

ORIENTAL UNIVERSITY, INDORE

ORDINANCE No. 20(A)

THREE YEARS (SIX SEMESTERS) DIPLOMA COURSES

This ordinance is applicable for award of Diploma in Engineering/Technology and other disciplines of three-years (six semesters) duration, herein after called 3-Year Diploma Programme (3-YDP). It shall be designated as DIPLOMA in respective discipline.

1.0 THREE YEAR DIPLOMA PROGRAMMES:-

1.1 This diploma shall include the branches of ARCHITECTURE, CIVIL ENGINEERING, COMPUTER-SCIENCE & ENGINEERING, COSTUME DESIGN & DRESS MAKING TECHNOLOGY, ELECTRICAL ENGINEERING, ELECTRONICS & TELECOMMUNICATION ENGINEERING, INTERIOR-DECORATION & DESIGN, INFORMATION-TECHNOLOGY, METALLURGY, MODERN OFFICE MANAGEMENT, MECHANICAL ENGINEERING, and MINING INSTRUMENTATION.

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

2.0 RULES FOR ADMISSION:-

2.1 The minimum qualification for admission to the First Semester of the following Diploma Programmes (Admission BASED ON INSTITUTION WISE MERIT) CIVIL ENGINEERING, COMPUTER SCIENCE & ENGINEERING, ELECTRICAL ENGINEERING, ELECTRONICS & TELE COMMUNICATION ENGINEERING, INFORMATION TECHNOLOGY, MECHANICAL ENGINEERING, METALLURGY, MINING, INSTRUMENTATION Shall be the passing of 10th class with Science (Physics and Chemistry) and Mathematics as main subjects. Candidates for the above programme shall be admitted through counseling by merit, based on percentage of total marks obtained in science (Physics and Chemistry) and mathematics and as per State Government guidelines and admission rules.

2.2 The minimum qualification for admission to the first semester of the following Diploma Programmes (Admission based on institution wise merit):

COSTUME DESIGN AND DRESS MAKING TECHNOLOGY, INTERIOR DECORATION & DESIGN

Shall be the passing of 10th class with Science and Maths. Candidates for the above programmes shall be admitted through counselling by merit, based on percentage of total marks obtained in qualifying examinations and as per state Government Guidelines and admission rules.

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

Programmes (Admission based on Institution wise Merit):

ARCHITECTURE

Shall be the passing of 10th class with Science (Physics and Chemistry) and Mathematics as main subjects. Candidates for the above programme shall be admitted through counseling by merit, based on percentage of total marks obtained in science (Physics and Chemistry) and mathematics and as per state Government Guidelines and admission rules.

2.4 The minimum qualification for admission to the first semester of the following Diploma programmes (Admission based on Institution wise Merit):

MODERN OFFICE MANAGEMENT

shall be the passing of 10th class conducted by Board of Secondary Education or an equivalent examination from a recognized Board/University. Candidates for above programmes shall be admitted to the University by Merit, based on the percentage of total marks obtained in qualifying examination.

2.5 In general, admission to any Diploma Programmes, including the reservation of seats shall be governed by the rules framed by D.T.E. from time to time for compliance of the guidelines of AICTE (All India Council of Technical Education), or any other competent authority of the State Government.

3.0 ENROLMENT IN THE UNIVERSITY

3.1 Any person, who has been admitted to Diploma programme of the University through the admission criteria laid down in clause 2.0, may be enrolled as a student of the University in the respective programme.

3.2 The candidates who wish to appear in the examination of Oriental University, Indore shall have to get themselves enrolled in the University in the academic year in which they first time appear in the University Examination.

3.3 Application for enrolment will be made to Registrar in the prescribed form through the Head of the Department, accompanied by an enrolment fee as prescribed by the University from time to time. The enrolment fee is not refundable under any circumstances. Application for enrolment should be submitted along with necessary fees, migration certificate (if required), transfer certificate and certificate of passing the qualifying examination prescribed in eligibility criteria mentioned in clause 2.0.

3.4 Late submission of enrolment form shall be accepted with payment of late fee and enrolment fee, in very special case, Vice Chancellor may permit late submission of enrolment form after the extra time given above is finished, if the Vice Chancellor is satisfied that the delay in submission is not due to any lack of diligence on the part of a student.

3.5 The University shall maintain a register of all students enrolled in the University.

3.6 On enrolment, every student shall receive from the University an enrolment number.

3.7 Expulsion of a student from the University shall entail the removal of his/her name from the

Enrolment register.

3.8 No person who is under sentence or expulsion or rustication from another Board/University, shall be admitted to any course of study during the period for which the sentence is in operation.

3.9 A duplicate copy of enrolment certificate may be granted on payment of a prescribed fee.

4.0 MIGRATION FROM UNIVERSITY

4.1 A Migration Certificate may be granted to a candidate on submitting an application in prescribed form and on payment of prescribed fee.

4.2 No candidate who has been rusticated or debarred or expelled shall be granted a migration certificate within the period of his rustication, debarration or expulsion.

5.0 RULES FOR MAXIMUM DURATION OF THE PROGRAMME

5.1 There shall be normally fifteen weeks of teaching in every semester.

5.2 A candidate may provisionally continue his/her studies in higher semester/class after the examinations of the semester he/she appeared are over. However, his/her eligibility shall be evaluated only after the results of semesters are declared in which he/she had appeared.

5.3 The maximum duration for passing all the courses (theory, practical's and Industrial Training) of the programme shall be FIVE years for 3 years Diploma Programme. No separate time will be given to students for medical or any reason whatsoever. Candidates debarred from examination due to UFM cases or any other reason will also have to clear their Diploma programme in the duration mentioned above. Name of those candidates who are unable to clear their Diploma programme in the stipulated period, will be struck off from the roll list of the University.

5.4 If such candidate decides again to enroll himself/herself for any of the Diploma programme, he/she will have to seek fresh admission as per the rules mentioned in clause 2.0 above. On seeking a fresh admission, such candidates will not be entitled for any credit or exemption from University for the courses passed by them in the previous Diploma programme of study.

6.0 RULES FOR EXAMINATIONS

6.1 There shall be University Examination at the end of each semester

6.2 These Examinations, common to all branches, shall be named as follows:-

(a) **FIRST YEAR**

First Semester Diploma Exam (Discipline wise)
Second Semester Diploma Exam (Discipline wise)

(b) **SECOND YEAR**

Third Semester Diploma Exam (Discipline wise)

Fourth Semester Diploma Exam (Discipline wise)

(c) **THIRD YEAR**

Fifth Semester Diploma Exam (Discipline wise)

Sixth Semester Diploma Exam (Discipline wise)

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

6.4 The semester examination will generally be held in Nov.-Dec. and May-June in each year.

6.5 There will be a full examination at the end of each semester consisting of theory papers and the laboratory practicals of all semesters. The duration of examination period normally should not exceed 30 working days. Note: The candidate who seeks admission in odd semester of an academic year is said to be in A-B group while a candidate who seeks admission in even semester of an academic year is said to be in B-A group, i.e. a candidate of A-B Group will take admission in July whereas candidate of B-A Group will take admission in January in the relevant academic year.

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

6.7 ELIGIBILITY FOR APPEARING IN THE EXAMINATION

a) A candidate who has filled up the examination form and deposited the required amount of examination fees, will be eligible to appear in the Examination, provided he/she has completed the required 75% of attendance in each theory and practical subject, and also completed the prescribed sessional work i.e. teacher's assessment work as provided in the scheme of examination, and has secured 60% marks in teacher's assessment of theory & practical papers.

b) A candidate who has filled up the examination form and deposited the required amount of examination fees, will be eligible to appear in the Examination, but a candidate who has not completed the required 75% of attendance in each theory and practical subject, will be detained from appearing in the semester Examination and similarly, if the candidate has not completed the sessional work i.e. Teacher's Assessment Work, will also be detained from appearing in the semester examination. The completion of sessional work means that the candidate has successfully completed the sessional work by attending classes/practicals regularly and has secured a minimum of 60% marks in Teacher's Assessment Work of each theory and practical. The sessional work (Teacher's Assessment Work) must be completed and submitted in the institution at least 15 days before the commencement of theory examination.

c) A candidate, who has filled the examination form and deposited the required amount of examination fees and also completed the condition mentioned in clause 6.7.a but could not appear in the semester Examination due to illness of self or due to genuine reasons, may be allowed to appear in the semester examination, if he/she so likes, provided conditions laid down under clauses 5 and 7 are fulfilled. For appearing in the next semester Examination, he will have to fill up the examination form and deposit prescribed examination fees. Fees already paid by him/her for the earlier Semester Examination, shall not be adjusted/refunded. In such cases, the number of theory papers and practicals in which a candidate can appear, shall be limited to a maximum number of theory papers and practical prescribed in that semester, in which a candidate could not appear due to reasons mentioned above.

d) A candidate who has been detained due to lack of prescribed attendance or submission of sessions as prescribed in clause (b) above, will have no claim for appearing in the semester examination, and will have to repeat the semester. The student will be granted re admission by the Head of the concerned institution against the seats earmarked for the repeater candidates, if available.

6.8 FILING OF EXAMINATION FORMS

a) For appearing in any of the Examination of the University, a candidate shall have to apply in the prescribed form which normally should reach the office of the University one month before the announced date of examination

b) The Registrar of University has to certify as to the eligibility of the candidate.

c) Each application must be accompanied by prescribed fee of the examination together with the late fee (if any) and the fee for sending marks obtained in the examination.

d) Examination fee once paid shall in no case be refunded to the candidate.

6.9 PERMISSION TO APPEAR IN THE EXAMINATION AND ISSUE OF EXAMINATION ADMIT CARD (EAC)

a) If the candidate is admitted, the Controller (Examination) shall furnish the candidate with an admission card permitting him to appear at the examination.

b) Permission to appear at the University Examination may be withdrawn for conduct which in the opinion of the Examination committee justifies exclusion of the examinee.

c) The Controller (Examination) may withdraw the permission granted by some accidental mistake or omission to a candidate who was not eligible for appearing at University examination, even though an admission card has been issued and produced by him/her before the Superintendent of Examinations.

d) The Controller (Examination), if satisfied, that the examination admission card has been lost or destroyed, may grant on payment of a prescribed fee, a duplicate examination admission card. The card so granted, shall show in a prominent place, the number and date of the card originally granted.

e) The candidates shall be admitted to the examination hall on producing the admission card before superintendent of examination at the centre.

6.10 CONDUCT IN EXAMINATION HALL

a) In the Examination Hall, the candidates shall be under the disciplinary control of the Superintendent and they shall obey his instructions. In the event of a candidate disobeying the instructions of the Superintendent or his insolvent behavior towards the Superintendent or any of the invigilators, the candidate may be excluded from that day's examination and if he/she persists in misbehavior he/she may be excluded from the rest of the examination by the Superintendent of the Centre. Provided that in all such cases a full report of each case shall be sent to the University and Board of Management, which according to the gravity of offence, shall punish a candidate by canceling his/her examination and/or debarring him/her from appearing at the examination of the University as per the prevailing rules.

b) No candidate shall bring with him/her into the Examination Hall (Room) any book or papers, notes or other materials capable of being used by him in connection with the examination, nor shall he/she communicate to or receive from any other candidate any information in the Examination Hall.

c) Any candidate found indulging in cheating or in making use of any unfair means in connection with the examination, shall be reported to the Controller of Examinations by the Superintendent of Examinations, and if the facts alleged are true and disclose premeditation on the part of the candidate, the Board of Management on the recommendation of the Examination Committee, may debar the candidate for examination as per the prevailing rules of punishment for using unfair means.

d) Any candidate found using unfair means in the examination room, shall be reported to the Controller of Examinations by the Superintendent of Examinations. The Board of Management, on recommendation of Examination Committee may disqualify the candidate from passing that Examination and may also in its discretion debar him from appearing at the examination or examinations.

e) Any candidate bringing any torn papers, notes or other material to the Examination hall, shall be reported to the Controller Examinations by the Superintendent of Examinations, and if the facts alleged be true but that the candidate has not made any use thereof, the Board of Management on recommendations of Examination Committee, may disqualify the candidate from passing the examination.

6.11 If a candidate is unable to pass/clear some subject of an odd semester examination, he/she shall be permitted to appear as an ex-student in the subsequent semester examination. Likewise, if a candidate is unable to pass/clear some subjects in even semester examination he/she shall be permitted to appear as an ex-student in the subsequent semester examination. To enable the candidates to clear the backlog subjects as quickly as possible, the examinations of all the theory papers and practicals shall be held during every semester examination.

6.12 There will be no supplementary examination.

7.0 RULES FOR PROMOTION TO HIGHER SEMESTER/CLASS

7.1 A candidate, who has appeared in first semester examination, will be promoted to the 2nd semester irrespective of any number of subjects cleared/passed by him/her.

7.2 A candidate, who has appeared in 2nd semester examination, will be promoted to 3rd semester examination and a candidate who has appeared in 3rd semester examination will be promoted to 4th semester examination irrespective of any number of subjects cleared/passed by him/her.

7.3 A candidate has to clear/pass all subjects of 1st semester & 2nd semester before Being promoted to 5th semester and 6th semester respectively.

8.0 PASSING EXAMINATIONS

Basis of Grading System

8.1 Each course, with its weightage in terms of units, equivalent credits (credit ranging from 20-40 in each semester) shall be recommended by the concerned board of studies and shall be approved by the standing committee of academic council and executive council. Only approved courses can be offered during any semester.

8.2 A student shall be continuously evaluated for his/ her academic performance in a subject through, tutorial work, practical, home assignment, mid semester test, field work, seminars, quizzes, end semester examinations etc. as proposed by respective board of studies and approved by standing committee of academic council and executive council of university.

8.3 The distribution of weightage/marks for each component shall be decided by the respective of Board of Studies and approved by Academic Council of University and Executive Council of the University subjective to such stipulation as given under:

(a) Theory Block

i. Quizzes, assignments and regularity	10%
ii. Mid – semester test	20%
iii. End – semester examination	70%

Total	100%
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(b) Practical Block

i. Lab work and performance, quizzes, assignments and regularity -	40%
ii. End – semester examination-	60%

Total

100%

8.4 Practical training and project work shall be treated as practical subjects.

8.5 In each semester there shall be atleast two mid semester tests and one end semester examination.

8.6 Each student registered for a course shall be awarded grade by the concerned faculties for the specific subjects. The grades awarded to the students shall be depend upon his continuous evaluation through performance in various examinations, assignments, laboratory work, class work, mid semester test etc. The grades to be used and their numerical equivalents are as under :

Credit Based Grading System

Grade	% Marks range (based on absolute marks system)	Grade Point	Description of performance
A ⁺	91-100	10	outstanding
A	81-90	9	Excellence
B ⁺	71-80	8	Very Good
B	61-70	7	Good
C ⁺	51-60	6	Average
C	41-50	5	Satisfactory
D	31-40	4	Marginal
F	30 & below	0	Fail
I		0	
W		0	

8.7 The semester grade points average (SGPA) and cumulative grade point average (CGPA) shall be evaluated as under :

$$SGPA = \frac{\sum_{i=1}^n CiPi}{\sum_{i=1}^n Ci}$$

Where C_i is the number of credits offered in the i th subject of the semester for which SGPA is to be calculated, P_i is the corresponding grade point earned in the i th subject where $i = 1, 2, \dots, n$, are the number of subjects in that semester

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

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

8.8 The grade sheet at the end of each even semester examination shall show CGPA till end of that semester. The final examination grade sheet at the end of final semester examination shall also indicate CGPA, equivalent percentage marks and the division awarded according to the rule given in the point 9.0 of the Ordinance.

9.0 DURATION OF COURSE

9.1 There shall be normally fifteen weeks of teaching in every semester.

9.2 A candidate may provisionally continue his/her studies in higher semester class after the examinations of the semester he/she appeared are over. However, his/her eligibility shall be evaluated only after the results of semesters as per clause 7.0 are declared at which he/she had appeared.

10.0 MERIT LISTS

10.1 Merit list of top 10 candidates in the order of merit shall be declared at the end of each semester in each discipline from amongst the candidates who have passed in first attempt.

10.2 Branch wise final merit list shall be declared by the University only after the main examination of the sixth and final semester for Diploma in Engineering and other discipline, on the basis of the integrated performance of all the three years. The merit list shall include the first ten candidates securing at least first division and passing all semesters in single attempts.

11.0 ATTENDANCE

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

12.0 If a candidate has passed a semester examination in full he/she shall NOT be permitted to Reappear in that examination for improvement in division/marks or any other purpose.

13.0 RULES OF PASSING

13.1 A candidate shall be declared passed if he/she clears all subjects/ courses (theory & practical) of first to sixth semester with minimum grade D.

13.2 There will be no minimum grade point to pass for mid semester test.

13.3 For the award of diploma the required Cumulative Grade Point Average (CGPA) is 5.0.

13.4 The result of the candidate will be withheld if he/she clears all courses/ subjects of sixth semester but could not clear the courses/ subjects of previous semesters.

14.0 AWARD OF DIVISION

14.1 Division shall be awarded only after the six and final semester examination based on integrated performance for all the three years (six semester) as per following details.

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

14.2 The grade sheet at the end of each even semester examination shall also show CGPA till end of that SEM. The final examination grade sheet at the end of final semester of the course shall also indicate CGPA, equivalent percentage marks and the division awarded according to rule given at point 14.3.

14.3 The conversion from grade to an equivalent percentage in a given academic program shall be calculated as per the following formula : -

$$\text{Percentage marks score} = \frac{\text{CGPA obtained} \times 100}{10}$$

15.0 RULES FOR CONDONATION OF DEFICIENCY IN MARKS

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

15.1 Deficiency up to 5 marks be condoned to the best advantage of the candidate for passing the examination, provided the candidate fails in maximum of two theory/one theory and one practical/two practicals subjects. This facility shall be available only to those candidates who clear that particular semester examination in full (i.e. in all theory, practicals and sessions in first attempt) by availing 5 grace marks.

15.2 While declaring result of the candidate, no marks shall be added to or subtracted from the aggregate for the deficiency condoned as above. However, he/she will pass the subjects cleared through clause 15.1. After condoning the deficiency, the candidates result shall be declared in the division, for which the aggregate obtained by him/her entitles.

15.3 One grace mark will be awarded to the candidate who is failing/missing distinction/missing first division by one mark, on behalf of the Vice Chancellor in the Diploma examination. This benefit will not, however, be available to a candidate getting an advantage under clause 15.1.

16.0 RULES FOR REVALUATION/RETOTALLING OF MARKS

16.1 Any candidate, who has appeared at an examination conducted by the University, may apply to the Controller (Examination) for the scrutiny of his marks and the revaluation of his result.

16.2 Such applications must be made on a prescribed form within 15 days from the date of the publication of the result at the University's office. Application received beyond this period shall not be considered.

16.3 All such applications must be accompanied by a prescribed fee for revaluation of Each paper and for retotalling in each paper to be paid.

16.4 No candidate shall be entitled to a refund of the fee unless, as a result of the scrutiny, a mistake affecting his examination result is published and detected.

16.5 No candidate shall be allowed to get more than two subjects answer books of one examination revalued. If a candidate mentions more than two subjects in his/her application then only first two subjects shall be revalued and no action will be taken on rest of the subjects.

16.6 No revaluation shall be allowed in case of practicals, teacher's assessment work and progressive tests.

16.7 If, on retotalling and revaluation a mistake in the result originally published is detected, necessary correction shall be published in a supplementary list, in all other cases, the result of the retotalling shall be communicated to the candidate, as soon as possible through the officer who has forwarded his application.

16.8 The work of retotalling does not include reexamination of the answer books. It is done with a view to see whether there has been any mistake in totaling the marks assigned to individual questions or in the form of omitting the marks assigned to any question.