

certificate that all admissions have been made as per University Rules and that no exception has been made.

- (1) A student shall be enrolled as a member of an Institution as soon as he is admitted by the Head of the Institution and has paid the prescribed fees.
 - (2) A student seeking admission to an Institution / department after the commencement of the session shall be required to pay tuition fees from July of the year / or as directed by the Regulatory Body.
9. The Head of the Institution may permit a student to change his optional subjects for a course or with the approval of the Vice Chancellor, to change the Faculty within 30 days of start of the course.
 10. Every student in the University shall at all times be of good behavior, show diligence in studies, maintain decorum and dignity, take proper interest in co-curricular activities and observe all rules of discipline of the Institution of which he is a student and of the University.
 11. (1) When a student has been guilty of breach of discipline within or outside the precincts of the University or an Institution, or persistent idleness or has been guilty of misconduct, the Head of the institution at which such student is studying or the Vice Chancellor/Registrar may according to the nature and gravity of the offence-
 - a. suspend such a student from attending classes for not more than a week at a time, or
 - b. expel such a student from his institution,
 - c. disqualify such a student from appearing at the next ensuing examination, or
 - d. rusticate such a student.
 - (2) Before inflicting any punishment as aforesaid, the Head of the Institution shall give the student concerned an opportunity of personal hearing and record the reasons of inflicting the punishment in writing.
 - (3) The Head of the Institution concerned shall have power to suspend for such time as may be necessary a student temporarily from the institution pending inquiry into his conduct in connection with an alleged offence.
 - (4) The period, during which a student remains suspended for completion of an enquiry, shall be reckoned in the calculation of his attendance for appearing at an examination provided he is found innocent.
 - (5) The rustication of a student from an Institution shall entail the removal of his name from the register of enrolled students.

Reservations to SC/ST/Other categories students shall be observed as per norms. Concessions/scholarship to SC/ST/Physically Handicapped and girls candidates shall be given as per M.P. Government norms.

ORDINANCE NO. 03

REGISTRATION OF STUDENTS AND THEIR ADMISSION TO THE COURSES OF STUDY, TEACHING METHODOLOGY

For registration/ to enroll in the university courses of study, a candidate must apply on prescribed format and submit the application form along with the attested copy of the mark sheet of the qualifying examination and university fees. The registration form will be forwarded by the head of the institution to the Registrar of the University.

2. On receipt of the registration form at the University Institution the candidate will be allotted a temporary registration number.
3. The registration application form will be subjected to verification by the University and after due verification, the candidate will be given a permanent registration number.
4. The mode of sending application for admission of students can be direct or counseling or through guidance centre or through post or through Online. Any student from India or abroad seeking admission in the University can interact Online to the University. Mode of instructions of teaching of such student shall be decided by the Academic Council of the University.
5. The validity of the registrations will be for the following periods:

a. Certificate and one year Diploma programmes	-	2 years
b. Three year Degree programmes	-	6 years
c. Four year Degree Programme	-	8 years
d. Master degree and two year programmes	-	4 years
6. No person, who is under sentence or expulsion or rustication from another University shall be admitted to any course of study during the period for which the sentence is in operation.
7. (1) A student who is registered with the University may apply for a change, correction or alteration in one's own name or surname to the Registrar of the University with a fee decided by University.
 (2) The Registrar, if he is satisfied with the reasonableness of the request, may pass order for change or correction of name of the student.
 (3) The application for change or correction in the name shall be made through the Head of the Institution where the student is studying or will be supported by an affidavit.
 (4) The fees deposited by the candidate shall not be refunded in any case.
8. Teaching Days - Every University enrolling students for the First Degree course shall ensure that the number of actual teaching days not to below 180 in an academic year (90 days in a semester).
9. (a) Teaching methods of all the courses shall include one or more methods of teaching from - Class Room Teaching, Assignments, Viva Voce, Lab Work, Seminar, Project Work, Summer Training, Field Work, Presentation, Group Discussion etc.
 (b) To better support to the students in conjunction with the traditional approaches, modern approaches based on Information and communication technologies for teaching learning will be adopted. These may includes online teaching-learning, material availability, Webcasting, Podcasting, Online chatting with teachers, Online Discussion Forums etc.

ORDINANCE NO. 04

EXAMINATIONS GENERAL

PART-I

DEFINITIONS

1. In this Ordinance and in all Ordinances and Regulations laying down conditions for appearing in an examination of the University for a degree or a diploma, either generally