic session. They will render themselves liable to disciplinary action and payments at enhanced rates for any unauthorized occupation beyond the stipulated period mentioned above.
  - (n) Before proceeding on summer vacation, students must hand over the charge of their rooms, the furniture and the fittings etc. to Hostel Supervisor / Caretaker and get a receipt from him. If a student fails to do so, the Warden / Administrator is authorized to break open a locked room and make an inventory of the articles found therein. The university authorities shall not be responsible for the private belongings of the students found in such rooms.
  - (o) The Warden / Administrator is assisted by a Supervisor / Caretaker in day-to-day working of the Hostels. The Hostel inmates shall refer their difficulties of whatever nature to the Warden / Administrator who will take necessary action. Matters related to indiscipline shall be reported to the Warden / Administrator.
  - (p) Students are not allowed to bring Cars, Two Wheelers inside the Campus.
  - (q) No furniture shall be removed from the room and used elsewhere either inside or outside the Hostel without the permission of or under the orders of the Warden / Administrator.
  - (r) No student is allowed to engage a private servant. Also no pets such as dogs / monkeys / cats etc. are allowed in the Hostels.
  - (s) Female visitors in the boys' hostel and male visitors in the girls' hostel are not allowed to visit or stay in the rooms of the students. They shall however be allowed to meet their ward in earmarked parents room or cafeteria.
  - (t) Students are prohibited from giving shelters to any other student / outsider in their rooms. In case of any unauthorized shelter, the student will be liable to disciplinary action. Unauthorized occupation / shelter to any outsider will be reported to local administration for suitable action.

- (u) With the permission of the Warden, girl students may be permitted to go out in batches of three or more but not singly, for shopping, purchases etc. This is for their own safety.
- (v) All students must be present in their respective hostels as per specified times unless specifically permitted to stay out in the night and for a specific reason in writing by the Registrar/ Warden.
- (w) Any student, who does not occupy the Hostel room allotted to him within seven days of his registration, shall lose the Hostel seat and the same may be allocated to the next student in the queue.
- (x) Students will be charged for Boarding and Lodging beyond the semester at the rates as decided by the management.
- (y) All students staying in the hostels during summer vacations shall have to abide by the Hostel Rules in vogue.
- (z) Students are required to observe the mess timings religiously. They will be denied entry & food beyond the prescribed timings.
- (za) Provision of items of daily use including bread, butter, biscuits etc. are available on payment at the Tuck shop which is open as per times specified.
- (zb) Ragging in any form is unlawful and strictly prohibited. Student found ragging may be expelled from the Hostel as well the Institute. An FIR will also be lodged against any student indulging in ragging.
- (zc) Students not returning from outside, to their hostels by 07:00 P.M. without the permission from the Warden will attract disciplinary action by way of deduction of disciplinary marks if found guilty. The student will be expelled from the Hostel in case of repeated offences.
- (zd) Students staying in the Hostel may visit their parents and local guardians provided name, address & phone Nos. are registered with the Warden's office, on weekends by obtaining an out pass. Out pass during week days will not normally be given unless there is an emergency. Delay in returning for any reason whatsoever must be notified to the Warden immediately and his/her permission sought.
- (ze) All the students are charged Hostel fee for the semester, as such they must completely vacate their rooms within three days of conclusion of the semester. Any stay beyond that without written permission of a competent authority shall attract disciplinary action and payment at enhanced rates or on rates as specified by the authority for both boarding as well as lodging.

**ORDINANCE No. 5****PROVISION REGARDING DISCIPLINARY ACTION AGAINST THE STUDENTS  
AND AWARD OF A DISCIPLINE GRADE**

1. All students pursuing a course of studies at the university shall observe a code of conduct as may be laid down by the Governing Body and Academic Council of the university and also abide by all the rules and regulations of the university framed and notified from time to time.
2. Any violation of the code of conduct or breach of any rules or regulations of the university by any student shall constitute as act of indiscipline and shall make him liable for disciplinary action against him.
3. The following act, in particular, shall constitute acts of gross indiscipline and any student indulging in any of them shall render him/herself liable for disciplinary action against him.
  - (a) Disobeying the teacher/officials or misbehaving in the class.
  - (b) Quarrelling or fighting in any university building, hostels or in the campus amongst themselves or indulging in any activity which amounts to ragging and or harassment of junior students.
  - (c) Quarrelling or fighting with a university employee or any employee of the university mess/canteen/cafeteria/security or any other public utility functioning in the campus.
  - (d) Behaving in the university campus or outside in a manner which is indecent or which is meant to annoy or harass the students, teacher, officers or employee of the university.
  - (e) Visiting socially unacceptable websites, consuming liquor or banned substances like drugs etc.
  - (f) Damage to university property.
  - (g) Indulging in acts of theft, stealing and misappropriating.
  - (h) Any other activity that defames the university and constitutes indiscipline.

Cases as above or any other which constitute indiscipline, shall be determined by the University Disciplinary Committee.

4. University Disciplinary Committee (UDC) will be formed by the Vice-Chancellor as under:-

- (a) Chairman :- Professor
- (b) Four Member :- One Associate and One Assistant Professor  
Two Sr. Lecturer

The UDC may seek assistance of wardens, hostel superintendent, security staff and other staff to investigate the cases of indiscipline.

This will be Standing Committee to investigate all cases of student indiscipline.

## 5. Procedure for Enquiry and Punishment

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

Any case of indiscipline received shall be referred to the University Disciplinary Committee (UDC), which after considering the case on its merit may dispose of depending upon the nature of which, or it may refer the case, within 24 hours of the case referred to it, with its comments to the Vice Chancellor depending upon the quantum of offence.

The Dean (Academic)/Registrar may suspend a student for a period to be decided by them up to a maximum of 15 days for any act of indiscipline if committed in the presence of a faculty member/officer of the University, which is detrimental to the maintenance of a healthy atmosphere and law and order in the campus.

The Vice Chancellor may suspend a student, if in his, the student has committed a breach of discipline or a prima facie case exists against the student, and institute an inquiry by such a committee or inquiry officer as the Vice Chancellor may constitute/appoint for this purpose.

The following punishment may be imposed for good and sufficient reasons:

- (a) Imposition of monetary fine.
- (b) Deduction of marks from the disciplinary group of marks.
- (c) Imposition of a monetary or/and marks fine or putting on conduct probation for the rest of the stay in the University
- (d) Warning or imposition of suspended fine and warning (a suspended fine becomes operative if the student concerned is found guilty of another act of indiscipline during the remaining period of that session).
- (e) Rustication from the University for a specified period.
- (f) Expulsion from the University.

The following shall be the competent authorities to award various punishments.

- |                     |                                      |
|---------------------|--------------------------------------|
| (a), (b), (c) & (d) | The Vice Chancellor or the Dean (A). |
| (e) & (f)           | The Vice Chancellor                  |

Action with regard to punishment in a, b, c & d may be taken after the student has been called by the officer/s concerned and given an opportunity to explain his/her conduct. Action with regard to punishment defined in (e) & (f) shall be imposed after the matter is thoroughly investigated by a committee or an Enquiry Officer appointed by the Vice Chancellor which shall follow the procedure as laid down below.

### (g) Procedure for Awarding Punishment

- (i) Upon receiving a report from the wardens/faculty members or any respective person regarding an act of indiscipline committed by a student/group of student, the Registrar will order the meeting of UDC.

- (ii) UDC will consider the incident report and hear the plea of alleged offenders and record their statements. The UDC will also consider statements of other relevant persons and may visit the site of occurrence.
- (i) After the investigation is completed the UDC will submit its report to the Registrar who shall put it up to Vice-Chancellor, through Dean(Academic) for the decision.
- (ii) In case of serious breach of indiscipline, the students may be put under immediate supervision and sent home. In such cases, they will be asked to report back with their parents on a specific date. This will be done with the approval of the Vice-Chancellor.
6. On the basis of the punishment awarded to the students, computation of yearly discipline grades shall be as under:-
- (a) A student shall be guilty of misconduct and breach of discipline if he or she violates any of the provisions of the standing orders issued by the University from time to time. Every student shall get A+ grade in discipline unless he/she is found guilty of misconduct and breach of discipline and violates any of the provisions of the standing orders. The disciplinary grade, will be awarded for each Academic Year, which will be reflected on the Grade Card.
- (b) Computation of Yearly Discipline Grades:
- (i) A student shall automatically get A+ grade, if no act of indiscipline is recorded against him/her.
- (ii) As a guideline for the offences of common nature, disciplinary marks shall be deducted and lower disciplinary grades shall be awarded as mentioned below (The list is not a comprehensive list and each case shall be dealt with on its own merits.)
- |     |   |      |
|-----|---|------|
| (a) | Simple warning<br>(e.g. defiance depending upon nature of office order etc.);   | 5%   |
| (b) | Warning letter on violation of rules  | 10%  |
| (c) | Provoking students to miss a class or for other<br>indiscipline activity, Mass Bunk of the Class;                           | 10%  |
| (d) | Disobedience and misbehaviour with officials and teacher(s)   | 20%  |
| (e) | Visiting socially unacceptable website or<br>equivalent act including consumption of<br>Alcohol within University premises; | 25%  |
| (f) | Stealing a book from Library or Stealing anything<br>within University premises   | 50%  |
| (g) | Damage to University Property   | 100% |
| (h) | Expulsion from Hostel as a punishment for<br>committing any other misconduct  | 100% |
| (i) | Any activity by the student (s) to defame<br>University   | 100% |

The % deduction of marks from the discipline marks shall be cumulative in nature. If the student involved in more than one case indiscipline in one academic year then the total deduction shall be the sum of individual-punishment.

- (c) Where Competent Authority / discipline Committees(s) has awarded deduction in term of % of the disciplinary grade, the commensurate grades may be as follows:-

Range of Deduction of Disciplinary Marks (%)	Grade
0	A+
1 to 20	A
21 to 30	B+
31 to 40	B
41 to 50	C+
51 to 60	C
61 to 80	D
81 to 100	F

- (d) Annual computation of discipline grades shall be carried out by a committee comprising Dean (Academics), Professors and Registrar and shall be approved by the V.C.

- (e) Computation of Disciplinary Grades at the end of Programme:

- (i) Cases of one time indiscipline shall be reviewed under the following guidelines.

- (a) Grades B, B+, A be changed to A+  
 (b) Grades C, C+, D be changed to A  
 (c) Grades F be changed to B+

- (ii) Cases of more than one time indiscipline

- (a) If all awarded grades are B or above, they should be changed B+.  
 (b) The remaining cases be changed to B.

- (iii) Computation of final disciplinary grades shall be carried by a committee comprising Dean (Academics), two professors and Registrar and shall be approved by the V.C.

- (f) Revision of Disciplinary Grades:

A student who has once been awarded lower grade because of an act of indiscipline, he/she may file a mercy appeal in the final year of his/her course of study to the Vice Chancellor for review of the grade provided there is no other act of indiscipline after the first act of indiscipline. This appeal will be considered by a standing committee consisting of the following:

- |   |          |
|---|----------|
| (a) Dean (A)                                      | Convener |
| (b) One Professor to be appointed by V.C.<br>and; | Member   |
| (c) Registrar                                     | Member   |



This committee will examine case(s) on merit and shall make recommendation for the consideration of the Vice Chancellor, who shall approve the recommendations if satisfied.

7. The welfare and discipline of students are two integral parts of an university behaviour. Students behavior and discipline will therefore be assessed and will receive the same attention as the academic work.

The discipline of the students will therefore be closely monitored in the campus, class rooms, laboratories, play grounds, Annapurna and in the hostels in respect of the residing students and outside the campus for both residing and non-residing students. This will cover general behaviour and discipline and will be awarded disciplinary grades.

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

(a) General

- (i) Students of the University must study the Standing Orders carefully and also make themselves familiar with these instructions, pertaining to their academic, co-curricular and other activities.
- (ii) Any amendment/additions to these Standing Orders will be notified through notices displayed on notice boards and circulated in the usual manner. The plea of ignorance will not be entertained for any breach of orders in force from time to time. Therefore, students must see the notices on the Notice Boards/ Website/Web Kiosk regularly.
- (iii) The schemes for all academic works and for the examinations will be notified to the students separately by the Registrar/Academic Depts.
- (iv) The V.C. is overall in-charge of the academic activities including attendance and leave of students. Any complaint within the jurisdiction of the concerned section will be dealt-with by the Officer in-charge of the section.
- (v) V.C./ Registrar overseeing the Administration will deal with the welfare and discipline in the campus including the Hostel and also outside the campus and will ensure maintenance of good conduct. V.C./Registrar will be assisted by other members of faculty.

(b) Conduct & Behaviour

- (i) Students should be present in all their classes. They should likewise carry out other out-door and extra-curricular duties assigned to them. Their attendance and leave are governed by the regulations pertaining to them.
- (ii) Students must give their undivided attention to their academic work and must be respectful to their teachers and supervisors.
- (iii) All students must carry I-cards with them at all times. Identity card can be asked to be shown by the student by any competent authority including security guards at the entry gate of the institute as well as Annapurna, hostel. I-card is an important document. Loss of I-card may invite fine in disciplinary grade or monetary fine as decided from time to time.

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

- (xvi) Ragging in any form is unlawful and strictly prohibited. Student found ragging shall be expelled from the University and FIRs lodged against them. (Supreme Court's Decision)
- (xvii) Use of mobile cellular phone inside the Academic, Administrative area, Library, Labs, Toilets, Classrooms is strictly prohibited. Mobile phones must be kept in silent mode and attended to outside the Academic/Administrative block. Use of mobile phone with cameras is strictly prohibited in the Campus. Violation will lead to confiscation of the mobile phone and disciplinary action.
- (xviii) All the students are required to observe the prescribed dress code while moving in the Administrative/Academic block including Labs & LRC on working days. Students not wearing the prescribed dress code may be denied entry to the university.
- (xix) Consumption of liquor or any other intoxicating drug or smoking is strictly prohibited within the hostel, campus or outside. Offenders will be summarily expelled.

#### 8. Rules and Regulation for Learning Resource Hall (LRC)

- (a) Students must follow the LRC rules for borrowing books. They must show their Identity Cards when asked for. The books must be returned on or before the due date of return of the book.
- (b) Library books should be used with great care. Tearing or folding or cutting of library books or making any mark on them is not permitted and shall lead to disciplinary action. Any defect noticed at the time of borrowing books must be brought to the notice of the Library staff immediately, otherwise the borrower may be required to replace the book by a new copy or pay double the cost of the book.
- (c) In open access LRC, replacement or misplacement of books on the shelves by the readers is not desirable. Readers should leave the book on the table after use.
- (d) LRC cards are non-transferable and they should be kept securely otherwise the borrower shall be held responsible for the books issued against cards.
- (e) Before leaving the LRC, a student should make sure of getting the LRC books properly issued at the counter against the card.
- (f) Personal property or books other than those belonging to the LRC must be deposited at the entrance gate.
- (g) The loss of LRC books or borrowers card must be immediately brought to the notice of the Learning Resource Manager (LRM) in writing.
- (h) Polite and courteous behaviour inside the LRC is expected from all the users and silence must be observed inside the reading rooms.
- (i) Rules and Regulation of LRC for students, faculties and staff members shall be the same as above.

#### 9. Procedure/Instructions for obtaining Out Pass

- (a) Day out pass on working days will be issued by the Registrar.
- (b) Out pass for overnight/out station leave will be issued by the respective wardens for

which students are required to submit applications to Hostel Superintendent by 06.00 P.M. the previous evening.

- (c) In case of grave emergency immediate out pass will be issued by the Registrar/Warden.
- (d) Girl students wanting overnight out pass/out station leave are required to get written permission of their parents/guardians-in writing/fax-at-07544-267151.
- (e) Girl students are advised to go outside the campus in groups of minimum three for their own safety.
- (f) In case of medical evacuation, the patient and attendants can move out on the medical officer's advice.
- (g) In their own interest students are advised:-
  - (a) Not to visit Guna or nearby towns without any specific work/purpose.
  - (b) Not to eat in road side Dhabas and unhygienic places.
- (h) No out pass is required to move out of campus on working days from 05:00 P.M. to 07:00 P.M. and on Sunday/Holidays from 09:00 A.M.to 07:00 P.M.
- (i) All students are required to be back inside the campus by 07:00 P.M. on all days.

#### 10. Anti-Ragging Instructions and its Treatment

- (a) Following act(s) by any student will constitute Ragging:-
  - (i) Criminal Intimidation/Wrongful Restraint.
  - (ii) Mental/Physical/Sexual Abuse.
  - (iii) Verbal Abuse.
  - (iv) Indecent Behaviour.
  - (v) Undermining Human Dignity.
  - (vi) Financial Exploitation/Extortion.
  - (vii) Use of Force in any manner i.e. Direct/Indirect
  - (viii) Getting any private work done such as assignment or odd errands or any private/personal work.
- (b) Student(s) indulging in ragging can be awarded following punishment:-
  - (i) Expelled from the Institution.
  - (ii) Banned from the Mess/Hostel.
  - (iii) Withdrawal of his/her Scholarship.
  - (iv) Debarred from the Examinations.
  - (v) Denied admission to any other Institution.
  - (vi) FIR lodged with the police and prosecuted for criminal action.
  - (vii) Other punishment as recommended by the University Disciplinary Committee and approved by the Vice-Chancellor.

**ORDINANCE No. 6****THE CONDITIONS FOR AWARD OF DEGREES, DIPLOMAS AND ANY OTHER ACADEMIC DISTINCTIONS AND CONVOCATION**

1. A convocation for the purpose of conferring degrees and making awards shall ordinarily be held every year at the time specified by the university and shall be called Annual Convocation. A special convocation may also be held at such time as may be found necessary and convenient. The actual date of the convocation in each case shall be fixed by the Vice-Chancellor with the approval of the Chancellor:
2. As per the academic rules and regulation, conditions to award the degrees, diplomas, medals are as under:-
  - (a) B.Tech. Degree (Engineering)
    - (i) Secures a CGPA equal to 4.5 or more.
    - (ii) Earning a minimum course credits as defined.
    - (iii) Completing the degree requirement in a maximum duration of six years. This includes the period of rustication / expulsion but excludes duly permitted semester withdrawal.
    - (iv) Successfully completing the Industrial Internship.
    - (v) No failure in the core courses.
  - (b) M.Tech. Degree (Engineering)
    - (i) Secures a CGPA equal to 5.0 or more.
    - (ii) Earning a minimum of 72 Credits.
    - (iii) Completing the degree requirement in a maximum duration of two years for Full Time and three year for Part Time Scholars.
    - (iv) Successfully completing the Industrial Internship wherever applicable.
    - (v) No failure in the core courses.
    - (vi) Conditions prescribed in the M.Tech. Ordinance.
  - (c) M.Sc. Degree (Science/Mathematics)
    - (i) Secures a CGPA equal to 5.0 or more.
    - (ii) Earning a minimum of 72 Credits.
    - (iii) Completing the degree requirement in a maximum duration of three year.
    - (iv) No failure in the core course.

- (v) Conditions prescribed in the Ph.D. Ordinance.
- (d) M.Tech. Degree (Science/Mathematics)
  - (i) Secures a CGPA equal to 5.0 or more.
  - (ii) Earning a minimum of 108 Credits (72 Credits of 02 Yrs M.Sc. Course + 36 Credits of 1 Yr M.Tech. Course).
  - (iii) Completing the degree requirement in a maximum duration of one year after M.Sc. Programme from the parent university.
  - (iv) No failure in any core course.
  - (v) Conditions prescribed in the M.Tech. (Science/Mathematics) Ordinance.
- (e) Ph.D. degree.
  - (i) Based on successful completion of course work/research work and recommendation of thesis evaluators and Viva-Voce Committee also.
  - (ii) Conditions prescribed in the Ph.D. Ordinance.
- (f) Diploma
  - (i) Secures as CGPA equal to 4.5 or more.
  - (ii) Earning a minimum of 150 Credits.
  - (iii) Completing the diploma requirement in a maximum duration of three years.
  - (iv) Successfully completing the Industrial Internship.
  - (v) No failure in the core courses.

### 3. Award of Medals

The following medals shall be awarded to the students for each year at the time of the Convocation:-

#### (a) Chancellor's Gold Medal

The Chancellor's Gold Medal will be awarded to the student who will secure first position in the University among all programmes/courses, branches running in the University.

#### (b) Vice Chancellor's Gold Medal

The Vice Chancellor's Gold Medal will be awarded to those students who have secure first position toppers in each program/stream running in the University.

For the above, a committee will be organized to examine the cases of gold medal winners. A brief report will be presented by the Committee with comments of their disciplines, percentage of each semester, completion of courses and industrial training, behaviour etc to the Vice-Chancellor for approval, prior to the award of the medals.

4. Ordinarily not less than four week's notice shall be given by the Registrar for holding a convocation. This period may however be reduced to ten days in the case of special convocation or in any other case where such a course is considered expedient by the Vice-Chancellor. For all other meetings of the university convocation twenty days notice by the Registrar shall be deemed sufficient.
5. The Registrar shall send a programme of the convocation and the procedure to be observed during the convocation along with a brief to the Chancellor, the Vice-Chancellor, the members of the Governing Body, the Academic Council, the Board of Management, the members of the court and Deans of the faculties.
6. The candidate desiring to receive degree in person must apply to the Registrar 15 clear days before the day fixed for the convocation, in the prescribed form, together with the fee as prescribed by the university and intimating their intention to be present at the convocation provided that the Vice-Chancellor may in special cases permit the receipt of late applications upto seven days before the date of convocation if such applications are accompanied by a late fee as fixed by the university.
7. Such candidates as are unable to present themselves in person at the convocation may apply for receiving their degrees in absentia in the prescribed form one month after the date of convocation along with a fee as prescribed by the university.
8. Every degree shall bear the signature of the Chancellor, the Vice-Chancellor and the Registrar. The date on the degrees whether to be awarded at the convocation or otherwise will be the same as the date of the declaration of the result of the examination for which the degree is being awarded.
9. Dignitaries such as the Chief Guest, Guests, the Chancellor, the Vice-Chancellor, the Deans, the Registrar and the Member of the Governing Body, the Board of Management and the Academic Council shall wear such academic costumes as is approved by the Governing Body.
10. A candidate at the convocation shall wear the academic costume of the university appropriate to their respective degrees. No candidate shall be admitted to the convocation who is not in proper academic costumes.
11. Degrees will be distributed to the candidates attending the convocation at the place time and day specified by notification before or after the convocation as decided by the university.
12. The Chancellor, the Vice-Chancellor, the Deans of faculties, the members of the Governing Body, the Board of Management and academic council and the Registrar shall assemble at the place notified at the appointed hour and shall walk in procession in the following order to the convocation hall:-
  - (a) The Registrar
  - (b) Members of the Academic Council
  - (c) Members of the Governing Body
  - (d) Members of the Board of Management
  - (e) Deans
  - (f) The Vice Chancellor
  - (g) The Chief Guest if any
  - (h) The Guest(s)

- (i) The Chancellor
- (j) Visitor

13. The Chancellor, the Chief Guest and other Guest(s), the Vice-Chancellor, Deans of the faculties, members of the academic council, the Registrar and such other persons named by the Board of Management shall take their seats on the dais in places reserved for them.
14. The candidates present at the convocation shall take their seats at the places reserved for them before the procession enters the convocation hall. As the procession enters the convocation hall, all shall rise and remain standing until the members of the procession have taken their respective seats.
15. The Chancellor, the Vice-Chancellor and the members of the Governing Body, Board of Management and the academic council having taken their places, the Chancellor or the Vice-Chancellor shall pronounce.

“The convocation of the JUET has been called to confer the undergraduate degrees, postgraduate degrees, doctorate degrees, diplomas and other academic distinctions upon the candidates who have been certified to be worthy of these degrees”.

16. The Honorary Degrees if any shall be conferred immediately after the opening of the convocation. The recipient of the Honorary Degrees shall be presented ordinarily by the Vice-Chancellor who will read about his qualifications. The Chancellor or the Vice-Chancellor in presenting the Diploma of the honorary degree shall say to the recipient:-

“By virtue of the power vested in me as Vice-Chancellor of the University, I have great pleasure in admitting you to the degree of ..... honoris causa.

17. The following shall be the order of the presentation:-

1. Honorary Degree
2. Ph.D. Degree (in Engineering/Science/Management/Humanities (PD) etc.)
3. M.Tech. Degree (in Engineering/Science/Mathematics)
4. M.Sc. Degree (in Science/Mathematics)
5. B.Tech. Degree
6. Diploma
7. Vice-Chancellor Gold Medal
8. Chancellor Gold Medal

18. The Deans of their respective faculties and in their absence the Registrar shall present all the candidates for various degrees under the faculty and the Vice-Chancellor shall admit the candidates present also in absentia to the degrees concerned. The citation for the Deans of the Faculty and the Vice-Chancellor shall be:-

“Sir, I present to you this/these candidate/candidates who have been examined and found qualified for the degree of ..... To which I pray he/they may be admitted.”

The Vice-Chancellor shall address each time as follows while awarding the degree say to the candidates who shall remain standing.

“By virtue of the authority vested in me as Vice-Chancellor of the University, I admit you to the degree of ..... in this university and charge you to prove worthy of the same.



The candidates shall acknowledge with a bow. The recipients of the degrees shall remain standing while the Dean and the Vice-Chancellor admit the candidates to the degrees.

19. After the degrees have been conferred, the Registrar shall declare the number of Degrees/Diplomas that have been conferred on Regular and Private candidates present in the convocation and also in absentia.
20. The Chancellor, or in his absence the Vice-Chancellor, shall then present the medals and prizes to the recipients of the medals/prizes who shall be called individually by the Registrar and shall stand before the Chancellor or the Vice-Chancellor, as the case may be, the names of the recipients shall be read out by the Registrar.
21. The Vice-Chancellor will then review the work of the university.
22. The Chancellor, and in his absence the Vice-Chancellor, will then introduce the chief Guest and request him to address the convocation.
23. The Chief Guest will then deliver the convocation address.
24. At the end of the convocation the Vice-Chancellor shall order the following:-  

“सत्यं वद । धर्मं चर । स्वाध्यायान्मा प्रमदः । सत्सन् प्रमदितव्यम् । कुलान् प्रमदितव्यम् । भूयै न प्रमदितव्यम् । यान्यानवदयानि कर्माणि तानि सेक्तिष्यानि नो इतराणि । यान्यास्माकं सुचरितानि त्वयापास्थानि नो इतराणि । एवं आदे । एवं उपदे । । एतदनु गासनम् । एवमुपासितव्यम् ।

“सत्य बोला । धर्म का आचरण करो । स्वाध्याय से प्रमाद मत करो । सत्य कुलम् और सौभाग्य से प्रमाद नहीं करना चाहिये । जो प्रशंसनीय कर्म है उन्हें करना चाहिये, दूसरे नहीं । जो हमारे सुचरित है उन्हें ग्रहण करना चाहिये, दूसरे नहीं । यह उपदेश है । यह अनुगासन है । ऐसा ही आचरण करना चाहिए ।”
25. The Registrar with the permission of the Chancellor, and in his absence with the permission of the Vice-Chancellor, will then declare the convocation closed.
26. The procession will then leave the convocation hall in the reverse order in which it had entered. All shall remain standing till the procession moves out of the hall.
27. Notwithstanding anything contained in the ordinance the Chancellor may suspend holding of the annual convocation or convocations. In such case the degrees will be sent to the candidates duly signed by the Vice-Chancellor at their address. The Registrar shall notify the suspension of the convocation and invite applications from the candidates who desire to take the degree. The degree will be sent to those candidates who have applied for obtaining the degrees on payment prescribed by the university. The dates on such degrees shall be the date fixed by the Vice-Chancellor on the recommendations of the Academic Council.