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# मध्यप्रदेश राजपत्र

प्राधिकार से प्रकाशित

क्रमांक 51]

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

## भाग ४

विषय-सूची

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

भाग ४ (क)—कुछ नहीं

भाग ४ (ख)

अध्यादेश

उच्च शिक्षा विभाग

मंत्रालय, वल्लभ भवन, भोपाल

Bhopal, the 4th December 2012

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

THE FIRST ORDINANCES

By order and in the name of the Governor of Madhya Pradesh,

C. B. PADWAR, Dy. Secy.

# PEOPLE'S UNIVERSITY, BHOPAL

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

## Ordinance No. 1

### ADMISSION, ENROLLMENT AND MIGRATION

#### 1.0 DEFINITIONS:

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

1.1 "Equivalent" examination means an examination which has been conducted by;

1.1.1 Any recognized Board of Higher Secondary Education, or

1.1.2 Any Indian University /Board other than this University incorporated by any law in force for the time being, and recognized by this University as equivalent to its corresponding examination.

1.1.3 Any other Foreign qualifications considered equivalent by appropriate authority.

1.2 "Qualifying examination" means an examination the passing of which makes a student eligible for admission to a particular year in Course of study leading to Bachelor's or post-graduate degree or diploma or certificate of People's University.

#### 2.0 ADMISSION PROCEDURE:

2.1 Admission in the University shall be made strictly on the basis of Merit.

2.2 Merit for admission in the constituent Institutions of University may be determined either on the basis of marks or grade in the qualifying examination and achievements in co-curricular and extra-curricular activities or on the basis of marks or grade obtained in the Entrance Test conducted at the State or National Level, as per the norms of the Regulating Bodies.

2.3 The application for admission shall, among others, be accompanied by

2.3.1 The School /College Leaving Certificate/Transfer Certificate signed by the Head of the Institutions last attended by the student,

2.3.2 True copy of the statement of marks showing that the applicant has passed the qualifying examination, and in the case of a student, who passed the examination as a private candidate, a certificate signed by two responsible persons certifying to the good character of the applicant *good character certificate for*

2.3.3 If an applicant for admission, as aforesaid, has passed the qualifying examination from a Board other than the Board of Secondary Education, Madhya Pradesh, or a University other

than this University, he shall submit in addition to the School / College Leaving Certificate or Transfer Certificate, an Eligibility or a Migration Certificate from the Secretary, or Registrar of such Board or University as the case may be together with immigration fee as prescribed.

2.3.4 Any other document as required by Concerned Institution.

**Provided that,** if it does not become possible for the applicant to obtain a Migration Certificate in time for making the application, he may make the application in time stating that the certificate shall be produced as soon as it is received and for that purpose he may be allowed such time as the University may specify but not more than thirty days from the last date of the application.

- 2.4 No student migrating from any other University shall be admitted to any class in an institution unless he has passed the examination which has been declared by this University as equivalent to the qualifying examination for a student of the University.
- 2.5 An applicant for admission to a course leading to a Bachelor's degree shall not be so admitted unless he is prepared to appear in all subjects prescribed for the particular degree examination.
- 2.6 No student who has passed a part of any degree or post-graduate examination from another University shall be admitted to subsequent higher class for such examination in any institution without the approval of the Vice-Chancellor in consultation with the Dean of the Faculty in case of degree examination and the Chairman of the concerned Board of studies in case of post-graduate examination.
- 2.7 No person, who is under sentence of rustication from another University or a teaching Institution connected this University shall be admitted to any course or study in Institution of this University.
- 2.8 Admission of students to all institutions except those for Medicine, Dentistry, Nursing and Pharmacy in each academic year shall be completed by the first day of the academic session concerned.

**Provided that,** the Head of an institution may, in his/her discretion, admit a student to the institution till 31<sup>st</sup> July, and for special reasons with the approval of the Vice-Chancellor, by the 14<sup>th</sup> August of that year.

**Provided where,** 31<sup>st</sup> July or 14<sup>th</sup> August is a holiday, the next working day will be the last date in each case. In institutions for Medicine, Dentistry, Pharmacy and Engineering (Undergraduate) the corresponding last date of admission shall be 30<sup>th</sup> Sept. or as prescribed by Apex Body.

**Provided that,** a student, who is eligible for second or supplementary examination of the University shall be permitted to take provisional admission the next higher class within the date prescribed above. If he/she fails to clear the supplementary or pass the second examination the provisional admission in the higher class shall stand as cancelled.

- 2.9 "The list of admitted student in medical & other related courses should also be made available to MCI DCI to as well as Director Medical education deptt. Govt. of M.P. and Admission & Fee Regulation committee constitute under M.P. Niji Vyavasayik Shikshan Sansthan (Pravesh ka Viniyaman Avam Shulk ka Nirdharan) Adhiniyam 2007 within One week from the last date of admission."
- 2.10 The admission procedure as prescribed if any, by Medical Education departement Government of M.P. and other Regulatory State & Central bodies for professional & technical courses shall be followed.
- 3.0 LATE ADMISSIONS:** *will*
- 3.1 A student admitted to an institution after the commencement of the session shall be required to pay tuition fees from July of the year unless he/she migrates from another constituent institution of the University and has paid his/her fees in the former institution up to the preceding month.
- 3.2 The Head of the Institution may permit a student to change his optional subjects for a course with the approval of the Vice-Chancellor, within two weeks of last date of admission ad prescribed by Competent Authority. No change thereafter shall be permitted.
- 4.0 TRANSFER OF STUDENT:**
- 4.1 No student shall be allowed to migrate from one institution to another under the jurisdiction of this University without a Transfer Certificate. No such transfer shall in any case be permitted after the date on which the application of a student for admission to the ensuing examination has been forwarded to the University.
- 4.2 Subject to the provision contained in para (1) above a student, who during an academic session desires to leave the constituent institution of which he has become a member shall give notice in writing to the Head of the Institution of his intention to leave stating reasons thereof and further stating the name of the institution if any, which he wished to join.
- 4.3 If the change is to another Institution, the Head of the Institution shall consider the reasons given to justify such a change. If they are strong enough to justify such a change, he may pass order accordingly. On such orders being passed, the student in question shall:
- Make payment of all fees due to the Institution up to the month of the application for the transfer certificate; and
  - Refund whatever, if any, scholarship or studentship has been paid to him from the funds of the Institution, if required by the Head of the Institution to do so.
- 4.4 When the student has made all the aforesaid payments, the Head of the Institution shall issue a Transfer Certificate.
- 4.5 A student seeking transfer from one Institution to another under the jurisdiction of this University shall not be required to pay such installment of tuition fees as he has already paid in the Institution from which he is transferring.

**5.0 DISCIPLINE:**

- 5.1 Every student in the University shall all times be of good behaviour, show diligence in student, maintain decorum and dignity, take proper interest in co-curricular activities and observe all rules of discipline of the Institution of which he is student and of the University.
- 5.2 When a student has been guilty of breach of discipline within or outside the precincts of the University or an Institution, or persistent absentism, the Head of the Institution with the approval of Vice Chancellor may, according to the nature and gravity of the offence:
- i. Suspend such a student from attending classes for not more than a week at a time; or
  - ii. Expel such a student from the institution; or
  - iii. Disqualify such a student from appearing at the next ensuing examination, or
  - iv. Rusticate such a student.
- 5.3 Before inflicting any punishment as aforesaid, the Head of the Institution shall give the student concerned an opportunity of personal hearing and record the reasons of inflicting the punishment in writing.
- 5.4 The Head of the Institution concerned shall have power to suspend, for such time as may necessary, a student temporality from the Institution pending inquiry into his conduct in connection with an alleged offence.
- 5.5 The period, during which a student remain suspended for completion of an inquiry, shall be reckoned in the calculation of his attendance for appearing at an examination provided he is found innocent.
- 5.6 A student who has been rusticated shall not be admitted to another Institution within the jurisdiction of this University. Ordinarily, the period of rustication shall not exceed two years. Other Universities shall be informed of the fact of the rustication.
- 5.7 The rustication of a student from an Institution shall entail the removal of his name from the Register of Enrolled Students.

**6.0 ENROLMENT OF STUDENTS:**

- 6.1 A person who has been admitted to an institution as per the prescribed eligibility of a particular course, shall be enrolled as a student of University by the Registrar.
- 6.2 Application for enrolment as a student of the University shall be made to the Registrar in the prescribed form. Head of Institute will ensure that all the documents are enclosed along with enrollment form and it shall be accompanied by the prescribed enrolment fee. Such application shall be submitted through Head of Institution of the College to which the student has been admitted.

- 6.3 i. No student shall be deemed to have been admitted to any course of study as a regular student of the University unless his/her name is borne on the Register of Enrolled Students.
- ii. The fee for enrolment paid by a student shall not be refunded under any circumstances.
- 6.4 The procedure for submission of application for Enrolment of students by colleges shall be as follows :
- i. Application on the prescribed form from students, together with the necessary fees, migration certificate, eligibility certificate, if necessary, shall reach the University Registrar within two weeks from the last date of admission of the academic year in which the student is admitted.
- ii. On the payment of late fee as prescribed, the Vice Chancellor may permit the enrolment of student whose application, enrolment fee or the migration certificate have been submitted after the due date if the Vice Chancellor is satisfied that the delay in submission is not due to any lack of diligence on the part of the student.
- 6.5 No person, who is under sentence, expulsion or rustication from another University, shall be admitted to any course of study during the period for which the sentence/expulsion/rustication is in operation.
- 6.6 A student who is enrolled in the University may apply for a change/correction in one's own name or surname to the Registrar of the University with the prescribed fee (not refundable).
- 6.7 Any change, addition or modification, shall be recorded in the University Register in red ink under the attestation of the Registrar and a certificate to that effect shall be issued to the applicant.
- 6.8 Under no circumstances shall any alteration be made in the University certificate, diploma degree, and other document issued in favour of the applicant prior to the order for a change/correction in the name
- 6.9 In all subsequent documents, certificates, diplomas and degrees of the University, the former as well as the new name shall be entered and all correspondence shall be carried on in like manner.
- 6.10 Name of the student will only be changed provided procedure as per law and prevailing rules / regulations has been followed.

## 7.0 MIGRATION:

Migration of students from the University to another may be granted on any genuine grounds such as completion of studies, death of parents / near relative or on medical grounds.

However, the migration in professional colleges will be governed by Rules/Regulation of Statutory Bodies, such as MCI, DCI, INC, IPC & AICTE.

## 8.0 CONSIDERATION FOR SPECIAL CATEGORIES:

Seats for admission and fees in any course of study for the persons belonging to special categories shall be regulated in accordance with the norms/guidelines prescribed by the UGC & other concerned Statutory Bodies/ policy of State Govt. or applicable extant instructions applicable from time to time.

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

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

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

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

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



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

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

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

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

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

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

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

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

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

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

4.5.1 Registration Fee Rs. 500/-

4.5.2 Permission Fee Rs. 250/-

4.5.3 Statement of Marks Fee Rs. 200/-

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

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

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

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

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

## 5.0 GENERAL CONDITIONS APPLICABLE TO ALL CANDIDATES

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

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

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

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

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

5.15.1 Examination Fee after deduction of 50%.

5.15.2 Full Fee for statement of marks.

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

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

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

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

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

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

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

5.18 A candidate, who has passed any Final Degree Examination may, after the declaration of his result and before the date of the next convocation apply to the Registrar for a Provisional Certificate of passing the examination of the University. Such application shall be accompanied by a fee of Rs. 200/-

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

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



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

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

- 1.1 Controller of Examinations (COE) shall be principal authority of the University, bestowed with the full responsibilities of arranging and conducting the university examinations, fair and free from any malpractice and within the prescribed time schedule.
- 1.2 All arrangements for the conduct of examinations to be held by the University shall be made by the Controller of Examination, in accordance with Rules and regulations framed by the University from time to time.
- 1.3 He/She shall prepare the examination schedules of all the courses for the whole academic year in advance as per the guidelines set by Board of Studies and Academic Council.
- 1.4 He/ She shall be responsible for maintaining total Confidentiality in the discharge of duties by himself/herself and their staff.
- 1.5 He/ She shall take utmost care to complete the task of conducting the examination and declaration of results within stipulated time frame work.
- 1.6 Process of Conduct of Examination for each course shall commence at least three months before the schedule date.

**2.0 EXAMINATION CENTERS AND MANPOWER**

- 2.1 Controller of Examinations in consultation with the Registrar shall identify centers to conduct the University, Theory, Practical/ Clinical examinations in various Institutions for different courses and obtain VC's approval.
- 2.2 The examination centers for Theory examinations shall have adequate space and furniture for making arrangement for seating students allotted to the center.
- 2.3 The examination center for theory examination shall have provision of Secured room to store examination material, Toilets and drinking water facility in proximity of examination hall/halls.

- 2.4 The practical/ Clinical examinations shall preferably held in the respective departments of the Institutions.
- 2.5 Each constituent Institution is expected to make provision for minimum required infrastructure for conduction of University examinations.
- 2.6 The Controller of Examinations shall appoint the manpower required to conduct theory, Practical/ Clinical examinations in various center.
- 2.7 The persons whose relative is appearing for the examination, shall no be assigned any responsibility of that examination or that Center.
- 2.8 The Controller of Examination with the approval of Vice-Chancellor may cancel an examination at all centers if it is satisfied that there has been a leakage of question paper/s or any other irregularity that warrants such a step.
- 2.9 The University may change the examination center of the examinee/ examinees irrespective of Institution to which they belong anytime it deems proper without assigning any reason.
- 2.10 The Controller of Examination may, on the recommendation of the Chief Superintendent, appoint a writer to write down dictation pertaining to answer to questions at the examination on behalf of an examinee, who is unable to write himself/herself on account of temporally handicapped(who should be in possession of Medical Certificate issued by Competent Authority) provided that such a writer shall be a man/woman possessing qualification of at least two class examination lower than the examinee concerned.
- 2.11 The Controller of Examination may issue such general instructions for the guidance of the Examiners, Center Superintendents, Tabulators, Collators, Moderators, as it considers necessary for the proper discharge of their duties.
- 2.12 Subject to the provisions of this Ordinance, the Board of Management may from time to time make, alter or modify rules and procedure about the conduct of examinations in consultation with the Academic bodies.
- 2.13 Any person who is entrusted with the examination work relating to paper setting, invigilation, supervision, evaluation, conduct of practical examination, printing of question papers and answer books, tabulation and preparation of marks cards and all such activities incidental thereto and connected therewith, shall discharge such duties prudently and with utmost integrity for attainment of the academic standards.
- 2.14 If any of their relatives are appearing in the examinations where they are posted, shall report the matter in writing to the Chief Superintendent before accepting the responsibility. Failure to disclose such matter will be viewed as an act of gross misconduct.
- 2.15 If any person who has been allotted the examination work is found guilty of breach of duties or is involved in any misbehavior, shall be liable for punishment and/or with a fine equivalent to any loss suffered by the University/College due to the breach of duty or misbehavior.

- 2.16 Whoever instigates or abets the commission of acts mentioned above shall also be liable for the same action as provided for the person who acts in the manner.
- 2.17 The Controller, may from time to time appoint flying Squad to see that the conduct of the Examination is strictly according to the rules and procedure laid down, free from malpractice.
- 2.18 The squad may consist of Two officers, not below the rank of Professors and shall be drawn from other Institutions in the University.
- 2.19 The squad shall record in writing, the malpractice, deficiencies, if any and obtain signature of Chief Superintendent before sending the report the Controller for further action.
- 2.20 If the report alleges very serious breach of rules, the University may take such action as may be necessary including postponement or cancellation, wholly or in part, of the examination at the center, and if any such action is taken, a report of the action taken shall be made to the Board of Management at its next meeting.
- 2.21 Controller of Examinations shall appoint the Chief Superintendent of the Center (in normal course-Head of the Institution) at each center for the purpose of conducting Theory Practical / Clinical examinations.
- 2.22 Authorized Manpower required to conduct the theory examinations.
- 2.22.1 The Chief Superintendent for each center.
- 2.22.2 Superintendent for the center.
- 2.22.3 Chief Invigilator for each hall / room.
- 2.22.4 Invigilators- One invigilator for every 20 students.
- 2.22.5 Supporting staff.
- 2.22.6 Examination clerk to prepare the data, stationery, and attendance Sheets, packing material etc
- 2.22.7 Clerk to help in sorting, packing and sealing of packets of answer books.
- 2.22.8 Water boys/ women – one each in Hall/ room.
- 2.23 Chief Superintendent shall appoint the personnel mentioned under 2.22.2 to 2.22.5 in the above list from among the teaching faculty. Care shall be taken to avoid teachers from the speciality of subject of examination and relatives of the examinees. Copy of appointment order shall be communicated to the Controller of Examinations.
- 2.24 Chief Superintendent shall appoint the personnel mentioned under 2.22-5 in the above list from among the non -teaching staff.

- 2.25 Persons not assigned any examination duty, shall neither involve themselves nor interfere in any part of examinations. Such act will be viewed as breach of conduct rules.
- 2.26 Authorized Manpower required to conduct Practical/clinical examinations.
- 2.26.1 The chief superintendent for each center.
- 2.26.2 Internal and external examiners,(appointed by the Controller)
- 2.26.3 Not more than two expert assistants from among the teaching staff in each subject to help in organizing, marking attendance, etc as required by the examiners. The expert assistant shall neither interfere in the actual examination process nor valuation of any part of assignments and awarding of marks.
- 2.26.4 One technical assistant (Staff nurse in case of clinical examinations) to Organize patients, material and instruments.
- 2.26.5 Not more than two attenders

#### **2.27 Duties and Responsibilities of Chief Superintendent**

- 2.27.1 Chief Superintendent shall be Head the center to conduct the Theory/ practical/ clinical examinations in proper, peaceful and fair manner as per the rules stipulated by the University.
- 2.27.2 He / She shall be responsible and custodian of the Seal of the Institution.
- 2.27.3 He / She shall be responsible and custodian of all the related confidential documents including question papers, answer books, marks sheets, blank proformas etc.
- 2.27.4 He/she is authorized to appoint the personnel as mentioned in Section 2.22.2 to 2.22.5.
- 2.27.5 He/she shall oversee the proper seating arrangement for the examinee candidates. Minimum of 3 ft distance shall be maintained between two candidates on either side.
- 2.27.6 He / she shall arrange to physically check the Examination Hall / room before commencement of examination for any hidden books and writing material.
- 2.27.7 He / she shall be responsible for arrangement and ensure the attendance of personal assigned the duties on the particular day.
- 2.27.8 He/she shall ensure proper and timely distribution of Answer books and question papers to the examinees in each hall/room.
- 2.27.9 He/ She shall ensure that the answer books collected from the students are arranged in proper order and sealed in tamper proof bags.

- 2.27.10 He / She shall be responsible for return of these bundles to Controller at the earliest , preferably on the same day.
- 2.27.11 He / She shall ensure that the practical / clinical examinations are held in fair as per the stipulations and within prescribed time.
- 2.27.12 He / She shall ensure that the stationery including answer books, mark award sheets for practical / clinical examinations are provided to the Internal examiner.
- 2.27.13 He / She shall ensure that the answer sheets of practical/ clinical examinations arranged in order and sealed in tamper proof bags.
- 2.27.14 He / She shall arrange to send the mark award lists after the examination to the controller at the earliest, preferably same day.
- 2.27.15 He / she shall ensure that no person other than persons on duty shall enter the hall/room. Even the teachers of concerned subject shall not be allowed.
- 2.27.16 The Superintendent shall, wherever necessary, send a confidential Report to the Controller of Examination about the conduct of examination, mentioning there in the performance of the Invigilators and the general behavior of the examinees.
- 2.27.17 He/She shall send a daily report on the number of examinees attending each of the examinations, absentee numbers and such other information relating to the examination being held at the Center as maybe considered necessary, along with any other matter which he/she thinks fit to be brought to the notice of the University.
- 2.27.18 He/She shall also be responsible for maintenance and submission, to the Controller of Examination of the University, the account of advance of money, if received, and expenditure incurred in connection with the conduct of the examinations.
- 2.27.19 The Center Superintendent shall have the power to expel an examinee from Examination/s on subsequent days, on any of the following grounds: -
- 2.27.19.1 That the examinee created a nuisance or serious disturbance at the examination center.
- 2.27.19.2 That the examinee showed a seriously aggressive attitude towards an Invigilator or a member of the staff entrusted with the examination work.
- 2.27.19.3 If, necessary, the Superintendent may get Police assistance. Where a candidates is expelled, the Controller of Examination shall be informed immediately.
- 2.27.20 Unless otherwise directed, only teachers of the Institution shall be appointed as Invigilators by the Center Superintendent, provided that a teacher of the subject of the written examination at any session shall not be an Invigilator at such session of the examination.

2.27.21 It shall be the duty of the Center Superintendent to ensure that an examinee is the same person, who had filled in the form of application for appearing at the examination, by way of checking the photograph pasted on the form.

## **2.28. Duties and Responsibilities of Superintendent.**

2.28.1 Shall carry out the tasks as assigned by the Chief Superintendent.

2.28.2 He / she shall co-ordinate and compliment in the discharge of duty of the Chief Superintendent in conduction of examinations in fair manner as per prescribed stipulations and free from any malpractice.

## **2.29 Duties and Responsibilities of Chief Invigilator**

2.29.1 He / she shall be overall responsible for disciplined and fair conduction of examinations in his/her hall/ room.

2.29.2 He / she shall ensure that examinees occupy their allotted seats within the stipulated time.

2.29.3 He / she shall make announcement drawing attention of students to check their pockets, clothing and desks for presence of any writing material. Such material if any, shall be collected before commencement of examination.

2.29.4 He/She shall ensure that No student carries with him/her any prohibited material like Mobile phones, Ipods, lap tops, palm discs, etc. Calculators shall not be permitted unless permitted by the examination protocol.

2.29.5 He / she shall ensure smooth and quick distribution of Answer books and question papers according to prescribed guidelines

2.29.6 He / she shall ensure that the examinees do not talk either with other students or with invigilator.

2.29.7 He / she shall ensure that no examinee enters the hall or room after 30 minutes and no examinee leaves before end of stipulated 30 minutes from commencement.

2.29.8 He / she shall permit the examinee to leave the hall after 30 minutes only, if the examinee do not wish to continue writing. However their answer book and question paper shall be retained.

2.29.9 He / she may permit the student for attending nature calls once for not more than 5 minutes.

2.29.10 He / she shall ensure supply of drinking water within the hall-/room.

- 2.29.11 He / she shall keep on making rounds in the examination hall/room and ensure that the invigilators also do the rounds regularly to keep watch on copying / malpractice.
- 2.29.12 He / she shall ensure that the candidates fill up the first page properly and additional sheets are tagged securely.
- 2.29.13 He / she shall ensure that the students sign in attendance sheets and entries of number of additional sheets issued to the examinees are entered against their respective names. Proper account of additional answer sheets shall be maintained. Unused additional answer books and main answer books of absentee students shall be handed over to the Chief Superintendent.
- 2.29.14 He / she shall be responsible for collection and arrangement of answer books in serial order after completion of examination, which shall then be handed over to the Chief Superintendent.
- 2.29.15 In cases of copying or malpractice, he / she shall ensure that proper recording and action as stipulated under the section of Malpractice given in the subsequent paras are followed to.
- 2.29.16 He / She shall follow any other guidelines issued by the Chief Superintendent from time to time.

### 2.30 Examiners

- 2.30.1 There shall be two categories of examiners. Internal and External.
- 2.30.2 Internal Examiner shall be a full time faculty member working in Constituent Institutions of the People's University.
- 2.30.3 External Examiner shall a full time teaching faculty from Universities other than the People's University.
- 2.30.4 Both Internal and External examiners shall possess the minimum qualification and experience as prescribed by the respective Regulatory Bodies.

### 2.31 Panel of Examiners

- 2.31.1 The Controller shall arrange to get the panel of both Internal and External Examiners for UG and PG courses prepared by respective Board of Studies. There shall be a minimum of 15 examiners in external panel in each subject. Such panels can be reviewed each year by additions and deletions as required.
- 2.31.2 Controller of Examinations shall get the list of panel of examiners approved by the VC.
- 2.31.3 Controller shall short list the names of examiners for practical/ clinical examinations in the respective subjects for each examination 30 days in advance to facilitate the fixing of examination dates.



2.31.4 Such panel also shall be approved by Vice Chancellor.

### 2.32 Theory Question Papers

2.32.1 The process of procuring Question papers for theory examinations shall be initiated 6 months in advance.

2.32.2 Controller shall short list three names from the panel of External examiners as paper setters for setting of Theory question paper.

2.32.3 He /She shall get three full question papers from above three papers setters.

2.32.4 He / She shall supply syllabus, scheme of question and marks and Acceptance and Declaration forms to the examiner. Acceptance and Declaration shall be obtained in a form to the effect that the examiner is ready to accept the examiner ship as paper setter as well as declare commitment to maintain Confidentiality. He / She also certify whether any of relatives (Blood ) are appearing for the examination or not.

2.32.5 He / She Shall make arrangement to procure adequate number (Three Minimum) of sets of question papers 6 months in advance of commencement of each examinations to maintain availability of adequate number sets of question papers as reserve.

### 2.33 Scrutiny and Moderation of Theory Question papers

2.33.1 Controller of Examination shall nominate one Examiner from the panel in each subject as Moderator and get it approved by Vice Chancellor.

2.33.2. He / She shall get the question papers scrutinized by the respective Moderator in confidential room either in the presence of himself /herself or his/her authorized nominee.

2.33.3 The responsibility of Moderator is to scrutinize the question paper of his / her subject.

2.33.4 Moderators shall not carry personal bags/ briefs, and any writing materials while entering the room of moderation.

2.33.5 Moderator can correct the spellings, ensure that framing of questions within the prescribed syllabus,ensure proper distribution marks and questions in sections.

2.33.6 Moderators shall be authorized to correct spellings and make minor changes. If the questions are found to be repeated, the Moderator can replace one duplicate question with a new question. Questions which are outside the syllabus also shall be replaced by another question.

2.33.7 Such changes if any shall be recorded in Confidential Register maintained for such purpose.

- 2.33.8 After completing the scrutiny a fresh copy shall be typed and prepared then and there itself by computer operator of confidential section and both the copies shall be sealed in secure envelope and stored in secure locker in the custody of Controller.
- 2.33.9 Controller shall be in custody of at least six sets of such moderated question papers at a given time. The sets shall be stored securely in safe custody.
- 2.33.10 Account of number of sets with details of Examinations/ subjects shall be maintained in the Question paper Register. Status of seal shall be certified by the moderator and controller on the each envelope.
- 2.33.11 One set, preferably from older lot shall be used for each examination.
- 2.33.12 These are replaced by new sets of Question papers from time to time.

**2.34 Printing of required number of Question papers at the time of Theory Examination.**

- 2.34.1 Printing of question papers in all the subjects of each Examination shall be done 4 to 6 days prior to the commencement of respective Examination.
- 2.34.2 One set of question paper in the subject, preferably from old lot shall be taken out from the safe custody by the Controller himself / herself or In charge functionary, if Controller is on leave.
- 2.34.3 The certificate of status of seal shall be verified and certified again at the time of removal of envelope from the safe custody and the same shall be recorded in the Question paper Register.

**2.35 Printing and safe custody of question papers**

- 2.35.1 The Controller shall arrange, under personal supervision the printing of the required number of question papers based on the number of students appearing in the ensuing examination and additional number of 50 papers.
- 2.35.2 Pack of 10-20 question papers shall be sealed in the pre-labeled envelopes for distribution to the respective Institutions later.
- 2.35.3 All the envelopes shall be stored in the safe custody of the Controller till final distribution to the centers.

**2.36 Answer Books and additional sheets.**

- 2.36.1 Controller shall be responsible for getting printed and stocked all the Stationary, like answer books both for theory and practical / Clinical examinations required in the process of University examinations.

- 2.36.2 Controller shall arrange to get designed Main Answer books and additional booklets as required to conduct "CODED" system and Not coded system of examination.
- 2.36.3 Such stationary required shall be kept in stock, ready for accounting and distribution to various Institutions to conduct Examinations.
- 2.36.4 Other stationary like, examination application forms, Admit cards, mark award sheets, attendance sheets, daily reports of examinations, Malpractice reports, reports of Vigilance squad etc shall be made readily available in stock in advance.
- 2.36.5 Controller shall be responsible for distribution and proper accounting of stationary in various constituent Institutions.

### **2.37 Notification of schedule of registration for the examinations.**

- 2.37.1 The Controller shall notify the time table schedule and also schedule of registration of eligible candidates in prescribed form along with the prescribed fee after due approval from VC. The notification shall contain last date for registration without and with late fee.
- 2.37.2 The H.O.I. shall collect duly filled forms and admit card along with fee before the due date. Consolidated amount collected shall be paid to the University account within 3 days, after the due date.
- 2.37.3 The Head of the Institution shall prepare a consolidated list of all the students registered, in alphabetical order with the details of subjects in following 3 separate categories as per eligibility forward them to the Controller within three days of due date.
- 2.37.3.1 **List A** - The list shall contain all the eligible candidates with attendance of 75% and above 75%.
- 2.37.3.2 **List B** - The list shall contain the candidates attendance of 65% and below 75%. Such students may submit documents in support of valid reasons for shortage. The Vice Chancellor may consider condonation of shortage of attendance, if he/she is convinced that the reasons of shortage are genuine and condonable. The candidates whose shortage is condoned, shall be permitted to appear in the examinations.
- 2.37.3.3 **List C** - The list shall contain the candidates with attendance of less than 65%. Such candidates shall not be permitted to appear in the examinations.

- 2.373.4 Controller shall be responsible to scrutinize the forms as per criteria of eligibility before issuing Admit cards.
- 2.373.5 Admit cards of the eligible candidates with the signature of Controller shall be sent to the respective Institutions for distributions not later than 7 days before the commencement of examinations.

### 2.38. Malpractices and Unfair Means

- 23.8.1 Malpractices and unfair means in examinations are grouped in different categories, depending on the nature of offence and groupings may help in determining the quantum of penalty.
- 2.38.2 Group A - Talking and consulting with others in examination hall/room, Such candidates shall be warned to behave properly and the candidate shall be expelled from examination hall repetition of the offence and report the matter the Chief Superintendent.
- 2.38.3 Group B- Creation of a nuisance or serious disturbance at the examination center and showed serious aggressive attitude towards invigilator or member of staff entrusted with examination work. Such candidate shall be expelled and debarred from writing the examination in one or more papers, by the Chief Superintendent. Controller shall be informed of offence and action taken in writing.
- 2.38.4 Group C- Revealing the personal identity in the answer book, by writing name, initials, religious marks, registration number in other places than earmarked for the purpose, using pressure while writing registration number to create impression on next page, notes to the examiners, and inserting sheets or papers, tearing of papers, and damaging the answer book.
- 2.38.5 Group D- Indulging in malpractice and unfair means like copying and possessing of weapons in the hall/room. Such candidates may be booked for malpractice and the matter may be reported to the Controller for further enquiry and action.

### 2.39 Procedure to book malpractice/ copy cases.

- 2.39.1 If any student is found to possess any written slips, papers, books, printed matter, any written matter on admit card, or on any part of body, or answer sheets of other students, he/she shall be booked for indulging in unfair means and malpractice.
- 2.39.2 If the answer sheet of any other is found in possession of offender, both the students shall be booked for malpractice.
- 2.39.3 He/ she shall be made to stop writing further, and place all the material on the desk. Inform the Chief Superintendent about the case.

- 2.39.4 The Chief Invigilator shall instruct the student to give written statement on his/or action on paper. The statement shall include number and nature of material in possession and whether he/she has copied from the same.
- 2.39.5 The candidate shall not be allowed to continue in the examination. However he/she may be permitted to write remaining papers on subsequent days.
- 2.39.6 The answer books, material found in possession, and the written statement shall be sealed in separate envelop and handed over to the Chief Superintendent for onward transmission to the Controller.

**2.40 Enquiry on such malpractice cases falling in Group D and other Serious offences.**

- 2.40.1 Controller with prior approval of VC, shall constitute a enquiry committee, consisting of 2-3 senior faculty members, for the purpose to conduct enquiry within the prescribed time framework.
- 2.40.2 Enquiry committee may summon the offender student, invigilators and others who are witness to the incident and wish to record their statement.
- 2.40.3 While deciding on gravity of malpractice and quantum of penalty the enquiry committee shall examine whether the student has used the material to copy in his/her answers. If so how much.
- 2.40.4 Gravity and nature of Malpractice shall be decided by the committee and may recommend the penalty.
- 2.40.5 If found guilty of charges by the enquiry committee, penalty shall be decided by the VC. In general penalty may include
- 2.40.5.1 Penalty recommended by the committee.
  - 2.40.5.2 Cancellation of all the papers in the examinations.
  - 2.40.5.3 Debar from appearing in examination for 1-2 years.
  - 2.40.5.4 Any other as deemed fit by the VC.

**2.41 Coding and Decoding**

- 2.41.1 Controller shall appoint Coders from among the teaching staff of the University, on temporary basis as and when required to code the theory papers.

- 2.41.2 Controller shall arrange to code the answer books received from the Chief Superintendents of various centers to maintain the secrecy of Identity of the examinee.
- 2.41.3. The coder shall make bundles containing 25 answer books, one question paper and mark award sheets in each sealed bundle for valuation.
- 2.41.3 The coder shall arrange answer books in bundles as required in the subject/course.
- 2.41.4 The sealed bundles shall be sent to the Chief Superintendents of respective centers well before commencement of practical/clinical examinations for valuation by the authorized examiner/examiners.
- 2.41.5 Chief Superintendents of centers shall get the answer books valued by the examiners in a common center earmarked for confidential work like valuation of theory papers.
- 2.41.6 The Chief Superintendents shall arrange to send the valued answer books in sealed bundles and their marks award list in separate sealed envelop to the controller.
- 2.41.7 Coder then shall decode the codes to registration numbers in mark award list for compiling and computing the results.

#### **2.42 Tabulations and Preparation of results**

- 2.42.1 The Controller shall arrange to compile results in computer section by compiling the marks awarded in various sections of examination, like Internal assessment marks, written, VIVA, and practical/clinical examinations.
- 2.42.2 Controller shall furnish the detailed scheme of examination in various subjects including maximum and minimum pass marks in sections, grace marks and marks to declare pass/ first/ Distinctions etc to the central computer section.
- 2.42.3 Central computer section shall prepare the results based on all the parameters furnished by Controller.
- 2.42.4 Controller shall nominate 2 senior teaching faculty in the course to scrutinize and approve the Result as per the stipulated regulations.
- 2.42.5 Controller shall declare and upload the result on website after due approval of VC. He/She shall send a copy of result sheet to the respective Institution.
- 2.42.6 Controller shall also arrange for printing and lamination of mark cards of individual students and send the same to the respective Institutions.

**2.43 Retotaling and revaluation of written papers**

- 2.43.1 Provision of system of Retotaling and revaluation is available for Written papers in UG courses only. The provision is not available in Practical or Clinical and VIVA examination.
- 2.43.2 Students who wish to apply for retotaling and/ or Revaluation in one or more subjects shall apply for the same in prescribed form along with prescribed fee within 7 days from the date of declaration of results,
- 2.43.3 Students who have failed can apply for retotaling and/or revaluation.
- 2.43.4 Students who have passed the examination can also apply for retotaling and/or revaluation for any revision and improvement in their marks / class. However their original marks and result become VOID and will be replaced by new marks and result after revaluation.
- 2.43.5 All the applications shall be submitted to the office of controller along with Demand draft of prescribed fee.
- 2.43.6 Office of the controller shall complete the process of Retotaling and Revaluation within one month from the last date of receipt of applications.
- 2.43.7 Controller shall notify the time and dates of retotaling to enable the students to attend the same.
- 2.43.8 Student shall be made to view the answer books individually and totaling shall be done by the University official in the presence of candidate. Old and new marks shall be entered on the marks sheet prepared for candidates who have applied for retotaling. Signature of students shall be obtained. Results shall be modified, if the total is found different in retotaling.
- 2.43.9 Answer books for revaluation shall be coded again and marks entered in the answer books shall be hidden/ covered with opaque tape.
- 2.43.10 Revaluation of answer books shall be done by two external examiners other than original valuer.
- 2.43.11 Revaluation shall be arranged by deputing University official in person or by sending the paper in secured and sealed envelop by courier.
- 2.43.12 The average of marks obtained in revaluation by two examiners, if is more than 10% of marks secured by the candidate earlier, then only shall be taken for recasting the results.
- 2.42.13 If the average marks obtained in revaluation by two examiners, is more than 20% of marks secured by the candidate earlier, then shall be revaluated by third examiner, for recasting the results.
- 2.43.14 Fresh results of all the students who have applied, shall be recomputed and notified by the controller after due approval by Vice Chancellor and revised mark sheet will be issued.

**Established under M.P. Act No, 17 of 2007****Ordinance No. 4****CONDITIONS FOR GRANT OF AWARD OF FELLOWSHIPS,  
SCHOLARSHIPS, STIPEND MEDALS AND PRIZES**

- 1.0 1.1 The awards of Fellowships, Research and other Scholarships, Stipends etc shall be made by the Governing Body on the recommendation of a Committee consisting of:
- i. The Vice Chancellor, as Chairperson
  - ii. Chancellor's Nominee.
  - iii. Two Deans of Faculties.
  - iv. One Chairperson of Board of Studies to be nominated by Academic Council for two years in rotation.
  - v. Controller of Examination
  - vi. Chief Finance & Accounts Officer
  - vii. The Registrar as Member Secretary.
- 1.2 Deans will be nominated by Vice-Chancellor for a period of two years by rotation.
- 2.0 Subject to the general conditions applicable to all Fellowships and Scholarships as laid down in paragraph 4 below, the value, duration and conditions of award shall be such as are laid down by the University from time to time.
- 3.0 The value and duration of Research or other Scholarships Instituted by the University shall be laid down by the Board of Management in consultation with the Academic Council.
- 4.0 The award of fellowships, research and other scholarships shall be made subject to the following conditions.:
- 4.1 The fellow/scholar will do whole time research work under an approved guide on a subject approved by the Committee.
  - 4.2 The fellow/scholar shall not accept or hold any appointment paid or otherwise or receive any emoluments, salary, stipend, etc from any other source during the tenure of the award nor shall he/she engage himself in any profession or trade during that period. He / She may, however, undertake teaching assignment of not more than nine hours a week in the Institution, where he/she will work at the stipend as decided in rules.
  - 4.3. The fellow/scholar shall not join any other course of study or appear in any examination after commencing work under the fellowship/scholarship programme.
  - 4.4 Unless permitted by the guide to work for a specified period at some other place, the fellow/scholar shall be required to attend the Institution where he/she is to work, on all working days.



- 4.5 If any information submitted by the fellow/scholar in his/her application is found to be incorrect, incomplete or misleading, the award may be terminated by the Board of Management after giving him/her an opportunity of being heard.
- 4.6 If at any time it should appear to the Vice Chancellor that the progress or conduct of the fellow/scholar has not been satisfactory, the fellowship/scholarship may be suspended or withdrawn.
- 4.7 i. Leave for a maximum of (21 days earned leave + 12 days casual leave) 33 days in a year in addition to general holidays may be taken by a fellow/scholar with the approval of the guide and the sanction of the Vice Chancellor. The general holidays, however, do not include the vacation period of e.g. Summer, Dussehra-Diwali, X-Max vacations. No other leave with fellowship/scholarship shall be admissible.
- ii. The fellow/scholar may, in a special case, be allowed by the Vice Chancellor leave without fellowship/scholarship for a period not exceeding three months during the tenure of the award on the recommendation of the guide.
- 4.8 The fellow/scholar shall be required to pay the fees prescribed by the Institution where he works.
- 5.0 Post-graduate scholarship Instituted by the University shall ordinarily be tenable for two academic sessions i.e. twelve months in the first year and 10 months in the second year on condition that the scholarship holder produces a certificate of efficiency in studies from the Head of the Department in the subject of study or the Head of the Institution.
- 6.0 The scholarship shall be tenable from the 1<sup>st</sup> July if the scholarship-holder join the college within one month of the date of the opening of the college after the summer vacation and pays the tuition fee from the commencement of the session. In any other case, it shall be tenable from the date on which the candidate joins the college.
- 7.0 The payment of scholarship shall be made only on receipt of scholar's receipted bills duly countersigned by the Head of the Institution where the candidate studies. No scholarship shall be drawn for a month unless the scholarship holder has attended the Institution regularly in that month.
- 8.0 The drawal of scholarship shall be done in accordance with the procedure that may be laid down by the Academic Council.
- 9.0 A scholarship-holder shall not combine any other course of study with the course for which the award is made.
- 10.0 A scholarship shall be cancelled in the Final Year if the scholarship-holder fails to secure at least 60% marks in the Previous Examination of the concerned Master's Degree of Arts, Science, Life Science, Social Science and Commerce and 65% in other Faculties.
- 11.0 If a scholarship-holder is unable to appear at the previous examination on account of sickness or any other reasonable cause, the scholarship for the months of March and April shall be paid only if the Head of the Institution certifies that the scholar diligently studied for the examination but was unable to take the examination for reasons beyond control. Such a scholar shall not receive scholarship during the next session, but shall be entitled to the scholarship during the studies for the Final Examination, if the scholar passes the Previous Examination with the requisite standard in the succeeding year in the first attempt.

- 12.0 A scholarship-holder shall at all times be of good behaviour and observe all rules of discipline.
- 13.0 13.1 A scholarship shall be liable to termination, if:
- i. The scholarship-holder discontinues studies during the middle of a session; or
  - ii. The scholarship-holder, after he has been given a reasonable opportunity to explain his conduct, is in the opinion of the Board of Management guilty of a breach of para 13 of this Ordinance; and if the Board of Management so directs, the Scholarship-holder shall also be liable to refund the amount of scholarship drawn by him.
- 13.2. The order of termination shall be passed by the Vice Chancellor and shall be final.

### **Award of University Medals and Prizes.**

- 1.0 The University shall award with a view to augmenting academic interest and activities among the students. Gold and Silver medals every year on the basis of results of annual examinations, subject to the provisions hereinafter appearing.
- 2.0 2.1. The quantum of Gold or Silver as the case may be, to be used for a medal shall be such as are approved by the Governing Body and permissible under the central Gold control Act.
- 2.2 The expenditure on the preparation and award of medals shall be met from the Fund of the University for which necessary provision shall be made in the annual budget or from endowment fund created for this purpose.
- 2.3. If in a year the actual cost of the award of Medals exceeds the budgetary provision, the Governing Body shall lay down the manner in which the excess expenditure is to be met.
- 3.0 3.1. University Gold & Silver medals shall be awarded only on the basis of the results at University examinations.
- 3.2 Only such successful examinees of the year shall be eligible in accordance with the provisions of paragraph 04 following as have secured (i) First division in the case of a Bachelor's degree examination and (ii) First division in the case of a Master's degree examination, for award of Gold and Silver medals.
- 4.0 A gold and a silver medal shall be awarded for each of the following examinations in all branches to successful candidates as mentioned below :-
- 4.1 A gold medal and a silver medal to the two successful candidates who have been placed in First division and have secured respectively highest and second highest percentage of Marks from among the candidates appeared at the M.B.B.S, BDS, BE, B.Sc (.Nursing), BPT, B.Pharm and other courses run being by University. However the candidate must have passed all semester examinations of the consecutive years in single and first attempt. To decide the Gold Medal marks obtained by the candidates from the first university to final university examination will be computed.

- 4.2 A gold medal and a silver medal to the two candidates who have placed in First division and have secured respectively, highest and second highest percentage of Marks from among the successful candidates of degree of the (i) MDS. (ii) MD/MS. (iii) MBA (iv) M.C.A. and other post-graduate courses being run by University. Provided that the candidate must have passed all University/semester examinations of the consecutive years in single and first attempt.

The Committee comprising of the following shall select the **candidates** for the awards of medals and prizes:-

- i. The Vice Chancellor (Chairman)
  - ii. Chancellor's Nominee.
  - iii. Three Deans of Faculties to be nominated by the Vice Chancellor in rotation.
  - iv. Two Chairpersons of Board of Studies to be nominated by Academic Council.
  - v. Registrar.
- 5.0 University shall institute medals and prizes through endowment and donations received from individuals and trusts as may be approved by the Governing Body from time to time.
- 6.0 Notwithstanding anything contained in the foregoing paragraphs, award of University Medal for anyone or all of the Examinations mentioned in para 04 may be withheld, suspended or cancelled :-
- a. If, in respect of a year no candidate is found eligible for the award under the provision of para 04 above.
  - b. If the Vice Chancellor finds, after considering a report of the Head of the Institution, that the eligible student concerned is not worthy to receive the award on account of a serious charge against him/her, like gross Misconduct etc. (c) if the Governing Body is satisfied that the conduct of the examination concerned at one or more of the centers was not proper.
- 7.0 The inscriptions on the medals shall be as follows:-
- 7.1 On one side of the Medal – the following words shall be inscribed over the round shaped University emblem, विश्वविद्यालय स्वर्ण पदक और रजत पदक as the case may be in hindi and University Gold/Silver medal in English.
  - 7.2 On the other side of the medal the following shall be inscribed
    - (i) ----- परीक्षा, (name of examination)
    - (ii) ----- संकाय (name of faculty)
    - (iii) माह/वार्षिक परीक्षा
    - (iv) प्रथम स्थान/द्वितीय (as the case may be)
    - (v) ----- (short name of the recipient)
- 8.0 If for an examination two or more examinees are found eligible for the award for having obtained equal marks or grade point average, the medal shall be awarded:
- 8.1 In the case of a Bachelor's Degree Examination to both the candidates.
  - 8.2 In case of Master Degree Examination also to both the candidates.

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

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

**2.0 CLASSIFICATION OF STAFF:**

The teaching staff is classified into the following groups:

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

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

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

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

### 3.2 FOR SCREENING COMMITTEE:

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

### 3.3 PERMISSIONS/ SANCTIONS:

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

### 3.4 SANCTIONING AUTHORITY

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

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

### 3.2 ELIGIBILITY OF STAFF:

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

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

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

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

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

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

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

#### 4.0 PUBLICATIONS:

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

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

#### 5.0 SPECIAL PERMISSION:

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

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

**Ordinance No. 6**

**FEES OF EXAMINATION & RATES OF OTHER FEES FOR  
VARIOUS SERVICES TO BE CHARGED BY THE UNIVERSITY**

**EXAMINATION FEES (DEGREE/POST GRADUATE  
DEGREE/DIPLOMA/CERTIFICATE)**

No.	Course	Proposed Examination Fees
<b>A</b>	<b><u>DEGREE</u></b>	
I	MBBS	1500 Per Subject
II	BDS	1500 Per Subject
III	B.Sc. (Nursing)	1000 Per Subject
IV	BPT	1000 Per Subject
V	BE (Per Semester)	500 Per Subject
VI	B. Pharma (Per Semester)	400 Per Subject
VII	BHMCT (Per Semester)	500 Per Subject
VIII	B.Sc. (Electronic Media)	300 Per Subject
IX	BMLT	800 Per Subject
X	B.Sc (HN)	800 Per Subject
<b>Note:</b>		
1.	Late Fee	- Rs 500/-
2.	Special Late Fee	- Rs 1500/-
<b>B</b>	<b><u>POST GRADUATE</u></b>	
I	MD/MS/MDS	10000
II	M.Sc. (Medical Bio-chemistry) M.Sc. (Medical Microbiology)	4000
III	M.Sc. (Nursing)	4000
IV	M.Pharma (Per Semester)	3000
V	MBA (Per Semester)	3000
VII	MA(BJ)	2000
VIII	MJ	2000
IX	MA(MAMC)	2000
X	MAAPR	2000
<b>Note:</b>		
1.	Late Fee	- Rs 500/-
2.	Special Late Fee	- Rs 1500/-
<b>C</b>	<b><u>DIPLOMA/CERTIFICATES</u></b>	
I	DMLT	3000/-
II	DDT	3000/-



**Rates of other Fees**

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

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

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

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

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

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

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

## 1.2

### OBJECTIVES

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

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

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

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

## 2.0 COURSE STRUCTURE

### 2.1 TRAINING PERIOD AND TIME DISTRIBUTION

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

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

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

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

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

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

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

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

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

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

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

## 2.2 PHASE DISTRIBUTION AND TIMING OF EXAMINATION :-

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

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

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

TABLE

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

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

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

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

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

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



## 2.3 INTERNSHIP

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

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

### 2.3.3 Specific Objectives

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

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

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

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

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

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

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

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

### 2.3.5 Internship – Time Distribution

#### 2.3.5.1 COMPULSORY

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

2.3.5.2 Elective Posting (1x15 days) 15 days

Subjects for Elective posting will be as follows:

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

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

### 2.3.6 Other Details

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

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

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

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

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

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

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

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

### 2.3.7 Assessment of Internship

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

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

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

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

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

SCORE 0-5

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

SCORE 0-5

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

SCORE 0-5

-- Initiative, participation in discussions, research aptitude.

SCORE 0-5

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

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

### 3.0 ACADEMIC QUALIFICATION AND SELECTION CRITERIA FOR ADMISSION

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

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

3.1.2 He/she has passed qualifying examination as under:

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

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

Or

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

Or

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

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

Or

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

Or

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

Or

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

**Note:**

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

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

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

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

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

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

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

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

### 3.3 Migration

- 3.3.1 Migration from one medical college to other is not a right of a student. However, migration of students from one medical college to another medical college in India may be considered by the Medical Council of India only in exceptional cases on extreme compassionate grounds\*, provided following criteria are fulfilled. Routine migrations on other grounds shall not be allowed.
- 3.3.2 Both the colleges, i.e. one at which the student is studying at present and one to which migration is sought, are recognised by the Medical Council of India.
- 3.3.3 The applicant candidate should have passed first professional MBBS examination.
- 3.3.4 The applicant candidate submits his application for migration, complete in all respects, to all authorities concerned within a period of one month of passing (declaration of results) the first professional Bachelor of Medicine and Bachelor of Surgery (MBBS) examination.
- 3.3.5 The applicant candidate must submit an affidavit stating that he/she will pursue 18 months of prescribed study before appearing at 1<sup>st</sup> professional Bachelor of Medicine and

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

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

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

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

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

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

#### 4.0 COMMENCEMENT OF COURSE

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

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

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



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

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### 5.1.1 Attendance

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

### 5.1.2 Internal Assessment

- 5.1.2.1 It shall be based on day to day assessment (see note), evaluation of student assignment, preparation for seminar, clinical case presentation etc.:
- 5.1.2.2 Regular periodical examinations shall be conducted throughout the course. The questions of number of examinations shall be decided by the Institutions.
- 5.1.2.3 Day to day records shall be given importance during internal assessment
- 5.1.2.4 Weightage for the internal assessment shall be 20% of the total marks in each subject.
- 5.1.2.5 Student must secure at least 35% marks of the total marks fixed for internal assessment in a particular subject in order to be eligible to appear in final university examination of that subject.
- 5.1.2.6 Internal assessment shall relate to different ways in which students participation in learning participation in learning process during semesters in evaluated. Some examples are as follows:
- Preparation of subject for students seminar.
  - Preparation of a clinical case for discussion.
  - Clinical case study/problem solving exercise.
  - Participation in Project for health care in the community (planning stage to evaluation).
  - Proficiency in carrying out a practical or a skill in small research project.
  - Multiple choice questions (MCQ) test after completion of a system/teaching.

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

## 6.0 APPOINTMENT OF EXAMINERS

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

## 7.0 UNIVERSITY EXAMINATIONS: THEORY AND PRACTICAL

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

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

**Note :**

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

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

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

**7.9.1.2 Physiology including Biophysics**

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

**7.9.1.3 Biochemistry**

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

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

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

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

**7.9.2.2 Microbiology**

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

**7.9.2.3 Pharmacology**

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

**7.9.2.4 Forensic Medicine**

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

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

**7.9.3 Third Professional – Part I**

To be conducted during end period of seventh semester.

**7.9.3.1 Ophthalmology**

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

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

#### 7.9.3.2 Oto-Rhino-Laryngology

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

#### 7.9.3.3 Community Medicine including Humanities

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

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

#### 7.9.4 Third Professional – Part II

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

##### 7.9.4.1 Medicine

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

##### 7.9.4.2 Surgery

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

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

Oral (Viva) Interpretation of Investigative data 20 marks

Clinical (Bed Side) 100 marks

Internal assessment 60 marks

(Theory-30; Practical-30) 60 marks

Total 300 marks

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

#### 7.9.4.3 Obstetrics and Gynaecology

Theory Two papers of 40 marks each 80 marks

Paper I- Obstetrics including social obstetrics.

Paper II – Gynaecology, Family Welfare and Demography

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

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

Clinical 50 marks

Internal assessment

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

Total 200 marks

#### 7.9.4.4 Pediatrics: (Including Neonatology)

Theory: One paper 40 marks

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

Oral (Viva) 10 marks

Clinical 30 marks

Internal assessment 20 marks

(Theory-10; Practical-10)

Total 100 marks

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

#### 7.10 Criteria for passing

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

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

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

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



**7.11 Division and Merit list**

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

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

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

**7.12 Condonation of deficiency in marks**

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

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

**8.0 REVALUATION / RE-TOTALING**

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

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

**9.0 CANCELLATION OF ADMISSION**

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

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

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

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

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

Following minimum teaching hours are prescribed in various disciplines:

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

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

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

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

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

**C. Clinical Subjects**

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

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

**Note**

This period of training is minimum suggested.

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

This period of training does not include university examination period.

Extra time available be devoted to other Sub-specialities.

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

This posting shall include training in Radiodiagnosis.

This posting includes exposure to Rehabilitation Physiotherapy.

This posting includes exposure to laboratory medicine and infectious diseases.

This posting includes exposure to dressing and Anesthesia.

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

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

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

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

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

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

1.2.7 Regular periodic assessment be done throughout the course. Examinations be designed with a view to assess not merely the knowledge but also practical and clinical skills, habits and values which are necessary for a graduate to carry out professional day to day work competently.

1.2.8. Establish a Dental Education Unit for faculty development, preparation of learning resource materials and for improving evaluation methods.

## 2.0 OBJECTIVES:

2.1 The objectives are dealt under three headings namely (a) knowledge and understanding (b) skills and (c) attitudes.

2.1.1 Knowledge and understanding: The graduate shall acquire the following during the period of training.

2.1.2 Adequate knowledge of the scientific foundations on which dentistry is based and good understanding of various relevant scientific methods, principles of biological functions and shall be able to evaluate and analyse scientifically various established facts and data.

2.1.3 Adequate knowledge of the development, structure and function of the teeth, mouth and jaws and associated tissues both in health and disease and their relationship and effect on general-state of health and also the bearing on physical and social well-being of the patient.

2.1.4 Adequate knowledge of clinical disciplines and methods, which provide a coherent picture of anomalies, lesions and diseases of the teeth, mouth and jaws and preventive, diagnostic and therapeutic aspects of dentistry. Adequate clinical experience required for general dental practice.

2.1.5 Adequate knowledge of biological function and behaviour of persons in health and sickness as well as the influence of the natural and social environment on the state of health so far as it affects dentistry.

## 2.2 SKILLS :

2.2.1 A graduate shall be able to demonstrate the following skills necessary for practice of dentistry.

2.2.2 Able to diagnose and manage various common dental problems encountered in general dental practice, keeping in mind the expectations and the right of the society to receive the best possible treatment available wherever possible.

2.2.3 Acquire skill to prevent and manage complications if encountered while carrying out various dental surgical and other procedures.

2.2.4 Possess skill to carry out required investigative procedures and ability to interpret laboratory findings.

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

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

### **2.3 ATTITUDES :**

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

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

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

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

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

## **3.0 COURSE STRUCTURE:**

### **3.1 INFRASTRUCTURE:**

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

### **3.2. AGE :**

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

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

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

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

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

Or

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

Or

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

Or

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

Or

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

Or

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

### 3.4 ELIGIBILITY :

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

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

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

#### 4.0 CRITERIA FOR SELECTION :

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

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

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

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

#### 6.0 MIGRATION:

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

**7.0 DURATION OF THE COURSE:**

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

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

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

**7.4 Second Year**

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

**7.5 Third Year**

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



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

## **7.6 Fourth Year**

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

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

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

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

## **8.0 COURSE COMMENCEMENT:**

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

## **9.0 EXAMINATIONS:**

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

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

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

Evaluation may be achieved by the following tested methods:

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

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

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

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

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

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

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

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

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

#### 12.4 MERIT LIST IN THE UNIVERSITY:

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

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

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

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

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

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

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

#### APPOINTMENT OF EXAMINERS :

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

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

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

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

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

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

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

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

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

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

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

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

16.6.1 General pathology and Microbiology

16.6.2 General and Dental pharmacology and therapeutics

16.6.3 Dental Materials

16.6.4 Pre Clinical Conservative - Only Practical and Viva Voce

16.6.5 Pre Clinical Prosthodontics - Only Practical and Viva Voce

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

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

16.7.1 General Medicine

16.7.2 General Surgery

16.7.3 Oral Pathology- and Oral Microbiology

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

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

16.8.1 Oral Medicine and radiology

16.8.2 Public Health Dentistry

16.8.3 Orthodontics & dentofacial orthopaedics

16.8.4 Periodontology

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

16.9.1 Prosthodontics and Crown & Bridge

16.9.2 Conservative Dentistry and Endodontics

16.9.3 Oral and Maxillofacial Surgery

16.9.4 Paediatric & Preventive Dentistry

**17.0 SCHEME OF WRITTEN EXAMINATION:**

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

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

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

#### 18.0 SCHEME OF PRACTICAL / CLINICAL EXAMINATION:

##### Objective Structured Clinical Evaluation:

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

##### 18.2 Record & Log Books:

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

#### 19.0 VIVA VOCE:

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

#### 20.0 MARKS DISTRIBUTION IN EACH SUBJECT:

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

##### 20.2 THEORY 100

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

**Total** -----  
**100**

**20.3 PRACTICAL/ CLINICAL 100**

20.3.1 University Exam	90
20.3.2 Internal assessment	10
<b>Total</b>	<b>100</b>

**20.4 ONLY PRACTICAL AND VIVA VOCE IN UNIVERSITY EXAMINATIONS**

20.4.1	Pre-clinical Prosthodontics in 2 <sup>nd</sup> BDS	
20.4.2	Pre-clinical Conservative Dentistry in 2 <sup>nd</sup> BDS	
20.4.2.1	Internal Assessment -	20
20.4.2.2	Practical -	60
20.4.2.3	Viva Voce -	20
		<b>100</b>

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

21.1.1.1	Section –A .....	30
	2 long questions of 9 Marks each	18
	3 Short Notes of 4 marks each	12
21.1.1.2	Section–A .....	30
	2 long questions of 9 Marks each	18
	3 Short Notes of 4 marks each	12
21.1.1.3	Section- C- 10 Objective type questions .....	10

**Note.** I year BDS- Section A -Physiology and Section B-Biochemistry  
 I year BDS- Section C1 -Physiology and Section C2-Biochemistry  
 II year BDS- Section A -Pathology and Section B- Microbiology  
 II year BDS- Section C1 -Pathology and Section C2- Microbiology

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

21.2.1	University examination .....	90
21.2.2	Internal Assessment Examination .....	10
	<b>Total</b>	<b>100</b>



## 22.0 ASSIGNMENTS AND DISTRIBUTION OF MARKS IN PRACTICAL / CLINICAL EXAMINATIONS IN VARIOUS SUBJECTS

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

22.1.1 Record / Journal Book ..... 10 Marks

#### 22.1.2 Practicals

##### 22.1.2.1 Gross Anatomy

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

22.1.2.1.2 Discussion on ONE given dissected specimen = 20 marks

22.1.2.1.3 Surface Anatomy 10x1 = 10 marks

##### 22.1.2.2 Histology

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

### 22.2 GENERAL HUMAN PHYSIOLOGY

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

22.2.2 Practicals ..... 40 Marks

22.2.2.1 Major Experiments..... 30 Marks

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

22.2.2.2 Minor Experiments..... 10 Marks

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

### 22.3 BIOCHEMISTRY

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

22.3.2 Practicals ..... 40 Marks

22.3.2.1 One procedure for quantitative estimation = 20 marks

22.3.2.2 One procedure for qualitative analysis = 20 marks

### 22.4 DENTAL ANATOMY, EMBRYOLOGY AND ORAL HISTOLOGY

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

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

**22.8 DENTAL MATERIALS**

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

22.8.2 Practicals 80 Marks

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

22.8.2.2 Exercise No. 1 - 30 Marks

Any one exercise of the following:

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

22.8.2.3 Exercise No. 2 - 30 marks

Manipulation of any one of the following.

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

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

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

22.9.2 Practicals 50 Marks

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

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

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

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

#### 22.19 CONSERVATIVE DENTISTRY AND ENDODONTICS

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

#### 22.20 ORAL AND MAXILLOFACIAL SURGERY

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

#### 22.21 PUBLIC HEALTH DENTISTRY

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

#### 23.0 QUALIFICATION AND EXPERIENCE OF TEACHING FACULTY

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

#### 24.0 TEACHING SCHEDULE

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

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

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

## Ordinance No. 9

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

#### 1.0 AIM AND OBJECTIVES

##### 1.1 AIM

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

##### 1.2 OBJECTIVES

The objectives are covered under three headings namely:

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

##### 1.2.1 KNOWLEDGE AND UNDERSTANDING

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

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



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

### 1.2.2 SKILLS

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

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

### 1.2.3 ATTITUDES

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

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

## 2.0 COURSE STRUCTURE

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

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

### 3.0 ACADEMIC QUALIFICATION & SELECTION CRITERIA FOR ADMISSION

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

OR

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

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

OR

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

#### 4.0 COMMENCEMENT OF COURSE

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

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

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

##### 5.1 SESSIONAL

Two sessionals shall be conducted for each theory and practical.

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

##### 5.2 SEMESTER / UNIVERSITY EXAMINATION

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

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

### 5.3 CRITERIA FOR PASSING

In each subject/head (theory and practical);

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

#### 5.4 DIVISION AND MERIT LIST

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

First Division with Honours: 75% and above.

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

Second Division: 50% and above but below 60%

5.4.2 The merit shall be declared by the University after the main examination of the eighth semester of B. Pharm on the basis of the integrated performance of all the four years. The merit list shall include the first ten candidates securing at least first division and passing all semester examinations in single attempts.

#### 5.5 EDUCATIONAL AND INDUSTRIAL STUDY TOUR

For B.Pharm VI semester students an educational study tour to visit important manufacturing organisation is compulsory. All students will have to submit a tour report after the study tour. The marks shall be awarded by the teacher-in-charge of the student's study tour. If a student is unable to go on Educational Study Tour, he will be awarded "Zero" marks. However, there shall be no minimum marks for passing this and marks obtained by the candidate will be included in university results of respective semester.

#### 5.6 PROJECT WORK

For B.Pharm VII semester students a project work shall be compulsory. The project shall be undertaken in any of the areas of Pharmaceutical Sciences. The project shall be made under the supervision and guidance of faculty member(s). The candidate shall present a seminar on his/her project work. Every candidate shall be required to submit the project report in triplicate. The marks shall be awarded by the project supervisor and one external examiner.

#### 5.7 PROFESSIONAL TRAINING

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

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

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

The marks shall be awarded by the Board of Examiners.

## 5.8 CONDONATION OF DEFICIENCY IN MARKS

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

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

## 5.9 ATTENDANCE

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

## 6.0 SEMESTER/UNIVERSITY EXAMINATION; THEORY & PRACTICAL

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

## 7.0 APPOINTMENT OF EXAMINERS/QUESTION PAPER SETTERS

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

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

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

## 8.0 REVALUATION / RE-TOTALING

- 8.1. Revaluation and re-totaling of marks is permitted for theory papers only. The university, on application within the stipulated time and remittance of a prescribed fee, shall permit a recounting of marks and/or revaluation for the subject(s) applied.
- 8.2. The result after revaluation/re-totaling shall be declared as per prevailing revaluation/re-totaling rules and regulation of the People's University.

## 9.0 CANCELLATION OF ADMISSION

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

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

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

Minimum Pass Marks:

Duration of Theory Papers: 3 Hours.

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

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

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

Note: L: Lecture, P: Practical



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

Minimum Pass Marks:

Duration of Theory Papers: 3 Hours.

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

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

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

Note: L: Lecture, P: Practical

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

Minimum Pass Marks:

Duration of Theory Papers: 3 Hours.

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

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

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

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

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

Minimum Pass Marks:

Duration of Theory Papers: 3 Hours.

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

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

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

Note: L: Lecture, P: Practical

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

Minimum Pass Marks:

Duration of Theory Papers: 3 Hours.

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

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

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

Note: L: Lecture, P: Practical

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

Minimum Pass Marks:

Duration of Theory Papers: 3 Hours.

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

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

Note: L: Lecture, P: Practical

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

Minimum Pass Marks:

Duration of Theory Papers: 3 Hours.

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

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

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

Note: L: Lecture, P: Practical

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

Minimum Pass Marks:

Duration of Theory Papers: 3 Hours.

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

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

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

Note: L: Lecture, P: Practical

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

**Ordinance No. 10**

**BACHELOR OF SCIENCE IN NURSING  
BASIC B. SC ( NURSING) 4 YEARS DEGREE COURSE**

**1.0 AIMS & OBJECTIVES**

**1.1 AIMS**

The aims of the undergraduate nursing program are to:

- 1.1.1 Prepare graduates to assume responsibilities as professional, competent nurses and midwives in providing promotive, preventive, curative, and rehabilitative services.
- 1.1.2 Prepare nurses, who can make independent decisions in nursing situations, protect the rights of and facilitate individuals and groups in pursuit of health, function in the hospital, community-nursing services, and conduct research studies in the areas of nursing practice. They are also expected to assume the role of teacher, supervisor, and manager in a clinical / public health setting.

**1.2 OBJECTIVES**

On completion of the four year B. Sc Nursing program the graduate will be able to:

- 1.2.1 Apply knowledge from physical, biological and behavioral sciences, medicine including alternative systems and nursing in providing nursing care to individuals, families and communities.
- 1.2.2 Demonstrate understanding of life style and other factors, which affect health of individuals and groups.
- 1.2.3 Provide nursing care based on steps of nursing process in collaboration with the individuals and groups.
- 1.2.4 Demonstrate critical thinking skill in making decisions in all situations in order to provide quality care.
- 1.2.5 Utilize the latest trends and technology in providing health care.
- 1.2.6 Provide promotive preventive and restorative health services in line with the national health policies and programmes.



- 1.2.7 Practice within the framework of code of ethics and professional conduct, and acceptable standards of practice within the legal boundaries.
- 1.2.8 Communicate effectively with individuals and groups, and members of the health team in order to promote effective interpersonal relationships and teamwork.
- 1.2.9 Demonstrate skills in teaching to individuals and groups in clinical/community health settings.
- 1.2.10 Participate effectively as members of the health team in health care delivery system.
- 1.2.11 Demonstrate leadership and managerial skills in clinical /community health settings.
- 1.2.12 Conduct need based research studies in various settings utilize the research findings to improve the quality of care.
- 1.2.13 Demonstrate awareness, interest, and contribute towards advancement of self and of the profession.

## 2.0 COURSE STRUCTURE

The degree in Nursing of four years course shall be designated as Basic Bachelor of Science in nursing in short Basic B.Sc. (Nursing).

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

## 3.0 ACADEMIC QUALIFICATION FOR ADMISSION

- 3.1 The minimum educational requirement shall be the passing of: Higher Secondary School Certificate Examination (10 + 2)

OR

Senior School Certificate Examination (10+2), Pre degree Examination (10+2)

OR

An equivalent with 12 years schooling from a recognized Board or University with Science (Physics, Chemistry, Biology) and English with minimum of 45% aggregate marks (PCBE).

## 4.0 CRITERIA FOR SELECTION

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

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

#### 5.0 COURSE DURATION

- 5.1 The duration of Basic B.Sc. (Nursing) course shall be four years including internship.
- 5.2 The duration of each academic year of Basic B.Sc. (Nursing) I, II, III, IV years shall be not less than 10 month.
- 5.3 The maximum period to complete the course successfully should not exceed 8 years from the date of admission.

#### 6.0 COURSE COMMENCEMENT

- 6.1 The commencement Basic B.Sc. (N) 1<sup>st</sup> year shall start during the period of July/August of every year.
- 6.2 Vacation shall be granted maximum eight weeks duration between 2 academic years.
- 6.3 The subject to be studied in different academic year of Basic B.Sc. (N) shall be as per scheme given as in subsequent sequence.

#### 7.0 EXAMINATION

- 7.1 The medium of instruction and examination shall be English through out the course of the study.

#### 7.2 SCHEME OF EXAMINATION

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

Subject			Assessment		
Paper No.	Theory	Hours	Internal	External	Total
1.	Anatomy & Physiology	3	25	75	100
2.	Nutrition & Biochemistry	3	25	75	100
3.	Nursing Foundations	3	25	75	100
4.	Psychology	3	25	75	100
5.	Microbiology	3	25	75	100
6.	English	3	25	75	100
7.	Introduction to Computers		25	75	100
<b>Practical No.</b>	<b>Practical and Viva Voce</b>				
1.	Nursing Foundations		100	100	200

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

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

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

Subject		Assessment			
Paper No.	Theory	Hours	Internal	External	Total
13.	Medical Surgical Nursing (Adult including geriatrics) -II	3	25	75	100
14.	Child Health Nursing	3	25	75	100
15.	Mental Health Nursing	3	25	75	100
<b>Practical No.</b>	<b>Practical and Viva Voce</b>				
3.	Medical –Surgical Nursing (Adult including geriatrics) - II		50	50	100
4.	Child Health Nursing		50	50	100
5.	Mental Health Nursing		50	50	100

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

Subject		Assessment			
Paper No.	Theory	Hours	Internal	External	Total
16.	Midwifery and Obstetrical Nursing	3	25	75	100
17.	Community Health Nursing – II	3	25	75	100
18.	Nursing Research & Statistics	3	25	75	100
19.	Management and Nursing Services and Education	3	25	75	100
<b>Practical No.</b>	<b>Practical and Viva Voce</b>				
6.	Midwifery and Obstetrical Nursing		50	50	100
7.	Community Health Nursing		50	50	100

**7.3 University Examination**

- 7.3.1 There shall be one Annual University Examination at the end of each academic year.
- 7.3.2 There shall be provision for supplementary examination.
- 7.3.3 The University examination for theory subject shall be out of 75 marks.
- 7.3.4 The University Examination marks for Nursing Foundation (Practical & viva voce Paper I) & Medical Surgical Nursing - I (Practical and viva voce paper II) shall be out of 100 marks.
- 7.3.5 The University Examination marks for Medical Surgical Nursing – II (Practical and viva voce paper III), Child Health Nursing (Practical and viva voce paper IV), Mental Health Nursing (Practical and viva voce paper V), Midwifery and Obstetrical Nursing (Practical and viva voce paper VI) and Community Health Nursing (practical and viva voce paper VII) shall be out of 50 Marks.
- 7.3.6 Anatomy and physiology – Question paper will consist of Section A Anatomy of 37 marks and Section B Physiology should be of 38 marks.

- 7.3.7 Nutrition and Biochemistry – Question paper will consist of Section A Nutrition of 45 marks and Section B of Biochemistry of 30 marks.
- 7.3.8 Pharmacology, Pathology and Genetics : Section A of Pharmacology with 38 marks, Section B of Pathology of 25 and Genetics with 12 marks.
- 7.3.9 Nursing Research & Statistics-Nursing Research Should be of 50 marks and Statistics of 25 marks.
- 7.3.10 Minimum pass marks shall be 40 % for English only.
- 7.3.11 Theory and Practical exams for Introduction to Computer will be conducted as College exam and marks to be sent to University for inclusion in the marks sheet.
- 7.3.12 Maximum number of candidate for practical examination should not exceed 20 per day.
- 7.3.13 All practical examinations must be held in the respective clinical areas.
- 7.3.14 Fourth year final examination to be held only after completion of internship.

#### **7.4 Internal Examination**

- 7.4.1 The assessment of academic growth of the student shall be done on the basis of three term examination and one Pre University examination for theory and practical subjects.
- 7.4.2 The internal assessment marks for the theory subjects shall be out of 25 marks.
- 7.4.3 The internal assessment marks for the practical subjects shall be awarded on the basis of evaluation of performance of the student in the specific area / field.
- 7.4.4 The internal assessment marks for Nursing Foundation (Practical & viva voce Paper I) & Medical Surgical Nursing - I (Practical and viva voce paper II) shall be out of 100 marks.
- 7.4.5 The internal assessment marks for Medical Surgical Nursing(Adult including geriatrics) – II (Practical and viva voce paper III), Child Health Nursing (Practical and viva voce paper IV), Mental Health Nursing (Practical and viva voce paper V), Midwifery and Obstetrical Nursing (Practical and viva voce paper VI) and Community Health Nursing (practical and viva voce paper VII) shall be out of 50 Marks.

#### **7.5 Supplementary Examination**

- 7.5.1 There will be only one mid-session Supplementary Examination held by the University ordinarily held in the month of September / October. However those who fail in supplementary exam they will appear in main exam.

- 7.5.2 The first year students will have to clear all first year subjects in a maximum limit of 4 attempts, after which they will not be allowed to continue their Basic B.Sc. (N) Course if, candidate fails in 4<sup>th</sup> attempt of 1<sup>st</sup> year
- 7.5.3 Non appearance at an examination on grounds of sickness or otherwise, will be treated as one of the four attempts allowed for 1<sup>st</sup> year subjects.
- 7.5.4 If a first year candidate fails in mid session supplementary papers, candidates will be given an opportunity to appear in the main examination of IInd year provisionally along with the backlog of last year subjects.
- 7.5.5 If a candidate fails in backlog subjects of the 1st year, the result of IInd year examination for which candidate will be provisionally admitted will be treated as cancelled. The candidate will have to repeat her backlog subjects of 1st year in next mid session supplementary examination
- 7.5.6 A candidate, who appears in IInd year main examination and fails in any of the subjects will be permitted to appear in mid session supplementary examination and there after provisionally along with failed IInd year subject, but if any candidates fails in IInd year subject the candidates IIIrd year result will be automatically cancelled. The same ruling will apply for the IVth year students also.
- 7.5.7 Only failed subjects, will have to be repeated in mid session supplementary or Supplementary examination with the main annual examination.
- 7.5.8 The marks obtained by the candidate in the subjects passed in Supplementary Examination or additional attempts shall be taken into account as pass in the examination.

## 8.0 CRITERIA FOR PASSING

- 8.1 A Candidate has to pass in theory and practical exam separately in each of the paper.
- 8.2 A Candidate failing in more than two subjects will not be promoted to the next academic year.
- 8.3 Minimum pass marks shall be 50% in each of the theory and practical papers separately.
- 8.4 Minimum pass marks shall be 45% for Introduction to Computer.
- 8.5 If a candidate fails in either theory or practical paper he/she has to re-appear for both the papers (Theory and Practical).
- 8.6 Maximum number of attempts permitted for each paper shall be three including first attempt.

## 9.0 DIVISION & MERIT

- 9.1 Distinction - 75% and above in any subject (First attempt only).
- 9.2 First Division - 60% and above in the aggregate of marks of all main subjects.

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

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

#### 10.0 ATTENDANCE

10.1 A candidate must have minimum of 80% attendance (irrespective of the kind of absence) in theory in each subject for appearing for examination.

10.2 A candidate must have 100% attendance in each of the practical area before award of degree.

#### 11.0 APPOINTMENT OF EXAMINERS / QUESTION PAPER SETTER

The appointment of examiner for the theory and practical examination shall be based on following rules

11.1 Question paper setter / moderator / head evaluator shall be Professor, Associate Professor or Lecturer with an experience of minimum 3 years teaching experience working in any nursing institute conducting nursing courses can be appointed.

##### 11.2 Practical examiner

11.2.1 One internal and one external examiner should jointly conduct practical examination for each student.

11.2.2 An examiner should be a lecturer or above in a college of nursing with M. Sc (N) in concerned subject and minimum of 3 years of teaching experience. To be an examiner for Nursing Foundations course faculty having M. Sc (N) with any speciality shall be considered.

#### 12.0 REVALUATION / RE-TOTALING

12.1 Revaluation and re-totalling of marks is permitted for theory papers only. The University, on receipt of application within the stipulated time and remittance of a prescribed fee, shall permit a recounting of marks and/or revaluation for the subject(s) applied.

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

#### 13.0 CANCELLATION OF ADMISSION

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

13.1 Candidate is not found qualified as per INC/State Government norms and guidelines or the eligibility criteria prescribed by the University.

OR

13.2 Candidate is not able to complete the course within the stipulated time as prescribed in 5/3

OR

13.3 Candidate is found involved in serious breach of discipline in the Institution or in the University campus.

#### 14.0 SCHEME OF STUDIES

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

##### 14.1 Annual schedule of studies

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

##### 14.2 Distribution of Hours

###### FIRST YEAR

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

(\*\* Optional)



**SECOND YEAR**

Subject	Theory (in hrs.) (Class and lab)	Practical (in hrs.) (Clinical)	(In hrs)
1. Sociology	60		
2. Pharmacology	45		
3. Pathology	30		
4. Genetics	15		
5. Medical Surgical Nursing (Adult)	210	720	
6. Community Health Nursing -I	90	135	
7. Communication and Educational	60+30		
8. Library work/ self Study			50
9. Co-curricular activities			35
Total Hours	540	855	85
Total hours =1480 hrs.			

**THIRD YEAR**

Subject	Theory (in hrs.)	Practical (in hrs.) (Clinical)	(In hrs)
1. Medical – Surgical Nursing (Adult)	120	270	
2. Child Health Nursing	90	270	
3. Mental Health Nursing	90	270	
4. Midwifery and Obstetrical Nursing	90	180	
5. Library work/ self Study			50
6. Co-curricular activities			50
Total Hours	390	990	100
Total hours =1480 hrs.			

**FOURTH YEAR**

Subject	Theory (in hrs.) (Class and lab)	Practical (in hrs.) (Clinical)	(In hrs)
1. Midwifery and Obstetrical Nursing	-	180	
2. Community Health Nursing –II	90	135	
3. Nursing Research & Statistics	45	-	
4. Management of Nursing Services	60+30	-	
Total Hours	225	315	
Total hours =540 hrs.			

**Note:-** Project work to be carried out during internship.

**INTERNSHIP (INTEGRATED PRACTICE)**

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

**Note:**

1. Internship means 8 hours of integrated clinical duties in which 2 weeks of evening and night shift duties are included.
2. Internship should be carried out as 8 hours per day @ 48 hours per week.

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

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

## Ordinance No. 11

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

#### 1.0 AIMS AND OBJECTIVES

##### 1.1 AIMS

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

##### 1.2 OBJECTIVES

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

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

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

## 2.0 COURSE STURCTURE

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

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

### 3.0 ACADEMIC QUALIFICATION & SELECTION CRITERIA FOR ADMISSION

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

Or

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

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

### 4.0 COMMENCEMENT OF COURSE

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

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

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

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

#### 5.1 Attendance

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

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

#### 5.2 Sessional Examinations

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

### 5.3 Internal Assessment

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

### 5.4 University Examination; Theory & Practical

#### 5.4.1 Written Examination

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

The succeeding examination shall be held within 6 months.

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

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

5.5.1 For Theory paper setting and valuation there shall be two examiners for each subject, one Internal Examiner and one External Examiner shall be required. Both the examiners shall be Assistant Professor with 3 years teaching experience in the concerned subject.

5.5.2 For the Practical examinations there shall be two examiners for each subject, one External Examiner and one Internal Examiner, with minimum qualification and experience of an Assistant Professor with 3 years teaching experience in the concerned subject.

5.5.3 The External Examiner shall be the subject expert from outside the University having Masters/ Post Graduate qualification in the concerned subject with minimum 3 years teaching experience.

5.5.4 The Faculty of the Subject/ Head of the Department with minimum 3 years of teaching experience shall be the Internal-Cum-convenor examiner for the examinations.

### 5.6 Criteria for Passing

In each subject/head (Theory and Practical);

5.6.1 In all the University examinations, the candidates shall have to obtain 50% marks separately in Theory plus Viva Voce plus Internal Assessment and Practical plus Internal Assessment examination.

5.6.2 Each theory paper and practical will be treated as separate subject/ head for the passing.

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

#### 5.7 Division and Merit List

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

There shall be Divisions as follows:

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

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

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

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

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

#### 6.0 REVALUATION / RE-TOTALING

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

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

#### 7.0 COMPULSORY ROTATARY INTERNSHIP:

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

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

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

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

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

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

## 8.0 CANCELLATION OF ADMISSION

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



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

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

## 9.0 SCHEME OF COURSE / EXAMINATION

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

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

\* Non Examination (Subsidiary) subjects

## 9.2 Question Paper Pattern

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

## 9.3 Scheme of Examination

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

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

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

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

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

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

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

**1.2 OBJECTIVES**

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

**2.0 COURSE STRUCTURE**

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

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

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

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

Or

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

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

#### 4.0 COMMENCEMENT OF COURSE

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

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

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

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

##### 5.1 Attendance

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

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

##### 5.2 Sessional Examinations

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

##### 5.3 Internal Assessment

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

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

###### 5.4.1 Written Examination

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

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

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

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

### 5.6 Criteria for Passing

In each subject/head (theory and practical);

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

### 5.7 Division and Merit List

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

There shall be Divisions as follows:

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

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

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

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

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

### 5.8. Three Months Compulsory Rotatory Clinical Training

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

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

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

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

## 6.0 REVALUATION / RE-TOTALING

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

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

## 7.0 CANCELLATION OF ADMISSION

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

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



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

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

## 8.0 SCHEME OF COURSE / EXAMINATION

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

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

\* Non Examination (Subsidiary) subjects.

## 8.2 Question Paper Pattern

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

## 8.3 Scheme of Examination

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

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

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

## Ordinance No. 13

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

#### 1.0 AIMS AND OBJECTIVES

##### 1.1 AIMS

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

##### 1.2 OBJECTIVES

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

#### 2.0 COURSE STRUCTURE

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

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

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

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

Or

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

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

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

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

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

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

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

##### **5.1 Attendance**

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

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

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

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

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

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

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

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

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

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

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

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

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

#### 5.6 Criteria for Passing

In each subject/head (theory and practical);

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

#### 5.7 Division and Merit List

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

There shall be Divisions as follows:

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

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

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

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

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

### 5.8 Three Months Compulsory Rotary Clinical Training

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

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

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

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

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

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

**6.0 REVALUATION / RE-TOTALING**

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

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

**7.0 CANCELLATION OF ADMISSION**

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

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

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

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

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

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

\* Non Examination (Subsidiary) subjects

## 8.2 Question Paper Pattern

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

## 8.3 Scheme of Examination

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

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

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



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

## Ordinance No. 14

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

#### 1.0 AIM

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

#### 2.0 OBJECTIVES

The objectives of Bachelor of Engineering course are:

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

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

### 3.0 COURSE STRUCTURE

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

### 4.0 ACADEMIC QUALIFICATION FOR ADMISSIONS

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

\* As per prevailing AICTE Norms: -----

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

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

## 5.0 CRITERIA FOR SELECTION

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

## 6.0 COURSE DURATION

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

## 7.0 COURSE COMMENCEMENT

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

## 8.0 EXAMINATION AND APPOINTMENT OF EXAMINERS

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

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

#### 9.0 PROMOTION TO HIGHER SEMESTER AND YEAR

- 9.1 A candidate who has been admitted in the engineering course will be promoted to the higher class in accordance with the following rules:
- i. A candidate who has taken admission in A-B Group and has appeared in the examination of odd semester of a particular year, will automatically be promoted to even semester of that year irrespective of failing in any number of subjects of previous semester.
  - ii. A candidate who has taken admission in even semester under B-A Group and has appeared in the examination of even semester, will automatically be promoted to next applicable odd semester irrespective of failing in any number of subjects of previous semester.

**NOTE:** The candidate who seeks admission in odd semester of an academic year is said to be in A-B group, while, a candidate who seeks admission in even semester of an academic year is said to be in B-A group. i.e. a Candidate of A-B Group will take admission generally in July; whereas, candidate of B-A Group will take admission generally in January in the relevant academic year.

- 9.2 For the award of degree minimum Cumulative Grade Point Average (CGPA) required is 5.0.
- 9.3 To pass a particular subject of the course the minimum required grade is D. However, the candidate should also separately score minimum of grade D in end semester examinations of theory and practical parts of the subject.
- 9.4 A candidate who fails to score minimum of grade D in more than five subjects (Theory and Practical of the same subject shall be treated as two subjects) in a particular year, shall not be admitted to the next higher year.
- 9.5 Further, a candidate shall not be admitted in the fifth or higher semester classes unless he/she has fully passed the first year examination with minimum of CGPA of 5.0. Likewise a candidate shall not be admitted in seventh or higher semester classes unless he/she has fully passed second year examinations with minimum CGPA of 5.0.
- 9.6 If a candidate has passed all the subjects of an applicable year but has failed to score a minimum CGPA of 5.0 as per the requirement of rule 9.2 and 9.5 above, such a candidate shall be permitted to improve requisite grade point by reappearing in maximum of three theory /practical subjects, in the ensuing examination (theory and practical of a subject shall be treated as separate subjects.)
- 9.7 Other than the provision of rule 9.6 above, a candidate shall not be permitted to reappear in that examination, for improvement of division/marks or for any other purpose.

**10.0 AWARD OF CREDITS AND GRADES**

- 10.1 Each course, along with its weightage in terms of units and equivalent credits, shall be as per the scheme of the course.
- 10.2 A student shall be continuously evaluated for his / her academic performance in a subject through tutorial work, practical, assignment, mid-semester test, field work, seminars, quizzes, end-semester examinations and regularity.
- 10.3 The distribution of weightage /marks for each component shall be as per the scheme of the course given under:

**(a) Theory Block**

i.	Quizzes, assignments and regularity	10%
ii.	Mid – semester test	20%
iii.	End – semester examination	70%
		100 %

**(b) Practical Block**

i.	Lab work and performance	20%
ii.	Assignments and regularity	20%
iii.	End – semester examination	60%
		100 %

- 10.4 Practical training and project work shall be treated as practical subjects.
- 10.5 In each semester, the institute will be required to conduct at least two mid semester tests for theory block.
- 10.6 Each student, registered for a course, shall be awarded grade by the concerned faculty / faculties for the specific subject/paper. The grades awarded to a student shall depend upon his continuous evaluation through performance in various examinations, assignments, quizzes, laboratory work, class work, mid semester test and regularity. The grades to be used and their numerical equivalents are as under:

**Credit Based Grading System**

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

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

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

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

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

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

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

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

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

## 11.0 AWARD OF DIVISION

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

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

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

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

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

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

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

## 12.0 CONDONATION OF DEFICIENCY IN MARKS

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

## 13.0 MERIT LIST

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

## 14.0 ATTENDANCE

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

## 15.0 CANCELLATION OF ADMISSION

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

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



# PEOPLE'S UNIVERSITY, BHOPAL

## Scheme of Examination

### I – Semester

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

For the candidates admitted in session July

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

Subject wise distribution of marks and corresponding credits

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

MST: Mid Semester Test Taken at least twice per Semester

L: lecture      T: Tutorial      P: Practical

## PEOPLE'S UNIVERSITY, BHOPAL

### Scheme of Examination

#### I – Semester

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

For the candidates admitted in session July

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

Subject wise distribution of marks and corresponding credits

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

MST: Mid Semester Test Taken at least twice per Semester

L: lecture T: Tutorial P: Practical

## PEOPLE'S UNIVERSITY, BHOPAL

### Scheme of Examination

#### II – Semester

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

For the candidates admitted in session July

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

Subject wise distribution of marks and corresponding credits

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

MST: Mid Semester Test Taken at least twice per Semester

L: lecture T: Tutorial P: Practical

# PEOPLE'S UNIVERSITY, BHOPAL

## Scheme of Examination

### II-- Semester

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

For the candidates admitted in session July

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

Subject wise distribution of marks and corresponding credits

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

MST: Mid Semester Test Taken at least twice per Semester

L: lecture T: Tutorial P: Practical

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

## Ordinance No. 15

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

#### 1.0 AIMS & OBJECTIVES

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

#### 2.0 COURSE STRUCTURE

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

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

### 3.0 ACADEMIC QUALIFICATION & SELECTION CRITERIA FOR ADMISSION

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

Or

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

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

### 4.0 COMMENCEMENT OF COURSE

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

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

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

#### 5.1 SESSIONAL

Two sessionals shall be conducted for each theory and practical.

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

## 5.2 SEMESTER / UNIVERSITY EXAMINATION

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

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

5.2.2 There will be no supplementary examination.

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

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

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

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

## 5.3 APPOINTMENT OF EXAMINERS/QUESTION PAPER SETTERS

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

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

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

#### 5.4 CRITERIA FOR PASSING

In each subject/head (theory and practical);

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

#### 5.5 DIVISION AND MERIT LIST

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

First Division with Honors: 75% and above.

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

Second Division: 50% and above but below 60%

- 5.5.2 The merit shall be declared by the University after the semester examination of the eighth semester of BHMCT on the basis of the integrated performance of all the four years. The merit list shall include the first ten candidates securing at least first division and passing all semester examinations in first attempt.



**5.6 EDUCATIONAL AND INDUSTRIAL STUDY TOUR**

For BHMCT 5<sup>th</sup> semester students an educational study tour to visit a Hospitality organisation is compulsory. All students will have to submit a tour report after the study tour. The marks shall be awarded by the teacher-in-charge of the student's study tour.

**5.7 PROJECT WORK**

For BHMCT 7<sup>th</sup> semester students a project work shall be compulsory. The project shall be undertaken in any of the Hospitality Areas. The project shall be made under the supervision and guidance of faculty member(s). The candidate shall present a seminar on his/her project work. Every candidate shall be required to submit the project report in triplicate. The marks shall be awarded by the project supervisor and one external examiner.

**5.8 PROFESSIONAL TRAINING**

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

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

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

The marks shall be awarded by the Board of Examiners.

**5.9 CONDONATION OF DEFICIENCY IN MARKS**

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

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

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

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

**5.10 ATTENDANCE**

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

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

**6.0 REVALUATION / RE-TOTALING**

Revaluation and re-totaling of marks is permitted for theory papers only. The University on application within the stipulated time and remittance of a prescribed fee shall permit a recounting of marks, for the subject(s) applied. The marks obtained after revaluation or re-totaling will be the final marks awarded.

**7.0 CANCELLATION OF ADMISSION**

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

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

OR

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

OR

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

**8.0 SCHEME OF COURSE / EXAMINATION**

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

**Semester – I**

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

**Semester – II**

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

**Semester -- III**

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

**Semester – IV**

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

**Semester – V**

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

**Semester – VI**

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

**Semester – VII**

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

**Semester – VIII**

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

**Duration of theory paper – three hours**

**Minimum Pass Marks:**

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

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

## Ordinance No. 16

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

#### 1.0 AIM & OBJECTIVES

##### 1.1 AIM

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

##### 1.2 OBJECTIVES

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

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

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

## 2.0 COURSE STRUCTURE

- 2.1 The Under graduate course in Bachelor of Science (Electronic Media) leading to the Degree of Bachelor of Science of the University shall be divided into Six semesters. Each semester would be of six months duration including vacation/ examination/ Projects/ Internship etc.
- 2.2 There shall be University Examination at the end of each semester. These examinations shall be named as follows:
- |    |           |                 |   |              |
|----|-----------|-----------------|---|--------------|
| a. | B.Sc (EM) | First year      |   |              |
|    |           | First semester  | - | I semester   |
|    |           | Second Semester | - | II semester  |
| b. | B.Sc (EM) | Second Year     |   |              |
|    |           | Third Semester  | - | III Semester |
|    |           | Fourth Semester | - | IV semester  |
| c. | B.Sc (EM) | Third Year      |   |              |
|    |           | Fifth Semester  | - | V Semester   |
|    |           | Sixth Semester  | - | VI semester  |
- 2.3 The Semester examinations will generally be held in Dec-January and May-June in each year.
- 2.4 The sixth semester is for Project work. During this semester the candidate shall devote himself/herself for the research work in connection with any of the aspects of mass media relevant to the course selected, and assigned to him by the head of the department. Prior to submission of dissertation/Documentary, candidate shall present a pre-submission seminar on his/her work. At the end of the six semesters the candidate shall submit three typed or printed copies of the dissertation written by him/her and one DVD of the Documentary prepared by him/her, to the University through the Principal of the college.

The dissertation should be accompanied by the certificate from the Head of the Department and the project supervisor to the effect that it embodies actual work by the candidate and the work has not been submitted earlier in part or full for the award of any other degree.

## 2.5 SEMESTER EXAM & BACKLOG

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

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

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

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

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

## 3.0 ACADEMIC QUALIFICATION FOR ADMISSION

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

## 4.0 CRITERIA FOR SELECTION

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

## 5.0 COURSE DURATION

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

## 6.0 COURSE COMMENCEMENT

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

## 7.0 EXAMINATION AND EVALUATION SCHEME

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

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



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

#### 8.0 CRITERIA FOR PASSING

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

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

- 8.5 A candidate may provisionally continue to attend next higher year, even if the result of qualifying year semester has not been declared. However, subsequently if he/she is not able to clear qualifying semester examination, the candidate can not claim any right on the basis of his/her provisional admission.

## 9.0 DIVISION AND MERIT

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

## 9.3 CONDONATION OF DEFICIENCY IN MARKS

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

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

## 9.4 REVALUATION / RE-TOTALING

- 9.4.1 Revaluation and re-totaling of marks is permitted for theory papers only. The University, on application within the stipulated time and remittance of a prescribed fee, shall permit a recounting of marks and/or revaluation for the subject(s) applied.
- 9.4.2 The result after revaluation/re-totaling shall be declared as per prevailing revaluation/re-totaling rules and regulation of the People's University.

**10.0 ATTENDANCE**

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

**11.0 APPOINTMENT OF EXAMINERS**

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

**12.0 SCHEME OF STUDIES/EXAMINATION**

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

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

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

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

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

12.5 Each lecture shall be of one hour.

**12.6 DETAILS OF MODULES – OVERLEAF**

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

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

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

## SEMESTER-I

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

## SEMESTER-II

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

## SEMESTER-III

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

## SEMESTER-IV

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

## SEMESTER-V

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



## SEMESTER-VI

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

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

**Ordinance No. 17**

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

**1.0 AIM & OBJECTIVES**

**1.1 AIM :**

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

**1.2 OBJECTIVES :**

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

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

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

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

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

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

**2.0 COURSE STRUCTURE**

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

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

i. B.J. First year

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

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

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

### 2.5 SEMESTER EXAM & BACKLOG

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

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

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

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

2.5.5 There shall be no supplementary examination

### 3.0 ACADEMIC QUALIFICATION FOR ADMISSION

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

### 4.0 CRITERIA FOR SELECTION

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

### 5.0 COURSE DURATION

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

## 6.0 COURSE COMMENCEMENT

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

## 7.0 EXAMINATION AND EVALUATION SCHEME

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

## 8.0 CRITERIA FOR PASSING

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

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

## 9.0 DIVISION AND MERIT

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

## 9.3 CONDONATION OF DEFICIENCY IN MARKS

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

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

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

#### 9.4 REVALUATION / RE-TOTALING

- 9.4.1 Revaluation and re-totalling of marks is permitted for theory papers only. The University, on application within the stipulated time and remittance of a prescribed fee, shall permit a recounting of marks and/or revaluation for the subject(s) applied.
- 9.4.2 The result after revaluation/re-totalling shall be declared as per prevailing revaluation/re-totalling rules and regulation of the People's University.

#### 10.0 ATTENDANCE

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

#### APPOINTMENT OF EXAMINERS

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

#### 12.0 SCHEME OF STUDIES/EXAMINATION

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

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

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

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

**12.6 DETAILS OF MODULES – OVERLEAF**

**DETAIL OF MODULES :**

**Bachelor of Journalism - (BJ)**

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

**SEMESTER-I**

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

## SEMESTER-II

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



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

## Ordinance No. 18

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

#### 1.0 AIMS AND OBJECTIVES

##### 1.1 AIMS

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

##### 1.2 OBJECTIVES

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

#### 2.0 COURSE STRUCTURE

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

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

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

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

or

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

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

#### 4.0 COMMENCEMENT OF COURSE

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

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

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

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

##### 5.1 Attendance

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

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

##### 5.2 Sessional Examinations

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

##### 5.3 Internal Assessment

The internal assessment for each subject of each academic year will carry 25 marks.

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

###### 5.4.1 Written Examination

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

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

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

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

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

### 5.6 Criteria for Passing

In each subject/head (Theory and Practical);

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

### 5.7 Division and Merit List

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

There shall be Divisions as follows:

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

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

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

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

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

### 5.8 Three Months Compulsory Rotatory Clinical Training

For DMLT II year students, Three months Compulsory Rotatory Clinical Training shall be compulsory as a part of partial completion of the course. The training shall be undertaken in any of medical laboratory attached with minimum 100 bedded hospital.

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

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

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

- a. The recognized laboratory shall require experts with BMLT qualification, for the guidance of the students. Student: Technician ratio will be 1:5.
- b. Student seeking training outside the campus must obtain a NOC from the HOD prior to the program.
- c. Minimum 100 hrs is mandatory for each of the above mention Laboratories.
- d. Student should obtain training completion certificate with the duration from the concerned Hospital/ Laboratory. Same should be submitted to the parent institute for qualifying II year University Examination.
- e. Any absenteeism, misconduct, poor performance etc may require the extension of the program on the recommendation of the HOD.

### 6.0 REVALUATION / RE-TOTALING

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

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

## 7.0 CANCELLATION OF ADMISSION

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

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

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

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

## 8.0 SCHEME OF COURSE / EXAMINATION

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

Subject	Theory Min. Hrs.	Practical Min. Hrs.	Clinical/ Lab Posting	Total Min. Hrs.
<b>DMLT- First Year</b>				
Applied Anatomy & Physiology	40+40	20+20	-	120
Biochemistry + Clinical Pathology	60+40	40+20	-	160
* Applied English	60	-	-	60
* First aid and Basic Nursing	60	20	-	80
* Observatory Clinical Posting	-	-	180	180

<b>DMLT- Second Year</b>				
Haematology & Blood Banking + Parasitology	60+40+20=120	40+40+20=100	60+60+20=140	360
Microbiology & Serology, Histology & Cytology	60+40+30+30=160	60+40+30+30=160	100+40	460
* Basic Computer Application	20	40	-	60
* Clinical Posting	-	-	240	240

\* Non Examination (Subsidiary) subjects

## 8.2 Question Paper Pattern

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

## 8.3 Scheme of Examination

DMLT-I Year									
S. No.	Subject	Theory					Practical		Max. Total of Theory & Practical
		Written		Viva-Voce	Internal Assessment	Min. Marks	Max. Marks	Min. Marks	
		Time	Max. Marks	Max. Marks	Max. Marks				
1.	Applied Anatomy & Physiology (PAPER I)	3hrs.	100	25	25	75	50	25	200
2.	Biochemistry + Clinical Pathology (PAPER II)	3hrs.	100	25	25	75	50	25	200

DMLT-II Year									
S. No.	Subject	Theory					Practical		Max. Total of Theory & Practical
		Written		Viva-Voce	Internal Assessment	Min. Marks	Max. Marks	Min. Marks	
		Time	Max. Marks	Max. Marks	Max. Marks				
1.	Haematology & Blood Banking, & Parasitology (PAPER I)	3hrs.	100	25	25	75	50	25	200
2.	Microbiology & Serology, Histology & Cytology (PAPER II)	3hrs.	100	25	25	75	50	25	200

\* Refer 5.6 for passing criteria.

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

## Ordinance No. 19

### DIPLOMA IN DIALYSIS TECHNICIAN (DDT) 2 YEAR DIPLOMA COURSE

#### 1.0 AIMS AND OBJECTIVES

##### 1.1 AIMS

To provide skill oriented training to the students and thus to provide skilled technicians who will be able to work in various dialysis unit.

##### 1.2 OBJECTIVES

1.2.1 To impart adequate theoretical and practical knowledge required for dialysis technician.

1.2.2 To enable the student to perform various dialysis techniques and general care to prevent the complications.

#### 2.0 COURSE STRUCTURE

2.1 The Diploma in Dialysis Technician of 2 years (Two academic years) course here in after called 2 year diploma course shall be designated as Diploma in Dialysis Technician, in short DDT.

2.2 **Duration of the course:** Diploma in Dialysis Technician is a two year regular diploma course, named below:

a. DDT- I year

b. DDT - II year

2.3 Each academic year shall consist of 240 teaching days.

2.4 The Student admitted in DDT course shall have to complete the course within the maximum permissible duration of 4 years, from the date of admission.

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

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

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

Or

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

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

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

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

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

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

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

##### **5.1 Attendance**

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

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

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

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

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

The internal assessment for each subject of each academic year will carry 25 marks.

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

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

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



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

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

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

- 5.5.1 For Theory paper setting and valuation one Examiner shall be required, who may be an Internal or External, minimum an Assistant Professor with 1 year teaching experience in the concerned subject.
- 5.5.2 For the Practical examinations there shall be two examiners for each subject, one External Examiner and one Internal Examiner, with minimum qualification and experience of an Assistant Professor with 1 year teaching experience in the concerned subject.
- 5.5.3 The External Examiner shall be the subject expert from outside the University having Master's/ Post Graduate qualification in the concerned subject with minimum 3 years teaching experience.
- 5.5.4 The Faculty of the Subject/ HOI with minimum 1 year of teaching experience shall be the Internal-Cum-Convener examiner for the examinations.

#### 5.6 Criteria for Passing

In each subject/head (Theory and Practical);

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

#### 5.7 Division and Merit List

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

There shall be Divisions as follows:

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

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

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

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

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

### 5.8 Two Months Compulsory Rotatory Clinical Training.

For DDT II year students, Two months Compulsory Rotatory Clinical Training shall be compulsory as a part of partial completion of the course. The training shall be undertaken in a fully equipped Dialysis Unit with minimum 5 bedded.

For this exercise the students may require to spend Two months in rotation in the Dialysis Unit, In-Patient wards, ICU (for PD) etc.

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

- The recognized dialysis unit shall require an MD/ DM Nephrologists with DDT qualification technician, for the guidance of the students. Student: Technician ratio will be 1:5.
- Student seeking training outside the campus must obtain a NOC from the HOI prior to the program.
- Minimum 60 hrs is mandatory for each of the above mention unit and wards.
- Student should obtain Training Completion Certificate with the duration from the concerned Hospital/ Dialysis Unit. Same should be submitted to the institute for qualifying II year University Examination.
- Any absenteeism, misconduct, poor performance etc may require the extension of the program on the recommendation of the HOD.

### 6.0 REVALUATION / RE-TOTALING

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

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

## 7.0 CANCELLATION OF ADMISSION

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

- 7.1.1 He/She is not found qualified as per MP Paramedical Council norms and guidelines or the eligibility criteria prescribed by the University.
- 7.1.2 He/ she is found to have produced false/ forged documents or found to have used unfair means to secure admission.
- 7.1.3 He/She is found involved in serious breach of discipline in the institution or in the University campus.

## 8.0 SCHEME OF COURSE / EXAMINATION

### 8.1 Scheme of Teaching Schedule (for each academic year)

Subject	Theory Min. Hrs.	Practical Min. Hrs.	Clinical/ Lab Posting	Total Min. Hrs.
<b>DDT- First Year</b>				
Applied Anatomy & Physiology	40+40	20+20	-	120
Fundamentals of Dialysis	80	40	-	120
* Applied English	60	-	-	60
* First aid and Basic Nursing	60	20	-	80
* Observatory Clinical Posting	-	-	100	100

<b>DDT- Second Year</b>				
Peritoneal Dialysis	80	20	40	140
Hemodialysis	80	20	40	140
* Basic Computer Application	20	40	-	60
* Clinical Posting	-	-	-	300

\* Non Examination (Subsidiary) subjects

## 8.2 Question Paper Pattern

SUBJECT HAVING MAXIMUM MARKS 100		
TYPE OF QUESTION	NUMBER OF QUESTION	MARKS OF EACH QUESTION
Essay Type	4 (Any 4 Out of 5)	20X4=80
Short Answer Type	4 (Any 4 Out of 5)	5X4=20

## 8.3 Scheme of Examination

DDT-I Year										
S. No.	Subject	* Theory					* Practical			Max. Total of Theory & Practical
		Written		Viva-Voce	Internal Assessment	Min. Marks	Max. Marks	Min. Marks		
		Time	Max. Marks	Max. Marks	Max. Marks					
	Applied Anatomy & Physiology (PAPER I)	3hrs.	100	25	25	75	50	25	200	
	Fundamentals of Dialysis (PAPER II)	3hrs.	100	25	25	75	50	25	200	

DDT-II Year										
S. No.	Subject	* Theory					* Practical			Max. Total of Theory & Practical
		Written		Viva-Voce	Internal Assessment	Min. Marks	Max. Marks	Min. Marks		
		Time	Max. Marks	Max. Marks	Max. Marks					
	Peritoneal Dialysis (PAPER I)	3hrs.	100	25	25	75	50	25	200	
	Hemodialysis (PAPER II)	3hrs.	100	25	25	75	50	25	200	

\* Refer 5.6 for passing criteria.

Established under M.P. Act No. 17 of 2007

## Ordinance No. 20

### MASTER OF SCIENCE IN NURSING (M. Sc. NURSING) 2 YEAR POST GRADUATE DEGREE COURSE

#### 1.0 AIM AND OBJECTIVES

##### 1.1 AIM

1.2.1 The aim of the postgraduate program in nursing is to prepare to assume responsibilities as nurse specialists, consultants, educators, administrators in a wide variety of professional settings

##### 1.2 OBJECTIVES

1.2.2 On completion of the two year M.Sc Nursing programme, the will be able to:-

1.2.1 Utilize/apply the concepts, theories and principles of nursing science.

1.2.2 Demonstrate advance competence in practice of nursing.

1.2.3 Practice as a nurse specialist.

1.2.4 Demonstrate leadership qualities and function effectively as nurse educator and manager.

1.2.5 Demonstrate skill in conducting nursing research, interpreting and utilizing the findings from health related research.

1.2.6 Demonstrate the ability to plan and effect change in nursing practice and in the health care delivery system.

1.2.7 Establish collaborative relationship with members of other disciplines.

1.2.8 Demonstrate interest in continued learning for personal and professional advancement.

#### 2.0 COURSE STRUCTURE

The post graduate degree in nursing two year course hereinafter designated as M. Sc. (Nursing).

2.1 The duration of M.Sc. (N) Course shall extend over a period of two years consisting named below:

i. M.Sc. (N) 1st Year

ii. M.Sc. (N) 2nd Year

### 3.0 ACADEMIC QUALIFICATION FOR ADMISSION

- 3.1 The candidate should be a Registered Nurse and Registered Midwife or equivalent with any State Nursing Registration Council.
- 3.2 The minimum education requirements shall be the passing of:  
B.Sc.Nursing / B.Sc. Hons. Nursing / Post Basic B.Sc. Nursing with minimum of 55% aggregate marks.
- 3.3 The candidate should have undergone in B.Sc. Nursing / B.Sc. Hons. Nursing / Post Basic B.Sc. Nursing in an institution which is recognized by Indian Nursing Council.
- 3.4 Minimum one year of work experience after Basic B.Sc. Nursing.
- 3.5 Minimum one year of work experience prior or after Post Basic B.Sc. Nursing.
- 3.6 Candidate shall be medically fit.
- 3.7 5% relaxation of marks for SC/ST candidates may be given.

### 4.0 CRITERIA FOR SELECTION

#### 4.1 Entrance/Selection test

Selection of the candidates should be based on the merit of the entrance examination or qualifying examination held by University or competent authority.

### 5.0 COURSE DURATION

- 5.1 The complete duration of M.Sc. (N) course shall be two years.
- 5.2 The duration of each academic year of M.Sc. (N) I & II years shall be not less than 10 month.
- 5.3 The maximum period to complete the course successfully should not exceed 4 years from the date of admission.

### 6.0 COURSE COMMENCEMENT

- 6.1 The commencement of 1<sup>st</sup> year M.Sc. (N) shall start during the period of July /August of every year.
- 6.2 Vacation shall be granted maximum four weeks duration between 2 academic years.
- 6.3 The subject to be studied in different academic year of M.Sc. (N) shall be as per scheme given as in subsequent sequence.

**7.0 EXAMINATION**

7.1 The medium of instruction and examination shall be English through out the course of the study.

**7.2 SCHEME OF EXAMINATION****First Year**

Subjects	Theory			Practical		
	Hours	Internal	External	Hours	Internal	External
Nursing Education	3	25	75		50	50
Advance Nursing Practice	3	25	75			
Nursing Research and Statistics	3	25 <sup>(7.4.3)</sup>	75			
Clinical Speciality – I	3	25	75		100	100
Total		100	300		150	150

**Second Year**

Subjects	Theory			Practical		
	Hours	Internal	External	Hours	Internal	External
Nursing Management	3	25	75			
Dissertation & Viva					100	100
Clinical Speciality – II	3	25	75		100	100
Total		50	150		200	200

**7.3 University Examination**

7.3.1 Minimum pass marks shall be 50 % in each of the Theory and practical papers separately.

7.3.2 A candidate has to pass in theory and practical exam separately in each of the paper.

7.3.3 The University assessment marks for the theory subjects shall be out of 75 marks.

7.3.4 The University assessment marks for the theory subjects of Nursing Research and Statistics shall be given out of 75, consisting of Nursing Research 50 and Statistics 25 Marks.

7.3.5 The Practical examination marks for the University assessment shall be out of 100 marks except Nursing Education shall be out 50 Marks.

7.3.6 Candidate who fails in any subject shall be permitted to continue the studies into the second year.

7.3.7 The candidate shall not be allowed to appear for the Second year examination till such time that he/she passes all subjects of the first year M.Sc nursing examination.

- 7.3.8 A candidate failing in more than two subjects will not be promoted to the IInd year.
- 7.3.9 Maximum no. of attempts per subject is three (3) inclusive of first attempt.
- 7.3.10 The practical examination should be done for 4 hours of practical examination per student.
- 7.3.11 Maximum number of students should not exceed more than 10 students per day per speciality.
- 7.3.12 The examination should be held in clinical area only for clinical specialties.
- 7.3.13 Maximum number of candidates for all practical examination should not exceed 10 per day.
- 7.3.14 The dissertation examination should be minimum 30 minutes Viva-voce per student.

#### 7.4 Internal Examination

##### 7.4.1 The internal assessment of the students is based on

<u>Techniques</u>	<u>Weightage</u>
▪ Two test	50
▪ Assignment	25
▪ Seminar / presentation	25

- 7.4.2 The internal assessment marks for the theory subjects shall be out of 25 marks.
- 7.4.3 The internal assessment marks for the theory subjects of Nursing Research and Statistics shall be given out of 25, consisting of Nursing Research 15 and Statistics 10 Marks.
- 7.4.4 The Practical examination marks for the internal assessment shall be out of 100 marks except Nursing Education shall be out 50 Marks.
- 7.4.5 The internal assessment marks for the practical subjects shall be awarded on the basis of evaluation of performance of the student in the specific area / field.

#### 7.5 Supplementary Examination

- 7.5.1 If a candidate fails in either theory or practical paper he/she has to re-appear for both the papers (Theory and practical).
- 7.5.2 There will be only one mid-session Supplementary Examination held by the University ordinarily held in the month of September / October. There will another Supplementary Examination at the time of Annual main examination.
- 7.5.3 Non appearance at an examination on grounds of sickness or otherwise will be treated as one of the three attempts.



**7.6 Guidelines for Dissertation****7.6.1 Tentative Schedule for dissertation shall be as follows**

7.6.1.1 Submission of the research proposal: End of 9th month of 1st year.

7.6.1.2 Submission of dissertation – Final: End of 9th month of 2nd Year.

**7.6.2 Qualification of Research Guide**

7.6.2.1 Main guide: Nursing faculty / nursing expert in the same clinical speciality holding Ph.D. / M. Phil or M. Sc. Nursing with a minimum of 3 years experience in teaching in the Post Graduate Programme in Nursing.

7.6.2.2 Co-Guide: A Co-Guide is a nursing faculty/expert in the field of study (may be from outside the college but should be within the city.)

7.6.2.3 Guide: Students Ratio: Maximum of 1:4 (including as co-guide)

7.6.3 There should be a research committee comprising of minimum 5 members chaired by the Principal, College of Nursing.

7.6.4 The research topics shall be approved by institutional research committee.

7.6.5 Administrative approval and ethical clearance should be obtained

**8.0 CRITERIA FOR PASSING**

8.1 Minimum pass marks shall be 50 % in each of the Theory and practical papers separately.

8.2 A candidate has to pass in theory and practical exam separately in each of the paper.

8.3 If a candidate fails in either theory or practical paper he/she has to re-appear for both the papers (Theory and practical).

**9.0 DIVISION & MERIT**

9.1 For declaring the rank aggregate of 2 years marks to be considered.

9.2 Classification of results

i. Distinction 75% and above

ii. First Division 60 – 74 %

iii. Second Division 50 – 59 %

iv. 50% pass in each of the theory and practical separately.

**10.0 ATTENDANCE**

- 10.1 A candidate must have minimum of 80% attendance (irrespective of the kind of absence) in theory and practical in each subject for appearing for examination.
- 10.2 A candidate must have 100% attendance in each of the practical area before award of degree.

**11.0 APPOINTMENT OF EXAMINERS**

- 11.1 Question paper setter / moderator / head evaluator / Examiner shall have minimum 3 years experience after M.Sc nursing working in any nursing institute conducting nursing courses can be appointed.

**11.2 Practical examiner-**

One internal and one external examiner (outside the University) should jointly conduct practical examination for each student.

**11.3 Evaluation of the Dissertation**

11.3.1 Evaluation of the dissertation should be done by the examiner prior to viva.

11.3.2 One internal and one external examiner (outside the University) should evaluate dissertation and jointly conduct viva-voce for each student

11.3.3 For Dissertation Internal examiner should be the guide and external examiner should be Nursing faculty / nursing expert in the same clinical specialty holding Ph.D. / M. Phil or M.Sc. Nursing with a minimum of 3 years experience in guiding the research projects for Post Graduate students of Nursing.

**12.0 REVALUATION / RE-TOTALING**

- 12.1 Revaluation and re-totalling of marks is permitted for theory papers only. The University, on application within the stipulated time and remittance of a prescribed fee, shall permit a recounting of marks and/or revaluation for the subject(s) applied.
- 12.2 The result after revaluation/re-totalling shall be declared as per prevailing revaluation/re-totalling rules and regulation of the People's University.

**13.0 CANCELLATION OF ADMISSION**

The admission of a student at any stage of study shall be cancelled by the Vice Chancellor based on recommendation of Head of Institution, if;

- 13.1 Candidate is not found qualified as per INC/State Government norms and guidelines or the eligibility criteria prescribed by the University.

OR

- 13.2 Candidate is not able to complete the course within the stipulated time as prescribed in 5.3.

OR

- 13.3 Candidate is found involved in serious breach of discipline in the institution or in the University campus.

**14.0 SCHEME OF STUDIES****14.1 Annual schedule of studies**

i.	Available	-	52 weeks
ii.	Vacation	-	4 weeks
iii.	Examination	-	2 weeks
iv.	Gazetted holidays	-	3 weeks
v.	Total weeks available	-	43 weeks
vi.	40 hours per week	-	1720 hours
vii.	<b>Total hours for 2 years</b>	-	<b>3440 hours</b>

14.2 The subject to study in different academic year of M.Sc. (N) shall be as per the scheme given in subsequent sections.

**Distribution of Hours****FIRST YEAR**

Paper No.	Subject	Theory	Practical
1.	Nursing Education	150	150
2.	Advance Nursing Practice	150	200
3.	Nursing Research and Statistics	150	100
4.	* Clinical Speciality – I	150	650
	<b>Total</b>	<b>600</b>	<b>1100</b>

**SECOND YEAR**

Paper No.	Subject	Theory	Practical
5.	Nursing Management	150	150
6.	Nursing Research (Dissertation)		300
7.	* Clinical Speciality – II	150	950
	<b>Total</b>	<b>300</b>	<b>1400</b>

\* Clinical Speciality – Medical Surgical Nursing (Cardio Vascular & Thoracic Nursing, Critical Care Nursing, Oncology Nursing, Neurosciences Nursing, Nephro-Urology Nursing, Orthopedic Nursing, Gastro - Enterology Nursing), Obstetric & Gynecological Nursing, Child Health Nursing (Paediatric), Mental Health Nursing (Psychiatric), Community Health Nursing.

Note:-Educational visit 2 weeks.

**Established under M.P. Act No. 17 of 2007**

## **Ordinance No. 21**

### **M.Sc. MEDICAL BIOCHEMISTRY**

#### **1.0 AIMS & OBJECTIVES**

##### **1.1 AIMS**

- 1.1.1 Graduate medical curriculum is oriented towards training students to undertake the responsibilities of a trained medical biochemist who is capable of looking after the preventive and diagnostic aspect of Medical Biochemistry.
- 1.1.2 With wide range of career opportunities available today, a graduate has a wide choice of career opportunities. The training, though broad based and flexible shall aim to provide an educational experience of the essentials required for health care in our country. Training is designed to meet internationally acceptable standards.
- 1.1.3 To undertake the responsibilities of service situations which is a changing condition and of various types, it is essential to provide adequate placement training tailored to the needs of such services as to enable the graduates to become effective instruments of implementation of those requirements.
- 1.1.4 The educational experience shall emphasize health and community orientation instead of only disease and hospital orientation or being-concentrated - on-curative -aspects. As such all the basic concepts of modern scientific medical education are to be adequately dealt with.
- 1.1.5 There must be enough experiences to be provided for self learning. The methods and techniques that would ensure this must become a part of teaching-learning process.
- 1.1.6 Lectures alone are generally not adequate as a method of training and are a poor means of transferring/acquiring information and even less effective at skill development and in generating the appropriate attitudes. Every effort shall be made to encourage the use of active methods related to demonstration and on first hand experience. While the curriculum objectives often refer to areas of knowledge or science, they are best taught in a setting of clinical relevance and hands on experience for students who assimilate and make this knowledge a part of their own working skills.

- 1.1.7 Proper records of the work shall be maintained.
- 1.1.8 Every attempt shall be made to encourage students to participate in group discussions and seminars to enable them to develop personality, character, expression and other faculties which are necessary for a medical graduate to function either in solo practice or as a team leader when he begins his independent career. A discussion group shall not have more than 20 students.
- 1.1.9 Faculty member shall avail modern educational technology while teaching the students and to attain this objective.
- 1.1.10 Institution shall insure that adequate financial and technical inputs are provided.
- 1.1.11 The Institution shall have a curriculum committee which would plan curricula and instructional method which will be regularly updated.
- 1.1.12 Integration of ICT in learning process will be implemented.

## 1.2 OBJECTIVES

At the end of postgraduate program, the medical M.sc student should be able to :

- 1.2.1 Recognize 'health for all' as a national goal and health right of all citizens and by undergoing training & fulfill his/her social obligations towards realization of this goal.
- 1.2.2 Learn every aspect of National policies on health and devote himself/herself to its practical implementation.
- 1.2.3 Achieve competence in practice of holistic medicine, encompassing promotive, preventive, curative and rehabilitative aspects of common diseases.
- 1.2.4 Develop scientific temper, acquire educational experience for proficiency in profession and promote healthy living.
- 1.2.5 Become exemplary citizen by observation of medical ethics and fulfilling social and professional obligations, so as to respond to national aspirations.
- 1.2.6 Be competent in diagnosis and management of common health problems of the individual and the community, commensurate with his/her position as a member of the health team at the primary, secondary or tertiary levels, using his/her clinical & diagnostic skills based on history and relevant investigations.
- 1.2.7 Be competent to practice preventive, promotive, curative and rehabilitative medicine in respect to the commonly encountered health problems.

- 1.2.8 Be able to appreciate the socio-psychological, cultural, economic and environmental factors affecting health and develop humane attitude towards the patients in discharging one's professional responsibilities.
- 1.2.9 Possess the attitude for continued self learning and to seek further expertise or to pursue research in any chosen area of medicine.
- 1.2.10 Possess the attitude for continued self learning and to seek further expertise or to pursue research in any chosen area of medical biochemistry
- 1.2.11 Acquire basic management skills in the area of human resources, materials and resource management related to health care delivery, General and hospital management, principal inventory skills and counseling.
- 1.2.12 Be able to identify community health problems and learn to work to resolve these by designing, instituting corrective steps and evaluating outcome of such measures.
- 1.2.13 Be able to work as a leading partner in health care teams and acquire proficiency in communication skills.
- 1.2.14 Be able to make use of conventional techniques/instruments to perform biochemical analysis relevant to clinical screening and diagnosis.
- 1.2.15 Be competent to analyze and interpret investigative data.
- 1.2.16 Be Able to demonstrate the skill of solving scientific and clinical problems and decision making.
- 1.2.17 Be competent to work in a variety of health care settings.
- 1.2.18 Have personal characteristics and attitudes required for professional life such as personal integrity, sense of responsibility and dependability and ability to relate to or show concern for other individuals.
- 1.2.19 All efforts shall be made to equip the postgraduate in Medical Biochemistry to acquire the skills as detailed in **APPENDIX - A**

## 2.0 COURSE STRUCTURE

### 2.1 Training Period and Time Distribution

- 2.1.1 The course will be of 3 years duration
- 2.1.2 The first year is a foundation course, where the students will be familiarized with the basic subjects. There will be didactic lectures, regular practical and demonstration classes.
- 2.1.3 The second & third year is devoted to medical biochemistry. Apart from regular lecture and practical classes, there will be group discussions, seminars, journal clubs etc. There will be hands-on training in diagnostic laboratories too.

2.1.4 Each student will be given a research thesis topic to provide experience in research methodology.

## 2.2 Year wise Subject Details

### 2.2.1 Part – I Theory ( Foundation course)

Paper-I : Introductory Anatomy, Physiology, Pathology, Microbiology and Immunology in relation to Biochemistry

Paper - II : Principles of Biochemistry

### Practicals

Adequate number of demonstration and practical training to be given in Anatomy, Physiology, Biochemistry, Haematology and Biochemistry.

### 2.2.2 Part 2 (2nd & 3rd Year) Medical Biochemistry

#### Theory

Paper – I : Applied and Clinical Biochemistry.

Paper – II: Vitamins, Hormones and Nutrition.

Paper– III: Metabolism, Genetics and Molecular Biochemistry.

**Practical Training – Adequate practical training shall be given**

### 2.2.3 Thesis

Each candidate after passing M.Sc.(Medical Biochemistry) Part-I examination shall submit plan for the Thesis/ Dissertation on the proposed subject through his/her Guide & the Head of the Institution to the University for registration of the subject within six months.

The Thesis/Dissertation shall be submitted to the University at least 04 months before the date fixed for the examination.

The Thesis/Dissertation may relate to the study of series of clinical cases in the same subject specialty or may be research on specific problem.

Approval by the examiner of the thesis submitted by the candidate shall be pre-condition for his admission to the written part of the M.Sc. (Medical Biochemistry) Part – II examination.

The thesis will be evaluated by two external and one main internal examiner.

### 3.0 ACADEMIC QUALIFICATION AND SELECTION CRITERIA FOR ADMISSION

#### 3.1 Eligibility:

MBBS or B.Sc (Biology / Microbiology / Biochemistry / Zoology / Botany/ Bio-technology) from any recognized University with chemistry as compulsory subject. Medical graduates will be preferred.

#### 3.2 Selection of Students:

3.2.1 Selection of candidates for the MSc course shall be done strictly on merit basis. This will be based on academic performance in qualifying examination by counseling / interview and scrutiny.

3.2.2 If a selected candidate does not join the course by the stipulated date, the selection will automatically stand cancelled and the seat will be offered to the first candidate on the waiting list.

3.2.3 The decision of the Head of the Institution will be final in matter of selection of candidates and no appeal shall be entertained on this subject.

3.2.4 Candidates who are already in service will be required to apply through proper channel along with NOC from the employer.

3.2.5 The upper age for applying for the course is 30 years (as on 1<sup>st</sup> July 2010). No upper age limit for female candidates. Relaxation in age shall be as per Government Rules.

### 4.0 COMMENCEMENT OF COURSE

The course for M.Sc. Medical Biochemistry shall commence by July / August of the year.

### 5.0 REGULATION RELATING TO ASSESSMENT OF ACADEMIC GROWTH OF STUDENTS

5.1 Examination Regulations - Essentialities for qualifying to appear in professional examinations. The performance in essential components of training are to be assessed, based on:

#### 5.1.1 Attendance

75% attendance in a subject for appearing in the examination is compulsory inclusive of attendance in non-lecture teaching i.e. seminars, group discussions, tutorials, demonstrations, practicals, hospital (Tertiary Secondary, Primary) posting.



### 5.1.2 Internal Assessment

5.1.2.1 It shall be based on day to day assessment, evaluation of student assignment, preparation for seminar, presentation etc.:

5.1.2.2 Three examinations shall be conducted during the year.

5.1.2.3 Student must secure at least 35% marks of the total marks fixed for internal assessment in a particular subject in order to be eligible to appear in final University examination of that subject.

5.1.2.4 Internal assessment shall relate to different ways in which students participation in learning participation in learning process during semesters in evaluated. Some examples are as follows:

- Preparation of subject for students seminar.
- Problem solving exercise.
- Participation in Project for health care in the community(planning stage to evaluation).
- Proficiency in carrying out a practical or a skill in small research project.
- Multiple choice questions (MCQ) test after completion of a system/teaching.

Each item tested shall be objectively assessed and recorded. Some of the items can be assigned as Home work/Vacation work.

## 6.0 APPOINTMENT OF EXAMINERS

- 6.1 No person shall be appointed as an examiner in any of the subjects of the Professional examination leading to and including the final examinations for the award of the degree unless he has taken at least five years previously, a doctorate degree of a recognized University or an equivalent qualification in the particular subject as per recommendation of the "Council on teachers" eligibility qualifications and has had at least five years of total teaching experience in the subject concerned in a college affiliated to a recognized University at a faculty position.
- 6.2 There shall be at least four examiners out of whom not less than 50% must be external examiners. Of the four examiners, the senior most internal examiner will act as the Chairman and co-ordinator of the whole examination programme so that sanctity and integrity is maintained throughout the examination.
- 6.3 Non medical scientists engaged in the teaching of medical students as whole time teachers, may be appointed examiners in their concerned subjects provided they possess requisite doctorate (PhD) qualifications and five year teaching experience of medical students after obtaining their doctorate (PhD) qualifications. Provided further that the 50% of the examiners (Internal & External) are from the medical qualification stream.

- 6.4 External examiners shall not be from the same University and preferably be from outside the state.
- 6.5 The internal examiner in a subject shall not accept external examinership for a college from which external examiner is appointed in his subject.
- 6.6 External examiners shall rotate at an interval of 2 years.
- 6.7 There shall be a Chairman of the Board of paper-setters who shall be an internal examiner and shall moderate the questions.
- 6.8 Except Head of the department of subject concerned in a college/institution, all other with the rank of reader or equivalent and above with requisite qualifications and experience shall be appointed internal examiners by rotation in their subjects; provided that where there are no posts of readers, then an Assistant Professor of 5 years standing as Assistant Professor may be considered for appointment as examiner.

## 7.0 UNIVERSITY EXAMINATIONS: THEORY AND PRACTICAL

- 7.1 Theory papers will be prepared by the examiners where nature of questions will be Short Answer Questions(SAQ), Long Answer Questions (LAQ), Assay type, and Multiple Choice Questions. Marks for each part indicated separately.
- 7.2 Practicals will be conducted in the laboratories. The objective will be to assess proficiency in skills, conduct of experiment, interpretation of data and logical conclusion. Practicals shall take into account common diseases which the student is likely to come in contact in practice.
- 7.3 Viva/oral includes evaluation of management approach.
- 7.4 The examinations are to be designed with a view to ascertain whether the candidate has acquired the necessary for knowledge, minimum skills along with clear concepts of the fundamentals which are necessary for him to carry out his professional day to day work competently. Evaluation will be carried out on an objective basis.
- 7.5 Question papers should preferably be of short structure/objective type.
- 7.6 During evaluation (both Internal and External) it shall be ascertained if the candidate has acquired the skills as detailed in **Appendex-A**.
- 7.7 There shall be one main examination in a year and a supplementary to be held not later than 6 months after the publication of its results.
- 7.8 Universities Examinations shall beheld as under:-
  - 7.8.1 The examination in M.Sc (Medical Biochemistry) Part 1 shall consist of
    - a. Theory paper
    - b. Practical examination & Viva voce
    - c. Internal Assessment

**a. Theory examination: (each of 3 hrs duration)**

**Paper I:** Introductory Anatomy, Physiology, Pathology, Microbiology and Immunology in relation to Biochemistry - 100 marks

**Paper II:** Principles of Biochemistry - 100 marks

- b. Practical examination & Viva voce - 100 marks  
(60 + 40)
- c. Internal Assessment - 100 marks

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**Total** **400 marks**

7.8.2 **Note :** The student will be admitted to part 2 only after the student passes the part 1 examination.

The examination in M.Sc (Medical Biochemistry) Part 2 shall consist of

- a. Thesis
- b. Theory paper
- c. Practical examination & Viva voce
- d. Internal Assessment

**a. Thesis (100 marks):**

Each candidate after passing M. Sc Part – I examination will submit plan for the Thesis / Dissertation on the proposed subject through his/ her Guide & the Head of the Institution to the University for registration of the subject within six months.

The Thesis/Dissertation will be submitted to the University at least 04 months before the date fixed for the examination.

The Thesis/Dissertation may relate to the study of series of clinical cases in the same subject specialty or may be research on specific problem.

Approval by the examiner of the thesis submitted by the candidate shall be pre-condition for his admission to the written part of the M.Sc. Part – II examination.

The thesis will be evaluated by two external and one main internal examiner.

**b. Theory examination: (each for 100 marks and of 3 hours duration)**

Paper 1: Applied and Clinical Biochemistry

Paper 2: Vitamins, Hormones and Nutrition.

Paper 3: Metabolism, Genetics and Molecular Biochemistry

**c. Practical examination & Viva voce**

**(for 60 + 40 marks and of 3 days duration)**

Will consist of exercises of quantitative and qualitative estimation of various biochemical parameters in biological fluids.

**d. Internal assessment (100 marks)**

Includes Sessional examinations, record books and day-to-day assessments

Thesis	-	100 marks
Paper – I	-	100 marks
Paper – II	-	100 marks
Paper – III	-	100 marks
Practical & Viva voce (60 + 40)	-	100 marks
Internal Assessment	-	100 marks

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**Total** **600 marks**

**7.10 Criteria for passing**

7.10.1 Results of University examinations shall be declared before the start of teaching for next academic session.

7.10.2 Passing in 1<sup>st</sup> part is compulsory before proceeding to Part II training.

7.10.3 In order to pass the examination the student must secure a minimum of 50% marks in theory and practicals separately.

7.10.4 Marks of Viva Voce shall be added to theory.

**7.11 Division and Merit list**

7.11.1 The division shall be awarded only after Part II University examination and shall be based on the aggregate marks obtained by the candidate at his /her successful attempts at the 1<sup>st</sup> and 2<sup>nd</sup> part of MSc. Medical Biochemistry University examinations. There shall be only three divisions as follows—

-- 1<sup>st</sup> division with honors : 75 % and above

-- 1<sup>st</sup> division : 60 % and above but below 75%

-- 2<sup>nd</sup> division : 50 % and above but below 60%

7.11.2 The merit shall be declared by the University after the declaration of result of 2<sup>nd</sup> Part of M.Sc. Medical Biochemistry University examinations on the basis of the integrated performance of all University examinations. The merit list shall include first 5 candidates securing at least 1<sup>st</sup> division and passing all MSc. Medical Biochemistry University examinations in single attempts

#### **7.12 Condonation of deficiency in marks**

7.12.1 The grace marks up to a maximum of five marks may be awarded at the discretion of the University to a student who has failed only in one subject but has passed in all other subjects.

7.12.2 After condonation of marks the result of the concerned University examination shall be declared as " Pass by condonation" or "Pass by grace".

#### **8.0 REVALUATION / RE-TOTALING**

8.1 Re-totalling-The University on application and remittance of stipulated fees as prescribed by the University shall permit a recounting or opportunity to recount the marks received for various questions in an answer paper/papers for theory of all subject for which a candidate has appeared in the University examination. Any error in addition of marks awarded, if identified shall be suitably rectified.

8.2 Revaluation- Revaluation of theory papers in all years of study of the M.Sc. Medical Biochemistry course shall be permissible by the University on application and remittance of the prescribed fees within the stipulated time. Such answer scripts shall be reevaluated by not less than two duly qualified examiners and the average obtained shall be awarded to the candidate and the result reconsidered accordingly.

#### **9.0 CANCELLATION OF ADMISSION**

9.1 The admission of the student at any stage of the study shall be cancelled by the Vice Chancellor based on the recommendation of the head of the institution if:

9.1 He/ She is not found to be qualified or eligible as per University norms and guidelines.

9.2 He/She is found to have produced false / forged documents or found to have used unfair means to secure admission.

9.3 He/ she is found to be involved in serious breach of discipline in the institution or the University campus.

**Established under M.P. Act No. 17 of 2007**

**Ordinance No. 22**  
**M. Sc. MEDICAL MICROBIOLOGY**

**1.0 AIMS & OBJECTIVES**

**1.1 AIMS**

- 1.1.1 Graduate medical curriculum is oriented towards training students to undertake the responsibilities of a trained medical microbiologist who is capable of looking after the preventive and diagnostic aspect of Medical Microbiology.
- 1.1.2 With wide range of career opportunities available today, a graduate has a wide choice of career opportunities. The training, though broad based and flexible shall aim to provide an educational experience of the essentials required for health care in our country. Training is designed to meet internationally acceptable standards.
- 1.1.3 To undertake the responsibilities of service situations which is a changing condition and of various types, it is essential to provide adequate placement training tailored to the needs of such services as to enable the graduates to become effective instruments of implementation of those requirements.
- 1.1.4 The educational experience shall emphasize health and community orientation instead of only disease and hospital orientation or being-concentrated - on-curative -aspects. As such all the basic concepts of modern scientific medical education are to be adequately dealt with.
- 1.1.5 There must be enough experiences to be provided for self learning. The methods and techniques that would ensure this must become a part of teaching-learning process.
- 1.1.6 Lectures alone are generally not adequate as a method of training and are a poor means of transferring/acquiring information and even less effective at skill development and in generating the appropriate attitudes. Every effort shall be made to encourage the use of active methods related to demonstration and on first hand experience. While the curriculum objectives often refer to areas of knowledge or science, they are best taught in a setting of clinical relevance and hands on experience for students who assimilate and make this knowledge a part of their own working skills.

- 1.1.7 Proper records of the work shall be maintained.
- 1.1.8 Every attempt shall be made to encourage students to participate in group discussions and seminars to enable them to develop personality, character, expression and other faculties which are necessary for a medical graduate to function either in solo practice or as a team leader when he begins his independent career. A discussion group shall not have more than 20 students.
- 1.1.9 Faculty member shall avail modern educational technology while teaching the students and to attain this objective.
- 1.1.10 Institution shall insure that adequate financial and technical inputs are provided.
- 1.1.11 The Institution shall have a curriculum committee which would plan curricula and instructional method which will be regularly updated.
- 1.1.12 Integration of ICT in learning process will be implemented.

## 1.2 OBJECTIVES

At the end of undergraduate program, the medical student should be able to :

- 1.2.1 Recognize 'health for all' as a national goal and health right of all citizens and by undergoing training & fulfill his/her social obligations towards realization of this goal.
- 1.2.2 Learn every aspect of National policies on health and devote himself/herself to its practical implementation.
- 1.2.3 Achieve competence in practice of holistic medicine, encompassing promotive, preventive, curative and rehabilitative aspects of common diseases.
- 1.2.4 Develop scientific temper, acquire educational experience for proficiency in profession and promote healthy living.
- 1.2.5 Become exemplary citizen by observation of medical ethics and fulfilling social and professional obligations, so as to respond to national aspirations.
- 1.2.6 Be competent in diagnosis and management of common health problems of the individual and the community, commensurate with his/her position as a member of the health team at the primary, secondary or tertiary levels, using his/her clinical & diagnostic skills based on history and relevant investigations.
- 1.2.7 Be competent to practice preventive, promotive, curative and rehabilitative medicine in respect to the commonly encountered health problems.

- 1.2.8 Be able to appreciate the socio-psychological, cultural, economic and environmental factors affecting health and develop humane attitude towards the patients in discharging one's professional responsibilities.
- 1.2.9 Possess the attitude for continued self learning and to seek further expertise or to pursue research in any chosen area of medicine.
- 1.2.10 Possess the attitude for continued self learning and to seek further expertise or to pursue research in any chosen area of medical microbiology
- 1.2.11 Be familiar with the basic factors which are essential for the implementation of the National Health Programmes including practical aspects of the following:
  - Sanitation and water supply
  - Prevention and control of communicable and non-communicable diseases
  - Immunization
  - Health Education
  - IPHS standard of health at various level of service delivery, medical waste disposal.
  - Organizational institutional arrangements.
- 1.2.12 Acquire basic management skills in the area of human resources, materials and resource management related to health care delivery, General and hospital management, principal inventory skills and counseling.
- 1.2.13 Be able to identify community health problems and learn to work to resolve these by designing, instituting corrective steps and evaluating outcome of such measures.
- 1.2.14 Be able to work as a leading partner in health care teams and acquire proficiency in communication skills.
- 1.2.15 Be competent to work in a variety of health care settings.
- 1.2.16 Have personal characteristics and attitudes required for professional life such as personal integrity, sense of responsibility and dependability and ability to relate to or show concern for other individuals.
- 1.2.17 All efforts shall be made to equip the postgraduate in medical microbiology to acquire the requisite skills.

## **2.0 COURSE STRUCTURE**

### **2.1 Training Period and Time Distribution**

- 2.1.1 The course will be of 3 years duration



- 2.1.2 The first year shall be a foundation course, where the students will be familiarized with the basic subjects. There will be didactic lectures, regular practical and demonstration classes.
- 2.1.3 The second & third year shall be devoted to medical microbiology. Apart from regular lecture and practical classes, there will be group discussions, seminars, journal clubs etc. There will be hands-on training in diagnostic laboratories too.
- 2.1.4 Each student shall be given a research thesis topic to provide experience in research methodology.

## 2.2 Year wise subject details

### 2.2.1 Part – I (Foundation course)

**Paper - I :** Introductory Anatomy, Physiology, Pathology, Biochemistry and Immunology in relation to Microbiology

**Paper – II :** Basic principles of Microbiology

### 2.2.2 Part – II ( Medical Microbiology)

**Paper—I :** General Bacteriology & Immunology

**Paper II :** Systemic Bacteriology & Mycology

**Paper III :** Virology & Parasitology

## 2.3 Thesis

Each candidate after passing M.Sc. (Medical Microbiology) Part-I examination shall submit plan for the Thesis/Dissertation on the proposed subject through his/her Guide & the Head of the Institution to the University for registration of the subject within six months.

The Thesis/Dissertation shall be submitted to the University at least 04 months before the date fixed for the examination.

The Thesis/Dissertation may relate to the study of series of clinical cases in the same subject specialty or may be research on specific problem.

Approval by the examiner of the thesis submitted by the candidate shall be pre-condition for his admission to the written part of the M.Sc. (Medical Microbiology) Part – II examination.

The thesis will be evaluated by two external and one main internal examiner.

### 3.0 ACADEMIC QUALIFICATION AND SELECTION CRITERIA FOR ADMISSION

#### 3.1 Eligibility:

MBBS or B.Sc (Biology / Microbiology / Biochemistry / Zoology / Botany/ Bio-technology) from any recognized University. Medical graduates will be preferred.

#### 3.2 Selection of Students:

3.2.1 Selection of candidates for the MSc course shall be done strictly on merit basis. This will be based on academic performance in qualifying examination by counseling / interview and scrutiny.

3.2.2 If a selected candidate does not join the course by the stipulated date, the selection will automatically stand cancelled and the seat will be offered to the first candidate on the waiting list.

3.2.3 The decision of the Head of the Institution will be final in matter of selection of candidates and no appeal shall be entertained on this subject.

3.2.4 Candidates who are already in service will be required to apply through proper channel along with NOC from the employer.

3.2.5 The upper age for applying for the course is 30 years (as on 1<sup>st</sup> July 2010). No upper age limit for female candidates. Relaxation in age shall be as per Government rules.

### 4.0 COMMENCEMENT OF COURSE

The course for M.Sc. Medical Microbiology shall commence by July/ August of the year.

### 5.0 REGULATION RELATING TO ASSESSMENT OF ACADEMIC GROWTH OF STUDENTS

5.1 **Examination Regulations** - Essentialities for qualifying to appear in professional examinations. The performance in essential components of training are to be assessed, based on:

#### 5.1.1 Attendance

75% attendance in a subject for appearing in the examination is compulsory inclusive of attendance in non-lecture teaching i.e. seminars, group discussions, tutorials, demonstrations, practicals, hospital (Tertiary Secondary, Primary) posting.

#### 5.1.2 Internal Assessment

5.1.2.1 It shall be based on day to day assessment, evaluation of student assignment, preparation for seminar, clinical case presentation etc.:

- 5.1.2.2 Three examinations shall be conducted during the year.
- 5.1.2.3 Student must secure at least 35% marks of the total marks fixed for internal assessment in a particular subject in order to be eligible to appear in final University examination of that subject.
- 5.1.2.4 Internal assessment shall relate to different ways in which students participation in learning participation in learning process during the academic year shall be evaluated. Some examples are as follows:
- Preparation of subject for students seminar.
  - Problem solving exercise.
  - Participation in Project for health care in the community (planning stage to evaluation).
  - Proficiency in carrying out a practical or a skill in small research project.
  - Multiple choice questions (MCQ) test after completion of a system/teaching.

Each item tested shall be objectively assessed and recorded. Some of the items can be assigned as Home work/Vacation work.

## 6.0 APPOINTMENT OF EXAMINERS

- 6.1 No person shall be appointed as an examiner in any of the subjects of the Professional examination leading to and including the final examinations for the award of the degree unless he has taken at least five years previously, a doctorate degree of a recognized University or an equivalent qualification in the particular subject as per recommendation of the "Council on teachers" eligibility qualifications and has had at least five years of total teaching experience in the subject concerned in a college affiliated to a recognized University at a faculty position.
- 6.2 There shall be at least four examiners out of whom not less than 50% must be external examiners. Of the four examiners, the senior most internal examiner will act as the Chairman and co-ordinator of the whole examination programme so that sanctity and integrity is maintained throughout the examination.
- 6.3 Non medical scientists engaged in the teaching of medical students as whole time teachers, may be appointed examiners in their concerned subjects provided they possess requisite doctorate (PhD) qualifications and five year teaching experience of medical students after obtaining their doctorate (PhD) qualifications. Provided further that the 50% of the examiners (Internal & External) are from the medical qualification stream.
- 6.4 External examiners shall not be from the same University and preferably be from outside the state.

- 6.5 The internal examiner in a subject shall not accept external examinership for a college from which external examiner is appointed in his subject.
- 6.6 External examiners shall rotate at an interval of 2 years.
- 6.7 There shall be a Chairman of the Board of paper-setters who shall be an internal examiner and shall moderate the questions.
- 6.8 Except Head of the department of subject concerned in a college/institution, all other with the rank of reader or equivalent and above with requisite qualifications and experience shall be appointed internal examiners by rotation in their subjects; provided that where there are no posts of readers, then an Assistant Professor of 5 years standing as Assistant Professor may be considered for appointment as examiner.

## **7.0 UNIVERSITY EXAMINATIONS: THEORY AND PRACTICAL**

- 7.1 Theory papers will be prepared by the examiners where nature of questions will be Short Answer Questions(SAQ), Long Answer Questions (LAQ), Assay type, and Multiple Choice Questions. Marks for each part indicated separately.
- 7.2 Practicals shall be conducted in the laboratories. The objective will be to assess proficiency in skills, conduct of experiment, interpretation of data and logical conclusion. Practicals shall take into account common diseases which the student is likely to come in contact in practice.
- 7.3 Viva/oral includes evaluation of management approach.
- 7.4 The examinations are to be designed with a view to ascertain whether the candidate has acquired the necessary for knowledge, minimum skills along with clear concepts of the fundamentals which are necessary for him to carry out his professional day to day work competently. Evaluation will be carried out on an objective basis.
- 7.5 Question papers should preferably be of short structure/objective type.
- 7.6 During evaluation (both Internal and External) it shall be ascertained if the candidate has acquired the requisite skills
- 7.7 There shall be one main examination in a year and a supplementary to be held not later than 6 months after the publication of its results.
- 7.8 Universities Examinations shall be held as under:-
  - 7.8.1 The examination in M.Sc (Medical Microbiology) Part 1 (Foundation course) shall consist of
    - a. Theory paper
    - b. Practical examination & Viva voce
    - c. Internal Assessment

**a. Theory examination: (each of 3 hrs duration)**

**Paper I:** Introductory Anatomy, Physiology, Pathology, Biochemistry and Immunology in relation to Microbiology - 100 marks

**Paper II:** Basic principles of Microbiology - 100 marks

b. Practical examination & Viva voce (60+40)- 100 marks

c. Internal Assessment - 100 marks

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<b>Total</b>	<b>400 marks</b>
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7.8.2 **Note :** The student will be admitted to part 2 only after the student passes the part 1 examination.

**7.9 The examination in M.Sc (Medical Microbiology) Part 2 shall consist of**

- a. Thesis
- b. Theory paper
- c. Practical examination & Viva voce
- d. Internal Assessment

**a. Thesis (100 marks):**

Each candidate after passing M. Sc Part – I examination will submit plan for the Thesis / Dissertation on the proposed subject through his/ her Guide & the Head of the Institution to the University for registration of the subject within six months.

The Thesis/Dissertation will be submitted to the University at least 04 months before the date fixed for the examination.

The Thesis/Dissertation may relate to the study of series of clinical cases in the same subject specialty or may be research on specific problem.

Approval by the examiner of the thesis submitted by the candidate shall be pre-condition for his admission to the written part of the M.Sc. Part – II examination.

The thesis will be evaluated by two external and one main internal examiner.

**b. Theory examination: (each for 100 marks and of 3 hours duration)**

**Paper 1:** General Microbiology, immunology & related applied Microbiology

**Paper 2:** Systemic bacteriology, mycology & related applied Microbiology

**Paper 3:** Virology, Parasitology & related applied Microbiology

**c. Practical examination & Viva voce  
(for 60 + 40 marks and of 3 days duration)**

Will consist of exercises of bacteriology, mycology, parasitology, virology & immunology

**d. Internal assessment (100 marks)**

Includes Sessional examinations, record books and day-to-day assessments

Thesis	-	100 marks
Paper – I	-	100 marks
Paper – II	-	100 marks
Paper – III	-	100 marks
Practical & Viva voce (60 + 40)	-	100 marks
Internal Assessment	-	100 marks

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<b>Total</b>	<b>-</b>	<b>600 marks</b>
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**7.10 Criteria for passing**

7.10.1 Results of University examinations shall be declared before the start of teaching for next academic session.

7.10.2 Passing in 1<sup>st</sup> part is compulsory before proceeding to Part II training.

7.10.3 In order to pass the examination the student must secure a minimum of 50% marks in theory and practicals separately.

7.10.4 Marks of Viva Voce shall be added to theory.

**7.11 Division and Merit list**

7.11.1 The division shall be awarded only after Part II University examination and shall be based on the aggregate marks obtained by the candidate at his /her successful attempts at the 1<sup>st</sup> and 2<sup>nd</sup> part of MSc. Medical Microbiology University examinations. There shall be only three divisions as follows—

-- 1 <sup>st</sup> division with honors	: 75 % and above
-- 1 <sup>st</sup> division	: 60 % and above but below 75%
-- 2 <sup>nd</sup> division	: 50 % and above but below 60%

7.11.2 The merit shall be declared by the University after the declaration of result of 2<sup>nd</sup> Part of MSc. Medical Microbiology University examinations on the basis of the integrated performance of all University examinations. The merit list shall include first 5 candidates securing at least 1<sup>st</sup> division and passing all MSc. Medical Microbiology University examinations in single attempt.

#### 7.12 Condonation of deficiency in marks

7.12.1 The grace marks up to a maximum of five marks may be awarded at the discretion of the University to a student who has failed only in one subject but has passed in all other subjects.

7.12.2 After condonation of marks the result of the concerned University examination shall be declared as "Pass by condonation" or "Pass by grace".

### 8.0 REVALUATION / RE-TOTALING

8.1 **Re-totaling-** The University on application and remittance of stipulated fees as prescribed by the University shall permit a recounting or opportunity to recount the marks received for various questions in an answer paper/papers for theory of all subject for which a candidate has appeared in the University examination. Any error in addition of marks awarded, if identified shall be suitably rectified.

8.2 **Revaluation -** Revaluation of theory papers in all years of study of the M.Sc. Medical Microbiology course shall be permissible by the University on application and remittance of the prescribed fees within the stipulated time. Such answer scripts shall be reevaluated by not less than two duly qualified examiners and the average obtained shall be awarded to the candidate and the result reconsidered accordingly.

### 9.0 CANCELLATION OF ADMISSION

9.1 The admission of the student at any stage of the study shall be cancelled by the Vice Chancellor based on the recommendation of the head of the institution if:

9.1.1 He/ She is not found to be qualified or eligible as per University norms and guidelines.

9.1.2 He/She is found to have produced false / forged documents or found to have used unfair means to secure admission.

9.1.3 He/ she is found to be involved in serious breach of discipline in the institution or the University campus.

**Established under M.P. Act No. 17 of 2007****Ordinance No. 23****MASTER OF BUSINESS ADMINISTRATION (M. B.A.)****1.0 AIM & OBJECTIVES OF M.B.A. COURSE**

People's University is committed to contribute to nation building by producing future Manager-Leaders who will lead India's quest to be a world superpower.

With a Mission to develop students into integrated personalities and worthy citizens of India through imparting managerial skills, imbibing ethical values and building their self confidence, the MBA Programme has the following Aim and Objectives:

**1.1 AIM**

To produce competent Leaders and Managers, in all fields and specializations of Management, who will be full of self confidence, have very high managerial skills, have high concern for the environment and adhere to universal ethical and moral values.

**1.2 OBJECTIVES**

To achieve excellence in teaching, training, research and extension, the following shall be the objectives of the MBA Programme:

- 1.2.1 To impart management education for creating world class professionals.
- 1.2.2 To promote a yearning for creativity, entrepreneurship and research.
- 1.2.3 To establish synergistic relationships with the industry and society.
- 1.2.4 To help students become ethical and self confident human beings genuinely interested in serving the nation.

**2.0 COURSE DURATION**

The post graduate degree in Management shall be of 2 year (4 Semesters) duration and shall hereinafter be called Master of Business Administration designated in short as M.B.A..

- 2.1 The duration of M.B.A. Programme shall extend over a period of two years consisting of four semesters named below:
  - i. M.B.A. I Semester
  - ii. M.B.A. II Semester
  - iii. M.B.A. III Semester
  - iv. M.B.A. IV Semester



- 2.2 Each semester shall be spread over eighteen weeks (not less than 90 working days).
- 2.3 The maximum permissible duration for completion of the course shall be five years.

### 3.0 ACADEMIC QUALIFICATION AND SELECTION CRITERIA FOR ADMISSION

- 3.1 **ELIGIBILITY** : Admission to MBA Programme is open to a student who holds a Bachelor Degree (Minimum 3 years Programme) or Post Graduate Degree of the University or of any other University recognized as equivalent thereto by the University with **50** percent or more marks in aggregate. Eligibility criteria for candidates of all reserved categories like SC/ ST/ OBC/ BPL/ Physically Handicapped etc. shall be as per the prevailing Government norms.

OR

The minimum qualification for admission to first semester of Master of Business Administration two years (Four semester) course shall be as per AICTE, New Delhi.

### 3.2 SELECTION CRITERIA FOR ADMISSION

For selection the student should have cleared the eligibility test such as CAT/ XAT/ MAT / MP MET / Other State Entrance Test/ People's Admission Test (PAT) conducted by the University. A merit list shall be prepared on the basis of the test cleared and Personal interview.

### 4.0 COMMENCEMENT OF COURSE

M.B.A. I & III semesters shall commence during the period of July- December every year while M.B.A. II & IV semesters shall commence during the period of January-June every year.

### 5.0 EVALUATION & EXAMINATION SCHEME

A Master of Business Administration (MBA) Programme shall comprise of a number of courses and/or other components as specified in the Teaching & Evaluation Scheme of the programme duly approved by the Academic Council.

- 5.1 A student has to undertake Summer Training Project and other assignments, projects, internship/on the job training, industry visit, international visit etc. successfully as per schedule of the course.
- 5.2 The evaluation shall be based upon the Project Report (weightage 60 % of marks) and the oral presentation / Viva-Voce (weightage 40 % of marks). It shall be conducted jointly by the External Examiner, and project supervisor of the Institute. In case the supervisor is from outside the University, then the viva-voce shall be conducted jointly by the External Examiner and Internal Examiner appointed by the Director of the Institute.
- 5.3 The specializations in the corresponding year will be offered by the Institute as per the course curriculum of the University and as per the

minimum students availability (minimum criteria will be fixed by the Institute) and the resources available.

5.3.1 The medium of instruction and examination shall be English throughout the course of study.

5.4 A student may be asked to undergo "**Certificate Course(s)**" not included in the Teaching & Evaluation Scheme.

5.4.1 The University may ask a student to have certificate in one or more courses as pre-requisite courses so as to make up any deficiency at the entry level.

5.4.2 Such certificate course(s) shall be shown in the final mark-sheet under a distinct head of "Certificate Course(s)" provided the attendance requirement of the course is fulfilled.

#### 5.5 **APPOINTMENT OF EXAMINERS/QUESTION PAPER SETTERS**

For theory as well as practical examinations and viva-voce, the concerned subject teacher(s) shall be the Internal Examiners. However, the any External Examiners shall be appointed by the University with the recommendations of the Director of the Institute. The appointment of examiners for semester end theory and practical examination and viva voce shall be based on following Rules:

5.5.1 External Examiner for semester practical examination/ viva voce: A Professor, Associate Professor or Assistant Professor (with teaching experience of not less than 3 years) working in any Management institute of any other University, can be appointed as an External Examiner.

5.5.2 Internal Examiner for semester practical examination/ viva voce: A Professor, Associate Professor or Assistant Professor (with teaching experience of not less than 3 years) working in the Management Institute of People's University can be appointed as an Internal Examiner.

5.5.3 Question Paper Setter/ Moderator/ Head Evaluator: A Professor, Associate Professor or Assistant Professor (with teaching experience of not less than 5 years) working in any management institute conducting M.B.A. course can be appointed as Question Paper Setter/ Moderator/ Head Evaluator for semester theory examinations.

5.6 **EVALUATION:** University Examinations shall be open to all students who have undergone a course of study in the University for a period specified for that programme of study in the Teaching & Evaluation Scheme and are not debarred from appearing in the semester-end examinations for any reason.

The components of evaluation are designated as under:

- 5.6.1. **INTERNAL ASSESSMENT MARKS (WEIGHTAGE: 30%)** will be awarded on the basis of:

Participation in seminars, case discussions and group work activities.

Submission of written assignments, presentations and Viva-Voce.

Class room participation and attendance.

Mid Semester Test / Contingency Test

The weightage given to each of these factors shall be decided and announced at the beginning of the semester by the "Academic Programme Committee".

A student has to secure **minimum of 40% marks** in Internal Assessment in order to be eligible to appear for the end-semester examination. Names of such students **debarred** from appearing in the end-semester examination shall be notified by the Director of the Institute at least **3 days** before the commencement of the examination.

- 5.6.2 **SEMESTER END UNIVERSITY EXAMINATION MARKS (WEIGHTAGE:70%)**

The examiner shall set semester-end examination question paper and submit to the Controller of Examinations at least two weeks before the commencement of End-Term Examinations. Papers will be moderated by a moderation committee approved by the Vice-Chancellor.

The semester end theory examination in each subject shall consist of one paper of three hours duration and shall have maximum marks of 70. The theory question paper shall cover as broad as possible area/units of the content of the course. The essay questions should be properly structured and the marks specifically allotted.

- 5.6.3 For Semester-end Project / Viva-Voce examinations, the marks shall be awarded on the basis of attendance at the Workplace, Quality of Project, Presentation and Viva-Voce.

- 5.7 For any other type of evaluation/ examination, not covered by sub-clause 5.6.1, 5.6.2 and 5.6.3 above, the mode of conduct of examination shall be as specifically provided in the Teaching & Evaluation Scheme and in the absence of such a provision, it shall be decided by the Vice-Chancellor on the recommendations of the Board of Studies / Director of the Institute.
- 5.8 The complete results of a Semester Examination (including both the semester-end examination and teachers' internal assessment based on continuous evaluation) shall be declared by the Controller of Examination after it is cleared by the Examination Results Committee, specially constituted by the Vice-Chancellor for the purpose.

**5.9 CRITERIA FOR PASSING :** A student has to secure minimum 50% in internal assessment and semester examination taken together, but he/she must secure minimum 40% individually in each paper in end-semester and in internal assessment.

5.10 The award-list / mark-sheet containing the marks obtained by a student in various courses shall be issued by the Controller of Examinations, at the end of each semester, after the declaration of the result.

**5.11 SEMESTER EXAMINATION DEFAULT & BACKLOG PAPERS**

5.11.1 A candidate will **not** be promoted to the higher semester unless he/she has been registered in the previous semester examination.

5.11.2 A candidate having backlog papers in earlier semester examination(s) will have to clear such backlog (s) by available chances as and when in the following semester - examinations. He / She will be "Allowed to Keep the Term" (ATKT) but he/she must pass all semesters within 5 years of his/her admission to the 1<sup>st</sup> year.

5.11.3 A candidate appearing in backlog paper(s) will have to clear the concerned paper as per the existing syllabus during that semester.

5.11.4 There shall be **no** second full or supplementary examination for any semester examination.

**5.12 EDUCATIONAL AND INDUSTRIAL STUDY TOUR:** An educational study tour to visit important manufacturing organizations is compulsory. All students will have to submit a tour report after the study tour. The marks shall be awarded by the teacher-in-charge of the student's study tour. If a student is unable to go on Educational Study Tour, s/he will be awarded "Zero" marks. However, there shall be no minimum marks for passing this and marks obtained by the candidate will be reflected separately in University results of respective semester.

**6.0 CRITERIA FOR PASSING, GRADES AND DIVISIONS**

**6.1 GRADE SYSTEM :**The University will follow modern method of continuous evaluation through a credit system. The system offers flexibility to progress at a pace commensurate with the capabilities of a student, subject to minimum credit requirements.

The conversion from grade to an equivalent percentage in a given academic program shall be according to the following formula applicable to credit base grade system:

CGPA obtained by the student

Percentage marks scored = \_\_\_\_\_ x 100

The grades to be used and their numerical equivalents are as follows:

## Credit Based Grading system

Grade	Grade Points	% Range	Marks	Description of Performance
A+	10	91-100		Outstanding
A	9	81-90		Excellent
B+	8	71-80		Very Good
B	7	61-70		Good
C+	6	51-60		Average
C	5	41-50		Satisfactory
D	4	40 only		Marginal
F	0	Below 40		Fail
I	0	--		Incomplete *
W	0	--		Withdrawal

\* Student may be awarded grade "I" (Incomplete) in courses, if he has missed a minor part of the course requirement, but has done all other parts satisfactorily. A student is not entitled for "I" grade simply because he has failed to appear in some examinations. Minor in this context shall imply tutorial/assignment or any other class work defined by the University as minor from time to time. An "I" Grade cannot be given for research units. An "I" grade award to any student must be converted to an appropriate later grade. Student awarded an "I" grade shall automatically be converted to a "F" grade, if he fails to make up such examination.

The Semester Grade Points Average (SGPA) and Cumulative Grade Point Average (CGPA) shall be calculated as under:-

$$SGPA = \frac{\text{Sigma } i=1 \text{ to } n C_i P_i}{\text{Sigma } i=1 \text{ to } n C_i}$$

Where  $C_i$  is the number of credits offered in the  $i^{\text{th}}$  subject of a Semester for which SGPA is to be calculated,  $P_i$  is the corresponding grade point earned in the  $i^{\text{th}}$  subject, where  $i = 1, 2, \dots, n$ , are the number of subjects in that semester.

$$CGPA = \frac{\text{Sigma } j=1 \text{ to } m SG_j NC_j}{\text{Sigma } j=1 \text{ to } m NC_j}$$

here  $NC_j$  is the number of total credits offered in the  $j^{\text{th}}$  semester,  $SG_j$  is the SGPA earned in the  $j^{\text{th}}$  semester, where  $j = 1, 2, \dots, m$ , are the number of semesters in that course.

- 6.1.1 For the award of degree minimum Cumulative Grade Point Average (CGPA) required is 5.0.
- 6.1.2 To pass a particular subject of the course the minimum required grade is D. However, the candidate should also separately score minimum of grade D in end semester examinations of theory and practical parts of the subject.

- 6.1.3 If a candidate has passed all the subjects of the course but has failed to score a minimum CGPA of 5.0 as per the requirement of rule 6.1.1 above, such a candidate shall be permitted to improve requisite grade point by reappearing in maximum of **four** theory /practical, subjects chosen from subjects of first to fourth semesters. Theory and practical of a subject shall be treated as separate subjects.
- 6.1.4 Other than the provision of rule 6.1.3 above a candidate shall not be permitted to reappear, in the papers which he/she has cleared, for improvement of division/marks or for any other purpose.
- 6.1.5 **RE-TOTALING AND REVALUATION:** Re-totaling and Revaluation of marks is permitted for theory papers only. The University, on application within the stipulated time and remittance of a prescribed fee, shall permit a recounting of marks, for the subject(s) applied. The marks obtained after revaluation or re-totaling will be the final marks awarded.
- 6.2 CONDONATION OF DEFICIENCY IN MARKS:** With a view to moderate hard line cases in the examination the following rules shall be observed:
- 6.2.1 Deficiency up to **5 marks** shall be condoned to the best advantage of the candidate for passing the examination, provided, the candidate fails in maximum of two theory or practical papers.
- 6.2.2 **One grace mark** will be given to the candidate who is failing/missing distinction/missing first division by one mark by the Vice Chancellor in the M.B.A. examination. This benefit will not, however, be available to a candidate getting advantage under clause 6.2.1.
- 6.3 DIVISION AND MERIT LIST:** The division shall be awarded only after the IV semester examination and shall be based on the aggregate marks obtained by the candidate at his/her successful attempts at the I, II, III & IV semester's examinations i.e. full examination of M.B.A.
- 6.3.1 There shall be only three divisions as follows:
- i. First Division with Distinction : 71% and above i.e. CGPA of B+, A and A+.
  - ii. First Division : 61% and above but below 71% i.e. CGPA of B.
  - iii. Second Division: 51% and above but below 61% i.e. CGPA of C+.

6.3.2 The merit shall be declared by the University after the main examination of the fourth semester of M.B.A. on the basis of the integrated performance of all the four semesters. The merit list shall include the **first ten** candidates securing at least first division.

#### 6.4 AWARD OF DIPLOMA/DEGREE:

6.4.1 A student who secures a minimum D grade in all the papers in the first two semesters with an aggregate CGPA of 5.0, shall be eligible for the award of "**Diploma in Management**".

6.4.2 A student shall be eligible for the award of the degree of "**Master of Business Administration i.e. MBA (Dual Specialization)**", if:

- i. He/she has registered himself/herself, undergone the course of study, fulfilled the all requirements, completed the project report/ Internship specified in the curriculum of his/ her programme within the stipulated time, and secured the minimum credits prescribed for award of the concerned degree/ diploma.
- ii. Completed all prescribed courses of total credits and passed all courses individually with minimum "D" and maintaining Cumulative Grade Point Average (CGPA) of 5.0.

#### 7.0 ATTENDANCE:

Candidates appearing as regular students for any semester examination are required to attend **75%** of the total lectures delivered and of the practical classes held separately in each subject.

#### 8.0 CANCELLATION OF ADMISSION:

The admission of a student at any stage of study shall be cancelled by the Vice Chancellor based on recommendation of the Director of the Institute, if

- 8.1 He/She is not found qualified as per AICTE/State Government norms and guidelines or the eligibility criteria prescribed by the University. OR
- 8.2 He/She is not found unable to complete the course within the stipulated time as prescribed in 2.3. OR
- 8.3 He/She is found involved in serious breach of discipline in the institution or in the University campus. OR
- 8.4 He/She is found to have produced false/ forged documents or found to have used unfair means to secure admission.

#### 9.0 TEACHING AND EVALUATION SCHEME:- Annexure -1

**PEOPLE'S UNIVERSITY, BHOPAL**  
**MBA (Dual Specialisation) Programme**

**ANNEXURE - 1**

**First Year**  
**Semester I**

Subject Code	Nomenclature / Name of the Subject	Teaching(Hrs/week)			Number of papers	Duration (Hrs.)	Credits	Max. Theory Marks	Sessional Marks	Total Marks
		L	T	P						
CP-101	Principles and Practices of Management	3	1	0	1	4	3	70	30	100
CP-102	Managerial Economics	3	1	0	1	4	3	70	30	100
CP-103	Accounting and Finance for Managers	3	1	0	1	4	3	70	30	100
CP-104	Environment and Management	3	1	0	1	4	3	70	30	100
CP-105	Organisation Behaviour	3	1	0	1	4	3	70	30	100
CP-106	Quantitative Techniques	3	1	0	1	4	3	70	30	100
CP-107	Business Communication	3	1	0	1	4	3	70	30	100
CP-108	Information Technology and Management	3	0	1	1	4	3	70	30	100
	<b>Total</b>									<b>800</b>

**First Year**  
**Semester II**

Subject Code	Nomenclature / Name of the Subject	Teaching(Hrs/week)			Number of papers	Duration (Hrs.)	Credits	Max. Theory Marks	Sessional Marks	Total Marks
		L	T	P						
CP-201	Human Resource Management	3	1	0	1	4	3	70	30	100
CP-202	Marketing Management	3	1	0	1	4	3	70	30	100
CP-203	Values Ethics & Corporate Social Responsibility	3	1	0	1	4	3	70	30	100
CP-204	Operations Research	3	1	0	1	4	3	70	30	100
CP-205	Financial Management	3	1	0	1	4	3	70	30	100
CP-206	International Business Environment	3	1	0	1	4	3	70	30	100
CP-207	Production & Operations Management	3	1	0	1	4	3	70	30	100
CP-208	Research Methodology	3	1	0	1	4	3	70	30	100
CP-209	Comprehensive Viva									100
	<b>Total</b>									<b>900</b>

Minimum Pass Marks:

(A) Theory and Sessional(combined): 50 percent

(B) Practical and Sessional(combined): 50 percent

Duration of Theory papers: 3 Hours



**Second year  
Semester III**

Subject Code	Nomenclature / Name of the Subject	Teaching(Hrs/week)			Number of papers	Duration (Hrs.)	Credits	Max. Theory Marks	Sessional Marks	Total Marks
		L	T	P						
CP-301	Project Management	3	1	0	1	4	3	70	30	100
CP-302	Business Policy and Strategic Management	3	1	0	1	4	3	70	30	100
	Specialisation 1 Paper - 1	3	1	0	1	4	3	70	30	100
	Specialisation 1 Paper - 2	3	1	0	1	4	3	70	30	100
	Specialisation 1 Paper - 3	3	1	0	1	4	3	70	30	100
	Specialisation 2 Paper - 1	3	1	0	1	4	3	70	30	100
	Specialisation 2 Paper - 2	3	1	0	1	4	3	70	30	100
	Specialisation 2 Paper - 3	3	1	0	1	4	3	70	30	100
	Summer training project & Viva Voce									
	<b>Total</b>									<b>900</b>

**Second year  
Semester IV**

Subject Code	Nomenclature / Name of the Subject	Teaching(Hrs/week)			Number of papers	Duration (Hrs.)	Credits	Max. Theory Marks	Sessional Marks	Total Marks
		L	T	P						
CP-401	Decision Support System and Mgmt. Info. System	3	1	0	1	4	3	70	30	100
CP-402	Business Legislation	3	1	0	1	4	3	70	30	100
CP-403	Project Work & Comprehensive Viva Voce									100
	Specialisation 1 Paper - 4	3	1	0	1	4	3	70	30	100
	Specialisation 1 Paper - 5	3	1	0	1	4	3	70	30	100
	Specialisation 2 Paper - 4	3	1	0	1	4	3	70	30	100
	Specialisation 2 Paper - 5	3	1	0	1	4	3	70	30	100
	<b>Total</b>									<b>700</b>

Minimum Pass Marks:

- (A) Theory and Sessional(combined): 50 percent  
(B) Practical and Sessional(combined): 50 percent

Duration of Theory papers: 3 Hours

**PEOPLE'S UNIVERSITY, BHOPAL**  
MBA (Dual Specialisation) Programme  
Specialisation Subjects

**1. Marketing**

Subject Code	Nomenclature / Name of the Subject	Teaching(Hrs/week)			Number of papers	Duration (Hrs.)	Credits	Max. Theory Marks	Sessional Marks	Total Marks
		L	T	P						
MM-101	Consumer Behaviour	3	1	0	1	4	3	70	30	100
MM-102	Advertising and Sales Promotion	3	1	0	1	4	3	70	30	100
MM-103	International Marketing	3	1	0	1	4	3	70	30	100
MM-104	Industrial and Services Marketing	3	1	0	1	4	3	70	30	100
MM-105	Logistics and Sales Management	3	1	0	1	4	3	70	30	100

**2. Human Resource**

Subject Code	Nomenclature / Name of the Subject	Teaching(Hrs/week)			Number of papers	Duration (Hrs.)	Credits	Max. Theory Marks	Sessional Marks	Total Marks
		L	T	P						
HRM-101	Industrial Relations	3	1	0	1	4	3	70	30	100
HRM-102	Compensation Management	3	1	0	1	4	3	70	30	100
HRM-103	Training and Development	3	1	0	1	4	3	70	30	100
HRM-104	Organisational Development & Change Management	3	1	0	1	4	3	70	30	100
HRM-105	Human Resource Planning and Development	3	1	0	1	4	3	70	30	100

**3. Finance**

Subject Code	Nomenclature / Name of the Subject	Teaching(Hrs/week)			Number of papers	Duration (Hrs.)	Credits	Max. Theory Marks	Sessional Marks	Total Marks
		L	T	P						
FM-101	Security Analysis and Investment Management	3	1	0	1	4	3	70	30	100
FM-102	International Financial Management	3	1	0	1	4	3	70	30	100
FM-103	Management of Financial Services	3	1	0	1	4	3	70	30	100
FM-104	Financial Derivatives	3	1	0	1	4	3	70	30	100
FM-105	Corporate Taxation	3	1	0	1	4	3	70	30	100

## 4. International Business

Subject Code	Nomenclature / Name of the Subject	Teaching(Hrs/week)			Number of papers	Duration (Hrs.)	Credits	Max. Theory Marks	Sessional Marks	Total Marks
		L	T	P						
IB-101	International Financial Management	3	1	0	1	4	3	70	30	100
IB-102	International Marketing	3	1	0	1	4	3	70	30	100
IB-103	Export-Import Procedures, Documentation & Logistics	3	1	0	1	4	3	70	30	100
IB-104	India's Foreign Trade Policy	3	1	0	1	4	3	70	30	100
IB-105	Global Human Resource Management	3	1	0	1	4	3	70	30	100

## 5. Retail Management

Subject Code	Nomenclature / Name of the Subject	Teaching(Hrs/week)			Number of papers	Duration (Hrs.)	Credits	Max. Theory Marks	Sessional Marks	Total Marks
		L	T	P						
RMM-101	Retail Operations Management	3	1	0	1	4	3	70	30	100
RMM-102	Buyer Behaviour	3	1	0	1	4	3	70	30	100
RMM-103	Retail Planning	3	1	0	1	4	3	70	30	100
RMM-104	Supply Chain Management	3	1	0	1	4	3	70	30	100
RMM-105	Retail Sales Techniques and Promotions	3	1	0	1	4	3	70	30	100

## 6. Hospital Administration

Subject Code	Nomenclature / Name of the Subject	Teaching(Hrs/week)			Number of papers	Duration (Hrs.)	Credits	Max. Theory Marks	Sessional Marks	Total Marks
		L	T	P						
HM-101	Hospital Administration	3	1	0	1	4	3	70	30	100
HM-102	Hospital Architecture, Planning, Design and Maintenance	3	1	0	1	4	3	70	30	100
HM-103	Strategic Management for Hospital	3	1	0	1	4	3	70	30	100
HM-104	Support Services in Hospital	3	1	0	1	4	3	70	30	100
HM-105	Hospital Information Systems	3	1	0	1	4	3	70	30	100

## 7. Health Care Management

Subject Code	Nomenclature / Name of the Subject	Teaching(Hrs/week)			Number of papers	Duration (Hrs.)	Credits	Max. Theory Marks	Sessional Marks	Total Marks
		L	T	P						
		HCM-101	Principle and Practices of Healthcare Management	3						
HCM-102	Management of Healthcare Services	3	1	0	1	4	3	70	30	100
HCM-103	Marketing and Public Relations in Healthcare	3	1	0	1	4	3	70	30	100
HCM-104	Health Related Laws and Ethics	3	1	0	1	4	3	70	30	100
HCM-105	Healthcare Economics and Finance	3	1	0	1	4	3	70	30	100

## 8. Banking

Subject Code	Nomenclature / Name of the Subject	Teaching(Hrs/week)			Number of papers	Duration (Hrs.)	Credits	Max. Theory Marks	Sessional Marks	Total Marks
		L	T	P						
		BM-101	Indian Banking Systems	3						
BM-102	Foreign Trade Policy and Procedures	3	1	0	1	4	3	70	30	100
BM-103	Retailing and CRM in Banking	3	1	0	1	4	3	70	30	100
BM-104	International Banking	3	1	0	1	4	3	70	30	100
BM-105	Bank Regulation and Supervision, Audit and Control	3	1	0	1	4	3	70	30	100

## 9. Insurance Management

Subject Code	Nomenclature / Name of the Subject	Teaching(Hrs/week)			Number of papers	Duration (Hrs.)	Credits	Max. Theory Marks	Sessional Marks	Total Marks
		L	T	P						
		IM-101	Life Insurance Products & Elements of Actuarial Sciences	3						
IM-102	General Insurance and Reinsurance	3	1	0	1	4	3	70	30	100
IM-103	Overview of fire, Marine and Motor Insurance	3	1	0	1	4	3	70	30	100
IM-104	Rural and Miscellaneous Insurance	3	1	0	1	4	3	70	30	100
IM-105	Insurance Claims Management (Life and Non- Life)	3	1	0	1	4	3	70	30	100

## 10. Information Technology Management

Subject Code	Nomenclature / Name of the Subject	Teaching(Hrs/week)			Number of papers	Duration (Hrs.)	Credits	Max. Theory Marks	Sessional Marks	Total Marks
		L	T	P						
ITM-101	DBMS with Oracle	3	1	0	1	4	3	70	30	100
ITM-102	Software Project Management	3	1	0	1	4	3	70	30	100
ITM-103	Computer Network and Internet	3	1	0	1	4	3	70	30	100
ITM-104	Programming in C & C++	3	1	0	1	4	3	70	30	100
ITM-105	Enterprise Resource Planning	3	1	0	1	4	3	70	30	100

## 11. System Management

Subject Code	Nomenclature / Name of the Subject	Teaching(Hrs/week)			Number of papers	Duration (Hrs.)	Credits	Max. Theory Marks	Sessional Marks	Total Marks
		L	T	P						
SM-101	Database Management System	3	1	0	1	4	3	70	30	100
SM-102	Software Engineering	3	1	0	1	4	3	70	30	100
SM-103	Data Communication and Network	3	1	0	1	4	3	70	30	100
SM-104	Visual Basic	3	1	0	1	4	3	70	30	100
SM-105	Object Oriented Programming Concept and Basic JAVA	3	1	0	1	4	3	70	30	100

## 12. Entrepreneurship Management

Subject Code	Nomenclature / Name of the Subject	Teaching(Hrs/week)			Number of papers	Duration (Hrs.)	Credits	Max. Theory Marks	Sessional Marks	Total Marks
		L	T	P						
EM-101	Entrepreneurship Dev. and Enterprise Mgmt.	3	1	0	1	4	3	70	30	100
EM-102	Entrepreneurial Finance and Marketing	3	1	0	1	4	3	70	30	100
EM-103	Technology Innovation and Sustainable Enterprise	3	1	0	1	4	3	70	30	100
EM-104	Small Business Environment and Management	3	1	0	1	4	3	70	30	100
EM-105	Managing Diversity	3	1	0	1	4	3	70	30	100

## 13. Rural Management

Subject Code	Nomenclature / Name of the Subject	Teaching(Hrs/week)			Number of papers	Duration (Hrs.)	Credits	Max. Theory Marks	Sessional Marks	Total Marks
		L	T	P						
RM-101	Rural Economy and Theories of Development	3	1	0	1	4	3	70	30	100
RM-102	Co-operative Management	3	1	0	1	4	3	70	30	100
RM-103	Economics for Rural Managers	3	1	0	1	4	3	70	30	100
RM-104	Development, Administration, Panchayati-raj and its programme	3	1	0	1	4	3	70	30	100
RM-105	Rural Marketing	3	1	0	1	4	3	70	30	100

**Established under M.P. Act No. 17 of 2007****Ordinance No. 24****MASTER OF JOURNALISM - (M.J.)  
2 YEAR DEGREE COURSE****1.0 AIM & OBJECTIVES****1.1 AIM:**

To inculcate in students an understanding of the role of journalists in Indian Society and develop in them a deep appreciation for the importance of meticulous research and careful analysis.

**1.2 OBJECTIVE :**

The Master of Journalism - (M.J.) programme is designed to meet the following objectives:

- 1.2.1 To familiarize the students with the working of media both Print & Electronic.
- 1.2.2 To develop working skills needed for Newspapers, Magazines, Radio, T.V and Web Journalism.
- 1.2.3 To develop research attitude and research skills to understand media and to make use of them.
- 1.2.4 To develop understanding of development and its relationship with media.
- 1.2.5 To develop writing skills for different formats used in media.
- 1.2.6 To develop understanding of the role of media in society.
- 1.2.7 To sensitize students about human valued, culture, development of society, environment etc. in relation to media.
- 1.2.8 To develop competence to supervise and guide the working of media and spirit of a team-head.
- 1.2.9 To develop aptitude and competence to analyze and interpret the events.
- 1.2.10 Focus of the course will be on print journalism along with electronic media.

**2.0 COURSE STRUCTURE**

The Post graduate course in M.J. leading to the Degree Master of Journalism of the University shall be divided into four semesters. Each semester would be of six months duration including vacation/ examination/ Projects/ Internship etc.

2.1 There shall be University Examination at the end of each semester. These examinations shall be named as follows :

i.	M.J	First year	
		First semester	- I Semester
		Second Semester	- II Semester
ii.	M.J	Second Year	
		Third Semester	- III Semester
		Fourth Semester	- IV semester

2.2 The Semester examinations will generally be held in Dec-January and May-June in each year.

2.3 The fourth semester is for Dissertation work. During this semester the candidate shall devote himself/herself for the research work in connection with any of the aspects of mass media relevant to the course selected, and assigned to him by the head of the department. Prior to submission of dissertation, candidate shall present a pre-submission seminar on his/her work. At the end of the fourth semester the candidate shall submit three typed or printed copies of the dissertation written by him/her and one dissertation prepared by him/her, to the University through the Principal of the college.

The dissertation should be accompanied by the certificate from the Head of the Department and the project supervisor to the effect that it embodies actual work by the candidate and the work has not been submitted earlier in part or full for the award of any other degree.

#### 2.4 SEMESTER EXAM & BACKLOG

2.4.1 A candidate who has failed in any subject of semester examination shall be permitted to reappear in that subject in subsequent examination.

2.4.2 Maximum permitted years to complete the course will be four years.

2.4.3 A candidate having backlog papers in earlier semester examination(s) will have to clear such backlog (s) by available chances as and when in the following semester -examinations. He / She will be "Allowed to Keep the Term" (ATKT) but he/she must pass all semesters within **4 years** of his/her admission to the 1<sup>st</sup> year.

2.4.4 A candidate appearing in backlog paper(s) will have to clear the concerned paper as per the existing syllabus during that ~~semester period~~ ,

2.4.5 There shall be **no** supplementary examination

#### 3.0 ACADEMIC QUALIFICATION FOR ADMISSION

Candidate applying for admission to the Master of Journalism must have cleared bachelor or an equivalent Exam in any discipline from a recognized University.

#### 4.0 CRITERIA FOR SELECTION

Admission shall be granted on the basis of merit in qualifying examination.

#### 5.0 COURSE DURATION

Duration of the course shall be of two years consisting (four semesters). Each semester will consist of six months.

#### 6.0 COURSE COMMENCEMENT

The odd semesters (I, III) will start in **July** and the even semesters (II, IV) will start in **January** respectively.

#### 7.0 EXAMINATION AND EVALUATION SCHEME

- 7.1 There will be an examination at the semester end in which each paper will carry 75 Marks.
- 7.2 There will be internal assessment of 25 Marks in each paper (Theory & Practical both) during the semester which will evaluate theoretical as well as practical aspects of the paper.
- 7.3 There will be a practical examination at the semester end. Marks for practical examination are 75 in each semester.
- 7.4 Internal assessment will be in the form of class test, presentation, seminar, field work, field research, study tour, attendance, class performance and participation in class activities. This will be a continuous evaluation to be held more than once in the semester period.
- 7.5 The theory paper will test the level of knowledge and aptitude, whereas internal assignments will evaluate the learning level, skills, developments, ability to present views, perception in class, creative inputs, ideas, reading habits, both verbal and written abilities and the level of knowledge.
- 7.6 Practical training and project work shall be treated as practical subjects.
- 7.7 In each semester, there shall be at least two mid semester exams (Internal) and one end semester Examination (External).
- 7.8 Each student, registered for a course, shall be awarded marks by the concerned faculty/faculties for the specific subject/paper. The Marks awarded to a student shall depend upon his continuous evaluation through performance in various examinations. Assignments, project work, class work and mid exam etc.
- 7.9 The result sheet at the end of each even semester examination shall show position till the end of that semester. The final examination result sheet of the course shall also indicate equivalent percentage marks and the division awarded, according to the rules.



## 8.0 CRITERIA FOR PASSING

A candidate who has been admitted in the Master of Journalism - (M.J.) course will be promoted to the higher class in accordance with the following rules.

- 8.1 A candidate should score minimum 40% marks individually and separately in all papers of the end of semester in both Theory and Practical. The candidate will be declared as pass in projects if he scores minimum 50% marks.
- 8.2 In addition to the individual score the candidate shall have to secure at least 45% aggregate marks in each semester so as to pass the semester.
- 8.3 **INTERNAL ASSESMENT:** - Continuous evaluation of the students in the classroom shall be done in the semester itself. A candidate should score minimum 50% marks in Internal Assessment for passing. He fails if the score is less than 50%. A candidate who fails in Internal Assessment shall repeat the semester as a regular student. He shall not be allowed to keep term and shall be denied the entry into next semester.
- 8.4 The result of fourth and final semester shall be declared only if the candidate has fully cleared all the previous semesters.
- 8.5 A candidate may provisionally continue to attend next higher year, even if the result of qualifying year semester has not been declared. However, subsequently if he/she is not able to clear qualifying semester examination, the candidate can not claim any right on the basis of his/her provisional admission.

## 9.0 DIVISION AND MERIT

- 9.1 A Student shall be continuously evaluated for his/her academic performance in a subject through tutorial work, practical, home assignments, mid semester exam, field work, seminars, Quizzes and semester examination.
- 9.2 Division shall be awarded only after the Six and final semester examination based on integrated performance of the candidate for all the three years as per following details:-
  - i. 75% and above will be given first division with distinction.
  - ii. Candidate obtaining 60% but below 75% shall be awarded first division.
  - iii. A candidate obtaining 45% marks and above but less than 60% marks shall be awarded second division.
  - iv. University will not award and division until the last semester exam is passed.

## 9.3 CONDONATION OF DEFICIENCY IN MARKS :

With a view to moderate hard line cases in the examination the following rules shall be observed;

- 9.3.1 Deficiency up to 5 marks be condoned to the best advantage of the candidate for passing the examination, provided the candidate fails in maximum of two theory, or one theory and one practical or two practicals.

- 9.3.2 One grace mark will be given to the candidate who is failing/missing distinction/missing first division by one mark by the Vice Chancellor in the MJ examination. This benefit will not, however, be available to a candidate getting advantage under clause.
- 9.3.3 After condonation of marks, the result of concerned subject/semester shall be declared as "pass by condonation" or "pass by grace".

#### 9.4 REVALUATION / RE-TOTALING

- 9.4.1 Revaluation and re-totalling of marks is permitted for theory papers only. The University, on application within the stipulated time and remittance of a prescribed fee, shall permit a recounting of marks and/or revaluation for the subject(s) applied.
- 9.4.2 The result after revaluation/re-totalling shall be declared as per prevailing revaluation/re-totalling rules and regulation of the People's University.

#### 10.0 ATTENDANCE

Candidate appearing as regular student for any semester examination shall be required to attend at least 75 percent of the lectures delivered and of the practical classes held separately in each paper as per the scheme of the examination described in section.

#### 11.0 APPOINTMENT OF EXAMINERS

Comprehensive / theory / project / dissertation Viva-voce examination shall be conducted by the Institute at the end of each semester, through a Board of examiners comprising one external examiner appointed by the University and one internal examiner appointed by Principal /Head of the Department of the institute.

#### 12.0 SCHEME OF STUDIES/EXAMINATION

12.1 The distribution of marks for each component is given under :-

A.	<b>Theory Work</b>	
	Project, assignments and regularity mid semester exam (to be given by Internal Examiner)	25%
	End semester exam (Theory Only)	<u>75%</u>
	<b>TOTAL</b>	<b><u>100%</u></b>
B.	<b>Practical work</b>	
	Lab work performance, Assignments and regularity (to be given by Internal Examiner)	25%
	End-semester examination (to be given by External Examiner)	<u>75%</u>
	<b>TOTAL</b>	<b><u>100%</u></b>

- 12.2 Every student is required to complete the project work as assigned by the Institute during the course of studies.
- 12.3 The training report and the project report shall have to be submitted to the HOD of the institute for assessment.
- 12.4 There shall be 90 days of teaching in every semester.
- 12.5 Each lecture shall be of one hour.

## 12.6 DETAIL OF MODULES

### MASTER OF JOURNALISM

No. of hours for Theory	-	75 Hours/Sem/ Subject
No. of hours for Practical	-	90 Hours /Sem/Subject

#### SEMESTER-I

Course No.	Course Title	Teaching (Hrs/week)		Number of Papers	Duration (Hrs.)	Max. Sem. Marks	Sessional Marks	Total Marks
		T	P					
1.1	Introduction to Communication & Media	6	0	1	6	75	25	100
1.2	Origin and Growth of Indian Media	6	0	1	6	75	25	100
1.3	Introduction to socio-economic polity	6	0	1	6	75	25	100
1.4	Media Language: Structure, Style & Translation	6	0	1	6	75	25	100
1.5	Basic Computer Applications	6	0	1	6	75	25	100
1.5	Basic Computer Applications	0	6	0	6	---	---	---
1.6	Practical Comprehensive Viva Voce					75	25	100
	<b>Total</b>	<b>30</b>	<b>6</b>	<b>5</b>	<b>36</b>	<b>450</b>	<b>150</b>	<b>600</b>

**SEMESTER-II**

Course No.	Course Title	Teaching (Hrs/week)		Number of Papers	Duration (Hrs.)	Max.Sem. Marks	Sessional Marks	Total Marks
		T	P					
2.1	Reporting	6	0	1	6	75	25	100
2.2	Editing	6	0	1	6	75	25	100
2.3	Theories of Communication	6	0	1	6	75	25	100
2.4	Electronic Media	8	0	1	6	75	25	100
2.4	Electronic Media	0	6	1	6	75	25	100
2.5	Intercultural Communication And Contemporary Issues	6	0	0	6	---	---	---
2.6	Practical A) Attachment in media org. and project on it. B) Written Practical & Viva-Voice.					75	25	100
	<b>Total</b>	<b>30</b>	<b>6</b>		<b>36</b>	<b>450</b>	<b>150</b>	<b>600</b>

**SEMESTER-III**

Course No.	Course Title	Teaching (Hrs/week)		Number of Papers	Duration (Hrs.)	Max. Sem. Marks	Sessional Marks	Total Marks
		T	P					
3.1	Advance Reporting	6	0	1	6	75	25	100
3.2	Advance Editing and Layout Designing	6	0	1	6	75	25	100
3.2	Advance Editing and Layout Designing	0	6	0	6	---	---	---
3.3	Communication Research	6	0	1	6	75	25	100
3.4	Public Relations and Advertising	6	0	1	6	75	25	100
3.5	Management of Media Business	6	0	1	6	75	25	100
3.6	Practical & Viva Voce					75	25	100
	<b>Total</b>	<b>30</b>	<b>6</b>	<b>5</b>	<b>36</b>	<b>450</b>	<b>150</b>	<b>600</b>

**SEMESTER-IV**

Course No.	Course Title	Teaching (Hrs/week)		Number of Papers	Duration (Hrs.)	Max. Sem. Marks	Sessional Marks	Total Marks
		T	P					
0219	Media Law & Ethics	6	0	1	6	75	25	100
0220	Opinion Writing.	6	0	1	6	75	25	100
0221	Development Journalism	6	0	1	6	75	25	100
0222	special Paper (any One)	6	0	1	6	75	25	100
	a. Business Journalism		0					
	b. Gender Studies.		0					
	c. Sports Journalism.		0					
	d. Defiance Journalism.		0					
0226	e. Media writing for Art & Culture.		0					
0227	A. Dissertation	---	6	1	6	75	25	100
	Study tour/Publication of articles/Participation in Lab Journal, Media related seminars, workshops and survey, etc. any two compulsory.	---	---	0	---	75	25	100
	<b>Total</b>	<b>24</b>	<b>6</b>	<b>5</b>	<b>30</b>	<b>450</b>	<b>150</b>	<b>600</b>

**People's University, Bhopal**  
**Course of Study and Scheme of Examination**  
**M.J. (Master of Journalism)**

Established under M. P. Act. No. 17 of 2007

## Ordinance No. 25

### MASTER OF ARTS (BROADCAST JOURNALISM) 2 YEAR DEGREE COURSE

#### 1.0 AIM & OBJECTIVES

##### 1.1 AIM

To provide students with hands-on experience in the functioning of large and small media organizations and to create an awareness of critical management issues in the electronic media industry.

##### 1.2 OBJECTIVE :

The Master of Arts (Broadcast Journalism) programme is designed to meet the following objectives:

- 1.2.1 To provide the students an insight into the broadcast media and its relevance to rural and urban development. The course shall be a judicious blend of knowledge and skills.
- 1.2.2 To train students in the basic skills which will enable them to perform entry-level jobs in various broadcast media institutions, radio, doordarshan news and advertisement units, satellite and cable television networks etc.
- 1.2.3 To expose students to the basic concepts, characteristics of Indian society to enable them to plan suitable programmes on current political, economic, environmental and rural problems.
- 1.2.4 To understand the responsibilities and ethics of broadcast media for Indian society.
- 1.2.5 To develop communication skills of students for broadcasting purpose.
- 1.2.6 To prepare them as excellent professionals to meet the challenges posed by rapidly changing environment.
- 1.2.7 To make the students aware of the state of the art technology used in broadcasting and to attract the students to join the glamorous field of broadcasting.

#### 2.0 COURSE STRUCTURE

- 2.1 The Post graduate course in M.A.B.J leading to the Degree of Master of Arts (Broadcast Journalism) of the University shall be divided into four semesters. Each semester would be of six months duration including vacation/ examination/ Projects/ Internship etc. There shall be University Examination at the end of each semester.

2.2 There shall be University Examination at the end of each semester. These examinations shall be named as follows:

- |     |      |                 |               |
|-----|------|-----------------|---------------|
| i.  | MABJ | First year      |               |
|     |      | First semester  | - I semester  |
|     |      | Second Semester | - II semester |
| ii. | MABJ | Second Year     |               |
|     |      | Third Semester  | -III Semester |
|     |      | Fourth Semester | - IV semester |

2.3 The Semester examinations will generally be held in Dec-January and May-June in each year.

2.4 The fourth semester is for Project work. During this semester the candidate shall devote himself/herself for the research work in connection with any of the aspects of mass media relevant to the course selected, and assigned to him by the head of the department. Prior to submission of dissertation/Documentary, candidate shall present a pre-submission seminar on his/her work. At the end of the fourth semester the candidate shall submit three typed or printed copies of the dissertation written by him/her and one DVD of the Documentary prepared by him/her, to the University through the Principal of the college. The dissertation should be accompanied by the certificate from the Head of the Department and the project supervisor to the effect that it embodies actual work by the candidate and the work has not been submitted earlier in part or full for the award of any other degree.

## 2.5 SEMESTER EXAM & BACKLOG

2.5.1 A candidate who has failed in any subject of semester examination shall be permitted to reappear in that subject in subsequent examination.

2.5.2 Maximum permitted years to complete the course will be four years.

2.5.3 A candidate having backlog papers in earlier semester examination(s) will have to clear such backlog (s) by available chances as and when in the following semester examinations. He / She will be "Allowed to Keep the Term" (ATKT) but he/she must pass all semesters within **4 years** of his/her admission to the 1<sup>st</sup> year.

2.5.4 A candidate appearing in backlog paper(s) will have to clear the concerned paper as per the existing syllabus during that period.

2.5.5 There shall be **no** supplementary examination

## ACADEMIC QUALIFICATION FOR ADMISSION

Candidate applying for admission to the Master of Arts (Broadcast Journalism) must have cleared bachelor or an equivalent Exam in any discipline from a recognized University.

#### 4.0 CRITERIA FOR SELECTION

Admission shall be granted on the basis of merit in qualifying examination.

#### 5.0 COURSE DURATION

Duration of the course shall be of two years consisting (four semesters). Each semester will consist of six months.

#### 6.0 COURSE COMMENCEMENT

The odd semesters (I, III) will start in **July** and the even semesters (II, IV) will start in **January** respectively.

#### 7.0 EXAMINATION AND EVALUATION SCHEME

- 7.1 There will be an examination at the semester end in which each paper will carry 75 Marks.
- 7.2 There will be internal assessment of 25 Marks in each paper (Theory & Practical both) during the semester which will evaluate theoretical as well as practical aspects of the paper.
- 7.3 There will be a practical examination at the semester end. Marks for practical examination are 75 in each semester.
- 7.4 Internal assessment will be in the form of class test, presentation, seminar, field work, field research, study tour, attendance, class performance and participation in class activities. This will be a continuous evaluation to be held more than once in the semester period.
- 7.5 The theory paper will test the level of knowledge and aptitude, whereas internal assignments will evaluate the learning level, skills, developments, ability to present views, perception in class, creative inputs, ideas, reading habits, both verbal and written abilities and the level of knowledge.
- 7.6 Practical training and project work shall be treated as practical subjects.
- 7.7 In each semester, there shall be at least two mid semester exams (Internal) and one end semester Examination (External).
- 7.8 Each student, registered for a course, shall be awarded marks by the concerned faculty/faculties for the specific subject/paper. The Marks awarded to a student shall depend upon his continuous evaluation through performance in various examinations. Assignments, project work, class work and mid exam etc.
- 7.9 The result sheet at the end of each even semester examination shall show position till the end of that semester. The final examination result sheet of the course shall also indicate equivalent percentage marks and the division awarded, according to the rules.

#### 8.0 CRITERIA FOR PASSING

A candidate who has been admitted in the Master of Arts (Broadcast Journalism) course will be promoted to the higher class in accordance with the following rules.



- 8.1 A candidate should score minimum 40% marks individually and separately in all papers of the end of semester in both Theory and Practical. The candidate will be declared as pass in projects if he scores minimum 50% marks.
- 8.2 In additions to the individual score the candidate shall have to secure at least 45% aggregate marks in each semester so as to pass the semester.
- 8.3 **INTERNAL ASSESMENT:** - Continuous evaluation of the students in the classroom shall be done in the semester itself. A candidate should score minimum 50% marks in Internal Assessment for passing. He fails if the score is less than 50%. A candidate who fails in Internal Assessment shall repeat the semester as a regular student. He shall not be allowed to keep term and shall be denied the entry into next semester.
- 8.4 The result of fourth and final semester shall be declared only if the candidate has fully cleared all the previous semesters.
- 8.5 A candidate may provisionally continue to attend next higher year, even if the result of qualifying year semester has not been declared. However, subsequently if he/she is not able to clear qualifying semester examination, the candidate can not claim any right on the basis of his/her provisional admission.

#### 9.0 DIVISION AND MERIT

- 9.1 A Student shall be continuously evaluated for his/her academic performance in a subject through tutorial work, practical, home assignments, mid semester exam, field work, seminars, Quizzes and semester examination.
- 9.2 Division shall be awarded only after the Six and final semester examination based on integrated performance of the candidate for all the three years as per following details:-
- 75% and above will be given first division with distinction.
  - Candidate obtaining 60% but blow 75% shall be awarded first division.
  - A candidate obtaining 45% marks and above but less than 60% marks shall be awarded second division.
  - University will not award and division until the last semester exam is passed.

#### 9.3 CONDONATION OF DEFICIENCY IN MARKS :

With a view to moderate hard line cases in the examination the following rules shall be observed;

- 9.3.1 Deficiency up to 5 marks be condoned to the best advantage of the candidate for passing the examination, provided the candidate fails in maximum of two theory, or one theory and one practical or two practicals.

9.3.2 One grace mark will be given to the candidate who is failing/missing distinction/missing first division by one mark by the Vice Chancellor in the MABJ examination. This benefit will not, however, be available to a candidate getting advantage under clause.

9.3.3 After condonation of marks, the result of concerned subject/semester shall be declared as "pass by condonation" or "pass by grace".

#### 9.4 REVALUATION / RE-TOTALING :

9.4.1 Revaluation and re-totalling of marks is permitted for theory papers only. The University, on application within the stipulated time and remittance of a prescribed fee, shall permit a recounting of marks and/or revaluation for the subject(s) applied.

9.4.2 The result after revaluation/re-totalling shall be declared as per prevailing revaluation/re-totalling rules and regulation of the People's University.

#### 10.0 ATTENDANCE

Candidate appearing as regular student for any semester examination shall be required to attend at least 75 percent of the lectures delivered and of the practical classes held separately in each paper as per the scheme of the examination described in section.

#### 11.0 APPOINTMENT OF EXAMINERS

Comprehensive / theory / project Viva-voce examination shall be conducted by the Institute at the end of each semester, through a Board of examiners comprising one external examiner appointed by the University and one internal examiner appointed by the Principal/Head of the Department of the Institute.

#### 12.0 SCHEME OF STUDIES/EXAMINATION

12.1 The distribution of marks for each component is given under:-

A.	<b>Theory Work</b>	
	Project, assignments and regularity mid semester exam (to be given by Internal Examiner)	25%
	End semester exam (Theory Only)	75%
<b>TOTAL</b>		<b>100%</b>
B.	<b>Practical work</b>	
	Studio work, Assignments and regularity (to be given by Internal Examiner)	25%
	End-semester examination (to be given by External Examiner)	75%
<b>TOTAL</b>		<b>100%</b>

- 12.2 Every student is required to complete the project work as assigned by the Institute during the course of studies.
- 12.3 The training report and the project report shall have to be submitted to the HOD of the institute for assessment.
- 12.4 There shall be 90 days of teaching in every semester.
- 12.5 Each lecture shall be of one hour.

## 12.6 DETAILS OF MODULES – OVERLEAF

### DETAIL OF MODULES

#### Master of Arts (Broadcast Journalism)

No. of hours for Theory - 75 Hours/Sem/ Subject

No. of hours for Practical - 90 Hours /Sem/Subject

### SEMESTER-I

Course No.	Course Title	Teaching (Hrs/week)		Number of Papers	Duration (Hrs.)	Max. Sem. Marks	Sessional Marks	Total Marks
		T	P					
M-1	Introduction to communication and media	6	0	1	6	75	25	100
M-2	Origin and growth of Indian media	6	0	1	6	75	25	100
M-3	Applied knowledge	6	0	1	6	75	25	100
M-4	Language of communication and translation	6	0	1	6	75	25	100
M-5	Basic computer applications	6	0	1	6	75	25	100
M-5	Basic computer applications	0	6	0	6	--	--	--
M-6	Practical and viva voce					75	25	100
	<b>Total</b>	<b>30</b>	<b>6</b>	<b>5</b>	<b>36</b>	<b>450</b>	<b>150</b>	<b>600</b>

**SEMESTER-II**

Course No.	Course Title	Teaching (Hrs/week)		Number of Papers	Duration (Hrs.)	Max. Sem. Marks	Sessional Marks	Total Marks
		T	P					
M-7	Introduction to global broadcasting	6	0	1	6	75	25	100
M-8	Radio journalism	6	0	1	6	75	25	100
M-9	Televisions journalism	6	0	1	6	75	25	100
M-10	Radio news production	6	0	1	6	75	25	100
M-11	Television news production	6	0	1	6	75	25	100
M-11	Television news production	0	6	0	6	--	--	--
M-12	Practical and viva voce					75	25	100
	<b>Total</b>	<b>30</b>	<b>6</b>	<b>5</b>	<b>36</b>	<b>450</b>	<b>150</b>	<b>600</b>

**SEMESTER-III**

Course No.	Course Title	Teaching (Hrs/week)		Number of Papers	Duration (Hrs.)	Max. Sem. Marks	Sessional Marks	Total Marks
		T	P					
M-13	Communication research	6	0	1	6	75	25	100
M-14	Radio current affairs programme production	6	0	1	6	75	25	100
M-15	Television current affairs programme production	6	0	1	6	75	25	100
M-16	Electronic media management	6	0	1	6	75	25	100
M-17	Multimedia applications in broadcast media	6	0	1	6	75	25	100
M-17	Multimedia applications in broadcast media	0	6	0	6	--	--	--
M-18	Practical and Viva voce					75	25	100
	<b>Total</b>	<b>30</b>	<b>6</b>	<b>5</b>	<b>36</b>	<b>450</b>	<b>150</b>	<b>600</b>

**SEMESTER-IV**

Course No.	Course Title	Teaching (Hrs/week)		Number of Papers	Duration (Hrs.)	Max. Sem. Marks	Sessional Marks	Total Marks
		T	P					
M-19	Media laws and ethics	6	0	1	6	75	25	100
M-20	Issues, ideas and challenges	6	0	1	6	75	25	100
M-21	Elective Papers: A) Business Journalism A) Environmental and development journalism B) Defense Reporting D) Rural broadcasting E) Film art and culture F) Crime Reporting	6	0	1	6	75	25	100
M-22	Dissertation	0	6	0	6	75	25	100
M-23	Audio/Video Production project	0	6	0	6	75	25	100
	<b>Total</b>	<b>18</b>	<b>12</b>	<b>3</b>	<b>30</b>	<b>375</b>	<b>125</b>	<b>500</b>

**People's University, Bhopal**

Course of Study and Scheme of Examination

**MABJ (Master of (Broadcast Journalism))**

**Established under M. P. Act. No. 17 of 2007**

**Ordinance No. 26**

**MASTER OF ARTS IN ADVERTISING & PUBLIC RELATIONS-  
M.A. (APR) 2 YEAR DEGREE COURSE**

**1.0 AIM & OBJECTIVES**

**1.1 AIM :**

To build excellent Public Relations professionals. To turn out young men and women possessing knowledge and skills for the challenging function of the Public Relations in Government, Public Sector, corporate and non-corporate institutions.

**1.2 OBJECTIVE :**

The Master of Arts in Advertising & Public Relations-M.A.(APR) programme is designed to meet the following objectives:

- 1.2.1 To provide students a deeper insight into the philosophy, theory and techniques of Public Relations, Advertising and Communication with a judicious mix of theory and their application skills.
- 1.2.2 To develop expertise in Public Relations, Advertising and Communication and research techniques.
- 1.2.3 To equip the students with the ability to conceptualise and analyse social, economic and technical issues.
- 1.2.4 To inculcate in the students the ability for the application of principles of communication for development and change.
- 1.2.5 To offer opportunities for specialisation, in any of the areas of advertising, Public Relations and communication.

**2.0 COURSE STRUCTURE**

The Post graduate course in M.A. (APR) leading to the Degree Master of Arts in Advertising & Public Relations of the University shall be divided into four semesters. Each semester would be of six months duration including vacation/ examination/ Projects/ Internship etc.

- 2.1 There shall be University Examination at the end of each semester. These examinations shall be named as follows :

i.	M.A.(APR)	First year		
		First semester	-	I semester
		Second Semester	-	II semester

ii.	M.A.(APR)	Second Year	
		Third Semester	- III Semester
		Fourth Semester	- IV semester

2.2 The Semester examinations will generally be held in Dec-January and May-June in each year.

2.3 The fourth semester is for dissertation work. During this semester the candidate shall devote himself/herself for the research work in connection with any of the aspects of mass media relevant to the course selected, and assigned to him by the head of the department. Prior to submission of dissertation, candidate shall present a pre-submission seminar on his/her work. At the end of the fourth semester the candidate shall submit three typed or printed copies of the dissertation written by him/her and one dissertation prepared by him/her, to the University through the Principal of the college.

The dissertation should be accompanied by the certificate from the Head of the Department and the project supervisor to the effect that it embodies actual work by the candidate and the work has not been submitted earlier in part or full for the award of any other degree.

2.4 A candidate who has failed in any subject of semester examination shall be permitted to reappear in that subject in subsequent examinations.

#### 2.5 SEMESTER EXAM & BACKLOG :

2.5.1 A candidate who has failed in any subject of semester examination shall be permitted to reappear in that subject in subsequent examination.

2.5.2 Maximum permitted years to complete the course will be four years.

2.5.3 A candidate having backlog papers in earlier semester examination(s) will have to clear such backlog (s) by available chances as and when in the following semester -examinations. He / She will be "Allowed to Keep the Term" (ATKT) but he/she must pass all semesters within **4 years** of his/her admission to the 1<sup>st</sup> year.

2.5.4 A candidate appearing in backlog paper(s) will have to clear the concerned paper as per the existing syllabus during that period.

2.5.5 There shall be **no** supplementary examination

### 3.0 ACADEMIC QUALIFICATION FOR ADMISSION

Candidate applying for admission to the Master of Arts in Advertising & Public Relations-M.A. (APR) must have cleared bachelor or an equivalent in any discipline from a recognized University.

#### 4.0 CRITERIA FOR SELECTION

Admission shall be granted on the basis of merit in qualifying examination.

#### 5.0 COURSE DURATION

Duration of the course shall be of two years consisting (four semesters). Each semester will consist of six months.

#### 6.0 COURSE COMMENCEMENT

The odd semesters (I, III) will start in **July** and the even semesters (II, IV) will start in **January** respectively.

#### 7.0 EXAMINATION AND EVALUATION SCHEME

- 7.1 There will be an examination at the semester end in which each paper will carry 75 Marks.
- 7.2 There will be internal assessment of 25 Marks in each paper (Theory & Practical both) during the semester which will evaluate theoretical as well as practical aspects of the paper.
- 7.3 There will be a practical examination at the semester end. Marks for practical examination are 75 in each semester.
- 7.4 Internal assessment will be in the form of class test, presentation, seminar, field work, field research, study tour, attendance, class performance and participation in class activities. This will be a continuous evaluation to be held more than once in the semester period.
- 7.5 The theory paper will test the level of knowledge and aptitude, whereas internal assignments will evaluate the learning level, skills, developments, ability to present views, perception in class, creative inputs, ideas, reading habits, both verbal and written abilities and the level of knowledge.
- 7.6 Practical training and project work shall be treated as practical subjects.
- 7.7 In each semester, there shall be at least two mid semester exams (Internal) and one end semester Examination (External).
- 7.8 Each student, registered for a course, shall be awarded marks by the concerned faculty/faculties for the specific subject/paper. The Marks awarded to a student shall depend upon his continuous evaluation through performance in various examinations. Assignments, project work, class work and mid exam etc.
- 7.9 The result sheet at the end of each even semester examination shall show position till the end of that semester. The final examination result sheet of the course shall also indicate equivalent percentage marks and the division awarded, according to the rules.



## 8.0 CRITERIA FOR PASSING

A candidate who has been admitted in the Master of Arts in Advertising & Public Relations-M.A.(APR) course will be promoted to the higher class in accordance with the following rules.

- 8.1 A candidate should score minimum 40% marks individually and separately in all papers of the end of semester in both Theory and Practical. The candidate will be declared as pass in projects if he scores minimum 50% marks.
- 8.2 In addition to the individual score the candidate shall have to secure atleast 45% aggregate marks in each semester so as to pass the semester.
- 8.3 **INTERNAL ASSESMENT:** - Continuous evaluation of the students in the classroom shall be done in the semester itself. A candidate should score minimum 50% marks in Internal Assessment for passing. He fails if the score is less than 50%. A candidate who fails in Internal Assessment shall repeat the semester as a regular student. He shall not be allowed to keep term and shall be denied the entry into next semester.
- 8.4 The result of fourth and final semester shall be declared only if the candidate has fully cleared all the previous semesters.
- 8.5 A candidate may provisionally continue to attend next higher year, even if the result of qualifying year semester has not been declared. However, subsequently if he/she is not able to clear qualifying semester examination, the candidate can not claim any right on the basis of his/her provisional admission.

## 9.0 DIVISION AND MERIT

- 9.1 A Student shall be continuously evaluated for his/her academic performance in a subject through tutorial work, practical, home assignments, mid semester exam, field work, seminars, Quizzes and semester examination.
- 9.2 Division shall be awarded only after the Six and final semester examination based on integrated performance of the candidate for all the three years as per following details:-
  - i. 75% and above will be given first division with distinction.
  - ii. Candidate obtaining 60% but below 75% shall be awarded first division.
  - iii. A candidate obtaining 45% marks and above but less than 60% marks shall be awarded second division.
  - iv. University will not award and division until the last semester exam is passed.

## 9.3 CONDONATION OF DEFICIENCY IN MARKS :

With a view to moderate hard line cases in the examination the following Rules shall be observed;

- 9.3.1 Deficiency up to 5 marks be condoned to the best advantage of the candidate for passing the examination, provided the candidate fails in maximum of two theory, or one theory and one practical or two practicals.

9.3.2 One grace mark will be given to the candidate who is failing/missing distinction/missing first division by one mark by the Vice Chancellor in the MABJ examination. This benefit will not, however, be available to a candidate getting advantage under clause.

9.3.3 After condonation of marks, the result of concerned subject/semester shall be declared as "pass by condonation" or "pass by grace".

#### 9.4 REVALUATION / RE-TOTALING

9.4.1 Revaluation and re-totaling of marks is permitted for theory papers only. The University, on application within the stipulated time and remittance of a prescribed fee, shall permit a recounting of marks and/or revaluation for the subject(s) applied.

9.4.2 The result after revaluation/re-totaling shall be declared as per prevailing revaluation/re-totaling rules and regulation of the People's University.

#### 10.0 ATTENDANCE

Candidate appearing as regular student for any semester examination shall be required to attend at least 75 percent of the lectures delivered and of the practical classes held separately in each paper as per the scheme of the examination described in section.

#### 11.0 APPOINTMENT OF EXAMINERS

Comprehensive / theory / project / dissertation Viva-voce examination shall be conducted by the Institute at the end of each semester, through a Board of examiners comprising one external examiner appointed by the University and one internal examiner appointed by Principal /Head of the Department of the Institute.

#### 12.0 SCHEME OF STUDIES/EXAMINATION

12.1 The distribution of marks for each component is given under:-

a.	<b>Theory Work</b> Project, assignments and regularity mid semester exam (to be given by Internal Examiner)  End semester exam (Theory Only)	25%      <u>75%</u>
	<b>TOTAL</b>	<b><u>100%</u></b>
b.	<b>Practical work</b> Studio work, Assignments and regularity (to be given by Internal Examiner)  End-semester examination (to be given by External Examiner)	25%      <u>75%</u>
	<b>TOTAL</b>	<b><u>100%</u></b>

- 12.2 Every student is required to complete the project work as assigned by the Institute during the course of studies.
- 12.3 The training report and the project report shall have to be submitted to the HOD of the institute for assessment.
- 12.4 There shall be 90 days of teaching in every semester.
- 12.5 Each lecture shall be of one hour.
- 12.6 DETAIL OF MODULES**

**Master of Arts in Advertising & Public Relations-M.A. (APR)**

No. of hours for Theory - 75 Hours/Sem/ Subject

No. of hours for Practical - 90 Hours /Sem/Subject

**SEMESTER-I**

Course No.	Course Title	Teaching Hrs/Week		No. of Papers	Duration (Hrs.)	Max. Sem. Marks	Sessional Marks	Total Marks
		T	P					
M-1	Introduction to communication and media	6	0	1	6	75	25	100
M-2	Origin and growth of Indian media	6	0	1	6	75	25	100
M-3	Introduction to socio-Economic policy	6	0	1	6	75	25	100
M-4	Media language: structure, style and translation	6	0	1	6	75	25	100
M-5	Basic computer application	6	0	1	6	75	25	100
M-5	Basic computer application	0	6	0	6			
M-6	Practical and comprehensive viva voce					75	25	100
	<b>Total</b>	<b>30</b>	<b>6</b>		<b>36</b>	<b>450</b>	<b>150</b>	<b>600</b>

**SEMESTER-II**

Course No.	Course Title	Teaching Hrs/Week		No. of Papers	Duration (Hrs.)	Max. Sem. Marks	Sessional Marks	Total Marks
		T	P					
M-7	Principles and practices of public relation	6	0	1	6	75	25	100
M-8	Principles and practices of management	6	0	1	6	75	25	100
M-9	Advertising management	6	0	1	6	75	25	100
M-10	Communication for development	6	0	1	6	75	25	100
M-11	Trans creation	6	0	1	6	75	25	100
M-12	Computer multimedia application	6	0	1	6	75	25	100
M-12	Computer multimedia application	0	6	0	6			
	<b>Total</b>	<b>36</b>	<b>6</b>	<b>6</b>	<b>42</b>	<b>450</b>	<b>150</b>	<b>600</b>

**SEMESTER-III**

Course No.	Course Title	Teaching Hrs/Week		No. of Papers	Duration (Hrs.)	Max. Sem. Marks	Sessional Marks	Total Marks
		T	P					
M-13	Advanced advertising and brand management	6	0	1	6	75	25	100
M-14	Tools and techniques of communication	6	0	1	6	75	25	100
M-15	Consumer behavior	6	0	1	6	75	25	100
M-16	Introduction to marketing management	6	0	1	6	75	25	100
M-17	e-PR and web advertising	6	0	1	6	75	25	100
M-17	e-PR and web advertising	0	6	1	6	---	---	---
M-18	Communication research	6	0	0	6	75	25	100
	<b>Total</b>	<b>36</b>	<b>6</b>	<b>6</b>	<b>42</b>	<b>450</b>	<b>150</b>	<b>600</b>

**SEMESTER-IV**

Course No.	Course Title	Teaching Hrs/Week		No. of Papers	Duration (Hrs.)	Max. Sem. Marks	Sessional Marks	Total Marks
		T	P					
M-19	Mass media: ethics and laws	6	0	1	6	75	25	100
M-20	Media planning	6	0	1	6	75	25	100
M-21	Specialized copywriting	6	0	1	6	75	25	100
M-22	Corporate and business communication	6	0	1	6	75	25	100
M-23	APR through electronic media	6	0	1	6	75	25	100
M-24	Writing for media	6	0	1	6	75	25	100
M-24	Writing for media	0	6	0	6			
<b>Total</b>		<b>36</b>	<b>6</b>	<b>6</b>	<b>42</b>	<b>450</b>	<b>150</b>	<b>600</b>

**People's University, Bhopal**  
**Course of Study and Scheme of Examination**  
**Master of Arts in Advertising & Public Relations-M.A. (APR)**

Established under M. P. Act. No. 17 of 2007

## Ordinance No. 27

### MASTER OF ARTS IN MASS COMMUNICATION(MAMC) 2 YEAR DEGREE COURSE

#### 1.0 AIM & OBJECTIVES

##### 1.1 AIM:

To provide students with hands-on experience in the functioning of large and small media organizations and to create an awareness of critical management issues in the electronic media industry.

##### 1.2 OBJECTIVE :

The MA in Mass Communication programme is designed to meet the following objectives:

- 1.2.1 To offer a curriculum that provides training in basic skills in different areas of mass communication.
- 1.2.2 To improve the, communication ability of students, particularly in professional genres.
- 1.2.3 To install in students a sense of purpose, mission and ethical values in their chosen fields.
- 1.2.4 To engage students in critical analysis of the texts of the media of mass communication.
- 1.2.5 To initiate students in the culture and habit of self study.
- 1.2.6 To prepare professionals, who possess the ability to produce, present, and disseminate information in accordance with the higher standard of excellence of media organizations, NGOs and other.
- 1.2.7 To impart students an understanding of the mass communication process, its impact on human and social sphere, and the social-cultural environment within which it operates.
- 1.2.8 To lead students towards, intellectual preparation that emphasizes the ability to think critically and creatively, the ability to solve problems effectively in a professional- context and to cope with the fast moving changes in the professional world of media.

## 2.0 COURSE STRUCTURE

2.1 The Post graduate course in MAMC leading to the Degree of Master of Mass Communication of the University shall be divided into four semesters. Each semester would be of six months duration including vacation/ examination/ Projects/ Internship etc.

2.2 There shall be University Examination at the end of each semester. These examinations shall be named as follows:

i. MAMC First year

First semester - I semester

Second Semester - II semester

ii. MAMC Second Year

Third Semester - III Semester

Fourth Semester - IV semester

2.3 The Semester examination will generally be held in Dec.-January and May-June in each year.

2.4 The fourth semester is for Project work. During this semester the candidate shall devote himself /herself for the research work in connection with any of the aspects of Mass Communication relevant to the course selected, and assigned to him by the head of the department. Prior to submission of dissertation, candidate shall present a pre-submission seminar on his/her work. At the end of the fourth semester the candidate shall submit three typed or printed copies of the dissertation written by him/her, to the University through the Principal of the college. The dissertation should be accompanied by the certificate from the Head of the Department and the project supervisor to the effect that it embodies actual work by the candidate and the work has not been submitted earlier in part or full for the award of any other degree.

## 2.5 SEMESTER EXAM & BACKLOG

2.5.1 A candidate who has failed in any subject of semester examination shall be permitted to reappear in that subject in subsequent examination.

2.5.2 Maximum permitted years to complete the course will be four years.

2.5.3 A candidate having backlog papers in earlier semester examination(s) will have to clear such backlog (s) by available chances as and when in the following semester -examinations. He / She will be "Allowed to Keep the Term" (ATKT) but he/she must pass all semesters within 4 years of his/her admission to the 1<sup>st</sup> year.

2.5.4 A candidate appearing in backlog paper(s) will have to clear the concerned paper as per the existing syllabus during that period.

2.5.5 There shall be no supplementary examination

### **3.0 ACADEMIC QUALIFICATION FOR ADMISSION**

Candidate applying for admission to the MAMC (Master of Arts in Mass Communication) must have cleared bachelor or an equivalent Exam in any discipline from a recognized University.

### **4.0 CRITERIA FOR SELECTION**

Admission shall be granted on the basis of merit in qualifying examination.

### **5.0 COURSE DURATION**

Duration of the course shall be of two years consisting (four semesters). Each semester will consist of six months.

### **6.0 COURSE COMMENCEMENT**

The odd semesters (I, III) will start in **July** and the even semesters (II, IV) will start in January respectively.

### **7.0 EXAMINATION AND EVALUATION SCHEME**

7.1 There will be an examination at the semester end in which each paper will carry 75 Marks.

7.2 There will be internal assessment of 25 Marks in each paper (Theory & Practical both) during the semester which will evaluate theoretical as well as practical aspects of the paper.

7.3 There will be a practical examination at the semester end. Marks for practical examination are 75 in each semester.

7.4 Internal assessment will be in the form of class test, presentation, seminar, field work, field research, study tour, attendance, class performance and participation in class activities. This will be a continuous evaluation to be held more than once in the semester period.

7.5 The theory paper will test the level of knowledge and aptitude, whereas internal assignments will evaluate the learning level, skills, developments, ability to present views, perception in class, creative inputs, ideas, reading habits, both verbal and written abilities and the level of knowledge.

7.6 Practical training and project work shall be treated as practical subjects.

7.7 In each semester, there shall be at least two mid semester exams (Internal) and one end semester Examination (External).



- 7.8 Each student, registered for a course, shall be awarded marks by the concerned faculty/faculties for the specific subject/paper. The Marks awarded to a student shall depend upon his continuous evaluation through performance in various examinations. Assignments, project work, class work and mid exam etc.
- 7.9 The result sheet at the end of each even semester examination shall show position till the end of that semester. The final examination result sheet of the course shall also indicate equivalent percentage marks and the division awarded, according to the rules.

## 8.0 CRITERIA FOR PASSING

A candidate who has been admitted in the Master of Mass Communication course will be promoted to the higher class in accordance with the following rules.

- 8.1 A candidate should score minimum 40% marks individually and separately in all papers of the end semester in both Theory and Practical. The candidate will be declared as pass in projects if he scores minimum 50% marks.
- 8.2 In addition to the individual score the candidate shall have to secure at least 45% aggregate marks in each semester so as to pass the semester.
- 8.3 **INTERNAL ASSESMENT:** - Continuous evaluation of the students in the classroom shall be done in the semester itself. A candidate should score minimum 50% marks in Internal Assessment for passing. He fails if the score is less than 50%. A candidate who fails in Internal Assessment shall repeat the semester as a regular student. He shall not be allowed to keep term and shall be denied the entry into next semester.
- 8.4 The result of fourth and final semester shall be declared only if the candidate has fully cleared all the previous semesters.
- 8.5 A candidate may provisionally continue to attend next higher year, even if the result of qualifying year semester has not been declared. However, subsequently if he/she is not able to clear qualifying semester examination, the candidate can not claim any right on the basis of his/her provisional admission.

## 9.0 DIVISION AND MERIT

- 9.1 A Student shall be continuously evaluated for his/her academic performance in a subject through tutorial work, practical, home assignments, mid semester exam, field work, seminars, Quizzes and semester examination.

9.2 Division shall be awarded only after the Six and final semester examination based on integrated performance of the candidate for all the three years as per following details:-

- i. 75% and above will be given first division with distinction.
- ii. Candidate obtaining 60% but below 75% shall be awarded first division.
- iv. A candidate obtaining 45% marks and above but less than 60% marks shall be awarded second division.
- iv. University will not award and division until the last semester exam is passed.

### 9.3 CONDONATION OF DEFICIENCY IN MARKS

With a view to moderate hard line cases in the examination the following rules shall be observed;

- 9.3.1 Deficiency up to 5 marks be condoned to the best advantage of the candidate for passing the examination, provided the candidate fails in maximum of two theory, or one theory and one practical or two practicals.
- 9.3.2 One grace mark will be given to the candidate who is falling/missing distinction/missing first division by one mark by the Vice Chancellor in the MABJ examination. This benefit will not, however, be available to a candidate getting advantage under clause.
- 9.3.3 After condonation of marks, the result of concerned subject/semester shall be declared as "pass by condonation" or "pass by grace".

### 9.4 REVALUATION / RE-TOTALING

- 9.2.1 Revaluation and re-totaling of marks is permitted for theory papers only. The University, on application within the stipulated time and remittance of a prescribed fee, shall permit a recounting of marks and/or revaluation for the subject(s) applied.
- 9.2.2 The result after revaluation/re-totaling shall be declared as per prevailing revaluation/re-totaling rules and regulation of the People's University.

## 10.0 ATTENDANCE

Candidate appearing as regular student for any semester examination shall be required to attend at least 75 percent of the lectures delivered and of the practical classes held separately in each paper as per the scheme of the examination described in section.

**11.0 APPOINTMENT OF EXAMINERS**

Comprehensive / theory / project Viva-voce examination shall be conducted by the institute at the end of each semester, through a Board of examiners comprising external one examiner appointed by the University and one internal examiner appointed by the Principal/Head of the Department of the institute.

**12.0 SCHEME OF STUDIES/EXAMINATION**

12.1 The distribution of marks for each component is given under :-

<b>A.</b>	<b>Theory Work</b>	
	Project, assignments and regularity mid semester exam (to be given by Internal Examiner)	25%
	End semester exam (Theory Only)	<u>75%</u>
	<b>TOTAL</b>	<u>100%</u>
<b>B.</b>	<b>Practical work</b>	
	Practical work same as above: Lab work performance	25% (Internal)
	Assignments and regularity	75% (External)
	<b>TOTAL</b>	<u>100%</u>

- 12.2 Every student is required to complete the project work as assigned by the Institute during the course of studies.
- 12.3 The training report and the project report shall have to be submitted to the HOD of the institute for assessment.
- 12.4 There shall be 90 days of teaching in every semester.
- 12.5 Each lecture shall be of one hour.

**12.6 DETAIL OF MODULES****MASTER OF ARTS IN MASS COMMUNICATION (MAMC)**

No. of hours for Theory - 75 Hours/Sem/ Subject

No. of hours for Practical - 90 Hours /Sem/Subject

**SEMESTER -I**

Course No.	Course Title	Teaching (Hrs/week)		Number of Papers	Duration (Hrs.)	Max. Sem. Marks	Sessional Marks	Total Marks
		T	P					
0201	Introduction to Communication & Media	6	0	1	6	75	25	100
0202	Origin and Growth of Indian Media	6	0	1	6	75	25	100
0203	Introduction to Socio-Economic Polity	6	0	1	6	75	25	100
0204	Media Language: Structure, Style & Translation	6	0	1	6	75	25	100
0205	Basic Computer Application	6	0	1	6	75	25	100
0205	Basic Computer Application	0	6	0	6	--	--	--
0206	Practicals & Comprehensive Viva Voce					75	25	100
	<b>Total</b>	<b>30</b>	<b>6</b>	<b>5</b>	<b>36</b>	<b>450</b>	<b>150</b>	<b>600</b>

**SEMESTER -II**

Course No.	Course Title	Teaching (Hrs/week)		Number of Papers	Duration (Hrs.)	Max. Sem. Marks	Sessional Marks	Total Marks
		T	P					
0207	Reporting and Editing for Newspaper	6	0	1	6	75	25	100
0208	Radio Programmes and Production	6	0	1	6	75	25	100
0209	Television and Video Programme Production	6	0	1	6	75	25	100
0210	Multi Media & Cyber Communication	6	0	0	6	75	25	100
0210	Multi Media & Cyber Communication	0	6	1	6	--	--	--
0211	Communication for Development	6	0	1	6	75	25	100
0212	Practicals and Comprehensive Viva Voce					75	25	100
	<b>Total</b>	<b>30</b>	<b>6</b>	<b>5</b>	<b>36</b>	<b>450</b>	<b>150</b>	<b>600</b>

**SEMESTER –III**

Course No.	Course Title	Teaching (Hrs/week)		Number of Papers	Duration (Hrs.)	Max. Sem. Marks	Sessional Marks	Total Marks
		T	P					
0213	Principles and Theories of Communication	6	0	1	6	75	25	100
0214	Communication Research	6	0	1	6	75	25	100
0215	Writing on Current Affairs	6	0	1	6	75	25	100
0216	Advertising – Principles and Practice	6	0	1	6	75	25	100
0217	Report Writing on Regional Characteristics (One of the Indian States)	6	0	1	6	75	25	100
0218	Practicals and Comprehensive Viva Voce				0	75	25	100
	<b>Total</b>	<b>30</b>	<b>6</b>	<b>5</b>	<b>30</b>	<b>450</b>	<b>150</b>	<b>600</b>

**SEMESTER IV**

Course No.	Course Title	Teaching (Hrs/week)		Number of Papers	Duration (Hrs.)	Max. Sem. Marks	Sessional Marks	Total Marks
		T	P					
0219	Corporate Communication & Media Management	6	0	1	6	75	25	100
0220	Media Laws and Ethics	6	0	1	6	75	25	100
0221	Issues Oriented Writing	6	0	1	6	75	25	100
0222 0223 0224 0225	Elective (Any One) 1. Specialised Reporting 2. Web Communication 3. Entertainment Television 4. Community Communication	6	0	1	6	75	25	100
0226	Dissertation		6		6	75	25	100
0227	Comprehensive Viva Voce					75	25	100
	<b>Total</b>	<b>24</b>	<b>6</b>	<b>4</b>	<b>30</b>	<b>450</b>	<b>150</b>	<b>600</b>

**People's University, Bhopal**  
**Course of Study and Scheme of Examination**  
**MASTER OF ARTS IN MASS COMMUNICATION (MAMC)**

**Established under M. P. Act. No. 17 of 2007****Ordinance No. 28****MASTER OF DENTAL SURGERY (MDS) COURSE****1.0 AIMS**

- 1.1 The Aim of postgraduate training in various specialties is to train M.D.S. student who will-
  - 1.1.1 Practice respective specialty efficiently and effectively, backed by scientific knowledge and skill.
  - 1.1.2 Exercise empathy and caring attitude and maintain high ethical standards.
  - 1.1.3 Continue to evince keen interest in continuing professional education in the specialty and allied specialties irrespective of whether in teaching or practice.
  - 1.1.4 Willing to share the knowledge and skills with any learner, junior or a colleague.
  - 1.1.5 To develop the faculty for critical analysis and evaluation of various concepts and views, to adopt the most rational approach.

**2.0 OBJECTIVES:**

- 2.1 The objective is to train a candidate so as to ensure higher competence in both general and special area of interest and prepare him for a career in teaching, research and specialty practice. A candidate must achieve a high degree of clinical proficiency in the subject matter and develop competence in research and its methodology as related to the concerned Field. The above objectives are to be achieved by the time the candidate completes the course. The objectives may be considered as - Knowledge (Cognitive domain), Skills (Psycho motor domain), Human values, ethical practice and communication abilities

**2.2 KNOWLEDGE:**

- 2.2.1 Demonstrate understanding of basic sciences relevant to specialty.
- 2.2.2 Describe etiology, patho-physiology, principles of diagnosis and management of common problems within the specialty in adults and children.
- 2.2.3 Identify social, economic, environmental and emotional determinants in a given case and take them into account for planning treatment.

- 2.2.4 Recognize conditions that may be outside the area of specialty/ competence and to refer them to an appropriate specialist.
- 2.2.6 Update knowledge by self study and by attending courses, conferences and seminars relevant to specialty.
- 2.2.7 Undertake audit, use information technology and carryout research both basic and clinical with the aim of publishing or presenting the work at various scientific gatherings.

### 2.3. SKILLS:

- 2.3.1 Take a proper clinical history, examine the patient, perform essential diagnostic procedures and order relevant-tests and interpret them to come to a reasonable diagnosis about the condition.
- 2.3.2 Acquire adequate skills and competence in performing various procedures as required in the specialty.

### 4. HUMAN VALUES, ETHICAL PRACTICE AND COMMUNICATION ABILITIES:

- 2.4.1 Adopt ethical principles in all aspects of practice.
- 2.4.2 Professional honesty and integrity are to be fostered.
- 2.4.3 Patient care is to be delivered irrespective of social status, caste, creed or religion of the patient.
- 2.4.4 Develop communication skills, in particular and skill to explain various options available in management and to obtain a true informed consent from the patient.
- 2.4.5 Provide leadership and get the best out of his team in a congenial working atmosphere.
- 2.4.6 Apply high moral and ethical standards while carrying out human or animal research.
- 2.4.7 Be humble and accept the limitations in his knowledge and skill and to ask for help from colleagues when needed.
- 2.4.8 Respect patient's rights and privileges including patient's right to information and right to seek a second opinion.

### 3.0 INFRASTRUCTURE

- 3.1 The Infrastructure like staff, equipment, Instruments, Material, Books and Journals, space, clinical material and number of students in each specialty shall be as per the stipulations of Dental Council of India from time to time.

#### 4.0 M.D.S COURSE- BRANCHES

##### 4.1. SPECIALITIES FOR THE MDS DEGREE

- 4.1.1 Prosthodontics and Crown & Bridge
- 4.1.2 Periodontology
- 4.1.3. Oral & Maxillofacial Surgery
- 4.1.4 Conservative Dentistry and Endodontics
- 4.1.5. Orthodontics & Dentofacial Orthopedics
- 4.1.6. Oral Pathology & Microbiology
- 4.1.7. Public Health Dentistry
- 4.1.8. Paedodontics & Preventive Dentistry
- 4.1.9 Oral Medicine & Radiology

#### 5.0 ELIGIBILITY FOR ADMISSION

- 5.1. A candidate for admission to the MDS course (Master of Dental Surgery) must have a recognized degree of BDS (Bachelor of Dental Surgery) awarded by an Indian University in respect of recognized Dental College under Section 10(2) of the Dentists Act, 1948 or an equivalent qualification recognized by the Dental Council of India (DCI) and should have obtained permanent registration with any State Dental Council on or before 31<sup>st</sup> March of the calendar year of admission.

Candidates not possessing a recognized Dental qualification for the above purpose shall secure the prior approval of his qualifications by the DCI before he can be admitted to the MDS Course under People's University.

- 5.2. Candidates who possess PG-Diploma recognized by the DCI with the duration of 2 years (proposed) in particular specialty is eligible for admission in MDS in the same specialty and the duration of the MDS course will be 2 years of full time study. Such Candidates shall undergo other procedures like Dissertation submission and other training, examination as prescribed for MDS course.
- 5.3. Provided that in the case of a foreign national, the Dental Council of India may, on payment of the prescribed fee for registration, grant temporary registration for the duration of the postgraduate training under People's University. He is admitted for the time being exclusively for postgraduate studies.
- 5.4. Provided that further temporary registration to such foreign national shall be subject to the condition that such person is duly registered as dental practitioner in his own country from which he/she has obtained his/her basic dental qualification and that his/her degree is recognized by DCI.



## 6.0 SELECTION OF STUDENTS FOR MDS COURSES:

- 6.1. Students for MDS course shall be selected strictly on the basis of their academic merit based on
- 6.1.1 The merit as determined by the Common Entrance examination conducted by the People's University/ any designated agency approved by the People's University or as decided by Statutory Body.
- 6.1.2 The minimum percentage of marks for eligibility for admission to postgraduate Dental Courses shall be 50% for general category candidates and 40% for the candidates belonging to Scheduled Castes and Scheduled Tribes, obtained in Common Entrance examination or as prescribed by Statutory Body/Competent Authority.

## 7.0 DURATION OF THE MDS COURSE:

- 7.1 The MDS Course shall be of three academic years duration as full time study. All the candidates for the degree of MDS are required to pursue the prescribed course for three academic years as full time candidates. No candidate is permitted to run a clinic or work in clinic / laboratory / nursing home/ College while studying postgraduate course.
- 7.2 The candidates shall undertake the study, under the direction of the Head of the Department, who has to be a recognized postgraduate teacher in that specialty.
- 7.3 The students undergoing postgraduate courses shall be exposed to the following:
- 7.3.1 Regular study of all the aspects as given in syllabus of the specialty
- 7.3.2 Basics of statistics to understand and critically evaluate published research papers.
- 7.3.3 Few lectures on other type of exposure to human behavior studies.
- 7.3.4 Basic understanding of pharmacodynamics.
4. A candidate who is already possessing MDS degree from any Institute and who wishes to study MDS again in another specialty shall be subjected to admission process as stipulated above and shall study the course again for three years as a full time student.

## 8.0 COMMENCEMENT OF COURSE

MDS course shall commence from 2nd of MAY each year/ or as prescribed by Statutory Body/Competent Authority.

## 9.0 TEACHING AND LEARNING ACTIVITIES

- 9.1 All the candidates registered for MDS course in various specialties shall pursue the course for a period of three years as fulltime students. During this period each students shall take part actively in learning and teaching activities designed by People's University.

- 9.2 Lecture: There shall be some didactic lecturers in the specialty and in the allied fields. The postgraduate departments should encourage the guest lectures in the required areas to strengthen the training programmes. It is also desirable to have certain integrated lectures by multidisciplinary teams on selected topics.
- 9.3 Journal club: The journal review meetings shall be held at least once a week. All trainees are expected to participate actively and enter relevant details in logbook. The trainee should make presentations from the allotted journals of selected articles at least 5 times in a year.
- 9.4 Seminars: The seminars shall be held at least twice a week in each postgraduate department. All trainees are expected to participate actively and enter relevant details in logbook. Each trainee shall make at least 5-seminar presentation in each year.
- 9.5 Symposium: It is recommended to hold symposium on topics covering multiple disciplines.
- 9.6 Clinical postings: Each trainee shall work in the clinics on regular basis to acquire adequate professional skills and competency in managing various cases to be treated by a specialist.
- 9.8 Clinico pathological conference: The clinico-pathological conferences should be held once in a month involving the faculties of oral medicine and radiology, oral pathology and concerned clinical department. The trainees should be encouraged to present the clinical details, radiological and histo-pathological interpretations and participation in the discussions.
- 9.9 Interdepartmental meetings: To bring in more integration among various specialties there shall be interdepartmental meeting chaired by the dean with all heads of postgraduate departments at least once a month.
- 9.10 Teaching skills: All the trainees shall be encouraged to take part in undergraduate teaching programmes either in the form of lectures or group discussions.
- 9.11 Continuing dental education programmes: Each postgraduate department shall organize these programme on regular basis involving the other institutions. The trainees shall also be encouraged to attend such programmes conducted elsewhere.
- 9.12 Conferences/ Workshops/ Advanced courses: The trainees shall be encouraged not only to attend conference/ workshops/ advance course but also to present at least two papers at state/ national specialty meetings during their training period.
- 9.13 Rotation & posting in other departments: To bring in more integration between the specialty and allied fields each postgraduate department shall workout a programme to rotate the trainees in related disciplines.
- 9.14 Dissertation: The People's University appreciates the importance of Research activities for the growth of the profession, Institution and trainee students. Therefore preparation of Dissertation based on clinical or research or experimental or any other method of study is one of the criteria for the award of MDS degree.

## 10.0 METHOD OF TRAINING

- 10.1 The training of a postgraduate student shall be full time with graded responsibilities in the management and treatment of patients entrusted to his/ her care. The participation of the students in all facets of educational process is essential. Every candidate should take part in Lectures, seminars, group discussions, case demonstration, clinics, journal review meetings, and clinical meetings. Every candidate shall be required to participate in the teaching and training programme of undergraduate students. Training should include involvement in laboratory and experimental work, and research studies.

## 11.0 ATTENDANCE, PROGRESS AND CONDUCT

- 11.1 A candidate pursuing MDS degree course should work in the concerned department of the institution for the full period as a full time student.
- 11.2 Each Academic year shall be taken as a unit for the purpose of calculating the attendance.
- 11.3 Every student shall attend symposia, seminars, conferences, journal review meetings, OT, ward rounds, case presentation, clinics; and lectures during each year as prescribed by the department and not absent himself / herself from work without valid reasons.
- 11.4 Every candidate shall have not less than 80 percent of attendance in each year of the course. However, candidates should not be absent continuously as the course is a full time one.
- 11.5 Every candidate shall complete from time to time the assignments as prescribed in the curriculum and assigned by HOD.

## 12.0 MONITORING PROGRESS OF STUDIES

- 12.1 Work diary / Log Book: Every candidate shall maintain a work diary and record of his /her participation in the training programme conducted by the department such as journal reviews, seminars, etc. Please see Chapter 24 & 25 for model checklists and logbook. Special mention may be made of the presentations by the candidate as well as details of clinical or laboratory procedures, if any conducted by the candidate. The work diary shall be scrutinized and certified by the Head of the Department and Head of the Institution, and presented in the University practical / clinical examination.
- 12.2 Periodic tests:  
In case of MDS degree courses of three years duration, the concerned departments shall conduct three tests, first at the end of first year and second at the end of second year and the Third, two months before the University examination. The tests shall include written papers, practical / clinical and viva voce. Records and marks obtained in such tests will be maintained by the Head of the Department.
- 12.3 In addition to these annual tests the departments may conduct assessment tests periodically to monitor the progress

**13.0 DISSERTATION:**

13.1 Every candidate shall prepare two Dissertations, one based on Review of Literature ( LIBRARY DISSERTATION ) and second one based on clinical or research or experimental or any other method of study ( MAIN/ RESEARCH )

13.1.1 Library Dissertation: It is a process of collection and compiling of data available in already published literature on a given topic. The dissertation work shall be completed before the end of first year.

13.1.2 Main / Research Dissertation

13.1.2.1 Main /Research dissertation shall be based on work / Research done by the candidate under the approved Guide, during the course of study.

13.1.2.2 Every candidate pursuing MDS degree course is required to carry out work on a selected research project under the guidance of a recognized post graduate teacher. The results of such a work shall be submitted in the form of a dissertation.

13.1.2.3 The dissertation is aimed to train a postgraduate student in research methods and techniques. It includes identification of a problem, formulation of a hypothesis, search and review of literature, getting acquainted with recent advances, designing of a research study, collection of data, critical analysis, comparison of results and drawing conclusions.

13.1.2.4 Every candidate shall submit to the Registrar of the University in the prescribed proforma, a synopsis containing particulars of proposed dissertation work within six months from the date of commencement of the course or before the dates notified by the University. The synopsis shall be sent through the proper channel.

13.1.2.5 Such synopsis will be reviewed and the dissertation topic will be registered by the University. No change in the dissertation topic or guide shall be made without prior approval of head of the Institution or the University.

13.1.2.6 The dissertation should be written under the following headings:

13.1.2.6.1 Introduction

13.1.2.6.2 Aims or Objectives of study

13.1.2.6.3 Review of Literature

13.1.2.6.4 Material and Methods

- 13.1.2.6.5 Results
- 13.1.2.6.6 Discussion
- 13.1.2.6.7 Conclusion
- 13.1.2.6.8 Summary
- 13.1.2.6.9 Bibliography
- 13.1.2.6.10 Tables
- 13.1.2.6.11 Annexure
- 13.1.2.7 The written text of dissertation shall be not less than 50 pages and shall not exceed 200 pages excluding reference, tables, questionnaires and other annexure. It should be neatly typed in double line spacing on one side of paper (Executive size, 7.25" x 10.5") and bound properly. Spiral binding is not permitted. The dissertation shall be certified by the guide, head of the department and head of the Institution.
- 13.1.2.8 Six copies and one soft copy of dissertation thus prepared and duly certified by the Guide, and HOD shall be submitted to the Registrar, through the Head of the Institution, six months before final examination on or before the dates notified by the University.
- 13.1.2.9 The dissertation shall be valued by all the four examiners (2 Internal and 2 external) appointed by the University.
- 13.1.2.10 Approval of dissertation work by all the four examiners in writing is an mandatory precondition for a candidate to be eligible to appear in the University examination, provided further that the candidate fulfills other eligibility requirements of attendance, progress and due clearance.
- 13.1.2.11 If any examiner does not approve the dissertation, examiner shall give in writing the specific reasons for NOT accepting the work.
- 13.1.2.12 Such candidates whose dissertation has not been approved shall, rectify the deficiencies as pointed out by the examiner and submit three copies of new bound dissertation and one soft copy duly approved and signed by the Guide and H.O.D. to the University through HOI, 3 months before commencement of next or subsequent examination.
- 13.1.2.13 University shall get the dissertation valued by the external examiner, preferably the same examiner. After due approval of the dissertation by the examiner, the candidate may be permitted to appear for the Theory, Clinical / Practical examination.

**14.0 GUIDE:**

- 14.1 The academic qualification and teaching experience required for recognition by the University as a guide for dissertation work shall be as laid down by Dental Council of India and People's University, Bhopal.
- 14.2 The Guide for each student in the specialty shall be nominated by the HOI, in consultation with the HOD.
- 14.3 Two students for each Professor and one student for each Reader can be allotted in each academic year. However a guide shall not have under him/her more than six students at a given time,
- 14.4 HOI may nominate if required, a co-guide who shall be a postgraduate teacher in the same specialty in the Institution.
- 14.5 Guides and co-guides shall be approved by the People's University, Bhopal.
- 14.6 CHANGE OF GUIDE : In the event of a registered guide leaving the institution for any reason or retiring from service, or arising of any unforeseen circumstances, guide may be changed with prior permission from head of the Institution and the University.

**15.0 UNIVERSITY EXAMINATION**

- 15.1 Eligibility: The following requirement shall be fulfilled by every candidate to become eligible to appear for the MDS University examination.
  - 15.1.1 Attendance & Progress: Every candidate shall have attendance and progress in each academic year of the postgraduate course as given in Para 9.
  - 15.1.2 Progress and conduct: Every candidate shall have participated in seminars, journal review meetings, symposia, conferences, case presentation, clinics and didactic lectures during each year as designed by the concerned department.
  - 15.1.3 Work diary and Logbook: Every candidate shall maintain a work diary and logbook for recording his / her participation in the training programme conducted by the department. The work diary and logbook shall be verified and certified by the Head of the Department and Head of the institution. (Please see SECTION III for Model Checklist and Log book)
  - 15.1.4 Dissertation: The approval of Main dissertation by all the four examiners.
  - 15.1.5 The certification of satisfactory progress by the head of the department and head of the institution shall be based on (15.1.1) , (15.1.2) and (15.1.3) mentioned above.

**16.0 SCHEME OF UNIVERSITY EXAMINATION:****16.1. GENERAL**

- 16.1.1 There shall be one examination at the end of 3 years for the students appearing for the first time.
- 16.1.2 The examination consists of Theory (Written), Practical / Clinical and VIVA VOCE
- 16.1.3 The failed candidates shall appear again in supplementary examination, after six months.
- 16.1.4 The main examination shall be held in the month of April each year and supplementary examination shall be held in the month of October each year.
- 16.1.5 There shall be a gap of at least six months between the two examinations (Main, supplementary and subsequent examinations)
- 16.1.6 The failed student shall appear once again in all the parts of University examination (Written, Clinical/Practical and Viva voce).
- 16.1.7 The failed candidate need not prepare new dissertation, if it is approved by the University. However this is applicable to SIX attempts or a maximum of 5 years from the date of first appearance in the examination only.
- 16.1.8 Such students shall apply to the University for permission to carry out the dissertation work again in the Institution. If permitted a fresh dissertation need to be prepared under the Guide approved by the University.

16.2 **WRITTEN EXAMINATION:** The written examination shall consist of four papers, out of which two shall be pertaining to the specialty; one in Applied Basic Sciences and one shall be an Essay in the speciality. Each paper shall be of three hours duration.

**16.3 CLINICAL / PRACTICAL EXAMINATION**

- 16.3.1 It should aim at examining the clinical skills and competence of candidate for undertaking independent work as a specialist. The actual format of clinical work and minimum number of clinical exercised shall be prescribed by the University to enable the candidate to develop confidence and clinical skill.

**16.4 VIVA VOCE EXAMINATION**

- 16.4.1 Viva voce examination shall aim at assessing depth of knowledge, logical reasoning, confidence and verbal communication skills.

## 16.5 DISTRIBUTION OF MARKS AT THE UNIVERSITY EXAMINATION

### 16.5.1 PART- A- WRITTEN

16.5.1.1	Paper-I	Applied Basic subjects	75 marks
16.5.1.2	Paper-II	Concerned specialty	75 marks
16.5.1.3	Paper-III	Concerned specialty	75 marks
16.5.1.4	Paper-IV	Essay on any one topic in concerned specialty (Choice shall be given for the essay )	75 marks

**Total:300 M:**

### 16.5.2 PART-B- Practical/ Clinical & Viva

16.5.2.1	Practical & Clinical Examination	: 200 marks
16.5.2.2	Viva-voce	: 100 marks

## 17.0 THE SCHEME OF TYPE OF QUESTIONS IN WRITTEN PAPERS

17.1 Each paper except Essay paper shall be of 3 hrs duration and shall carry maximum of 75 marks and shall contain questions as mentioned below:

Q.No. I Long essay question- 20 Marks

Q.No. II Long essay question- 20 Marks

Q.No. III Seven short note questions- 5 Marks each

17.2 Fourth ESSAY paper shall be of 3 hrs duration, carrying 75 marks. It shall have two essay topics. The candidate shall answer any one of the two.

17.3 All the written papers shall be valued by all the four examiners and aggregate of average marks in all the written papers shall be computed to determine the result. Pass mark shall be 150 marks out of maximum 300 Marks.

## 18.0 TITLES AND CONTENTS OF WRITTEN PAPERS IN VARIOUS SPECIALITIES:

### 18.1 Prosthodontics and Crown & Bridge

Paper-I	- Applied Anatomy, physiology, pathology and Dental Materials
Paper –II	- Removable Prosthodontics and Oral Implantology
Paper –III	- Fixed Prosthodontics
Paper – IV	- Essay



**18.2 Periodontology**

- Paper- I - Applied Anatomy, physiology, Biochemistry, Pathology and Pharmacology
- Paper –II - Etiopathogenesis
- Paper –III - Clinical Periodontology and Oral Implantology
- Paper – IV - Essay

**18.3. Oral & Maxillofacial Surgery**

- Paper- I - Applied Anatomy, physiology and Pathology
- Paper –II - Minor oral Surgery and Trauma
- Paper –III - Maxillofacial Surgery and oral Implantology
- Paper – IV - Essay

**18.4 Conservative Dentistry and Endodontics**

- Paper- I - Applied Anatomy, Physiology, Pathology and Dental Materials
- Paper –II - Conservative dentistry & Aesthetic Dentistry
- Paper –III - Endodontics
- Paper – IV - Essay

**18.5 Orthodontics & Dentofacial Orthopedics**

- Paper- I - Applied Anatomy, Physiology, Pathology, Genetics Physical anthropology & Dental material
- Paper –II - Diagnosis and treatment planning.
- Paper –III - Clinical Orthodontics ad Mechanotherapy
- Paper – IV - Essay

**18.6 Oral Pathology & Microbiology Forensic Odontology**

- Paper- I - Applied Anatomy, Physiology, Pathology and Research methodology
- Paper –II - Oral pathology, Microbiology and Oncology
- Paper –III - Laboratory Techniques and Diagnosis
- Paper – IV - Essay

**18.7 Public Health Dentistry**

- Paper- I** - Applied Anatomy, Physiology, Pathology and Research methodology
- Paper –II** - Public Health
- Paper –III** - Dental Public Health
- Paper – IV** - Essay

**18.8 Pediatric & Preventive Dentistry**

- Paper- I** - Applied Anatomy, Physiology, Pathology Microbiology, nutrition and Dietics
- Paper –II** - Clinical pediatric dentistry
- Paper –III** - Preventive and community dentistry as applied to pediatric dentistry
- Paper – IV** - Essay

**18.9 Oral Medicine and Radiology**

- Paper- I** - Applied Anatomy, Physiology, Pathology and pharmacology
- Paper –II** - Diagnosis, diagnostic methods and imageology and Applied Oral Pathology
- Paper –III** - Oral medicine, therapeutics and laboratory investigations
- Paper – IV** - Essay

**19.0 PRACTICAL / CLINICAL EXAMINATION :**

- 19.1 In case of practical/ Clinical examination, it should be aimed at assessing competence and skills of techniques and procedures, It should also aim at testing student's ability to make relevant and valid observations, interpretation and inference of laboratory or experimental or clinical work relating to his / her subject for undertaking independent work as a specialist. The actual format of clinical examination in various specialties are given below.
- 19.2 Duration of practical/Clinical examination including VIVA VOCE is minimum of TWO days up to 4 candidates. Duration shall be increased as per the requirement.
- 19.3 There shall be NO practical examinations in Applied Basic Medical subjects.
- 19.4 The Maximum marks for practical / clinical examination shall be 200 marks. Exercises and distribution of marks for various clinical / practical exercises in the specialties is mentioned below:

**19.5 PROSTHODONTICS, CROWN & BRIDGE**

19.5.1 Examination shall be for three days. If there are more than 6 candidates, it may be extended for one more day. Each candidate shall be examined for a minimum of two days, six hours per day including viva voce.

**19.5.2 Presentation of treated patients and records during their 3 years training period – 25 Marks**

- |    |  |   |         |
|----|--|---|---------|
| a. | C. D.  | - | 1 mark  |
| b. | R.P.D.   | - | 2 marks |
| c. | F.P.D including single tooth and surface restoration | - | 2 marks |
| d. | I.S.P.   | - | 5 marks |
| e. | Occlusal rehabilitation                              | - | 5 marks |
| f. | T. M.J.  | - | 5 marks |
| g. | Maxillofacial Prosthesis                             | - | 5 marks |

**19.5.3 Present actual treated patients C. D. Prosthesis and Insertion – 90 Marks**

- |    |  |   |          |
|----|--|---|----------|
| a. | Discussion on treatment plan and patient review  | - | 10 marks |
| b. | Tentative jaw relation records   | - | 5 marks  |
| c. | Face Bow – transfer  | - | 5 marks  |
| d. | Transferring it on articulators  | - | 5 marks  |
| e. | Extra oral tracing and securing centric and protrusive/ lateral, record                                    | - | 25 marks |
| f. | Transfer in on articulator   | - | 5 marks  |
| g. | Selection of teeth   | - | 5 marks  |
| h. | Arrangement of teeth   | - | 15 marks |
| i. | Waxed up denture trial   | - | 10 marks |
| j. | Fit, insertion and instruction of previously processed characterized, anatomic complete denture prosthesis | - | 5 marks  |

All steps will include chair side, lab and viva voce

**19.5.4 Fixed Partial Denture – 50 Marks**

- a. Case discussion and selection of patients for F. P. D. - 5 marks
- b. Abutment preparation isolation and fluid control - 25 marks
- c. Gingival retraction and impressions - 10 marks
- d. Cementation of provisional restoration - 10 marks

**19.5.5 Removable Partial Denture – 35 Marks**

- Surveying and designing of partial dentate cast - 10 marks
- Discussion on components and material selection Including occlusal scheme. - 15 marks

**19.5.6 Viva Voce: 100 Marks**

- i. Viva-Voce examination : 80 marks

All examiners will conduct viva-voce conjointly on candidate's comprehension, analytical approach, expression, interpretation of data and communication skills. It includes all components of course contents. It include presentation and discussion on dissertation also.

**19.5.6.1 Pedagogy Exercise : 20 marks**

A topic be given to each candidate in the beginning of clinical examination. He/ She is asked to make a presentation on the topic for 8-10 minutes.

**19.6 PERIODONTOLGY**

The clinical examination shall be of two days duration

**19.6.1 Case discussion**

Long case - One

Short case - One

19.6.1.1 Periodontal surgery – Periodontal flap surgery on previously prepared case in one quadrant of the mouth after getting approval from the examiners.

19.6.1.2 Post surgical review and discussion of the case treated on the 1<sup>st</sup> day

Presentation of dissertation & discussion

19.6.1.3 All the examiners shall participate in all the aspects of clinical examinations/ Viva Voce

19.6.1.4 Distribution of Marks for clinical examination (recommended)

a) Long Case discussion	50
b) 2 Short cases	50
c) periodontal Surgery	75
d) Post – Operative review	25
<b>Total</b>	<b>200</b>

**19.6.2 Viva Voce: 100 Marks**

19.6.2.1 **Viva-Voce examination: 80 marks**

All examiners will conduct viva-voce conjointly on candidate's comprehension, analytical approach, expression, interpretation of data and communication skill. It includes all components of course contents. It includes presentation and discussion on dissertation also.

19.6.2.2 **Pedagogy : 20 marks**

A topic be given to each candidate in the beginning of clinical examination. He/ she is asked to make a presentation on the topic for 8-10 minutes.

## **19.7 ORAL & MAXILLOFACIAL SURGERY**

19.7.1 **Minor Oral Surgery – 100 Marks**

Each candidate is required to perform the minor oral surgical procedures under local anaesthesia. The minor surgical cases may include removal of impacted lower third molar, cyst enucleation, any similar procedure where students can exhibit their professional skills in raising the flap, removing the bone and suturing the wound.

19.7.2 (a) One long case - 60 marks

(b) Two short cases - 20 marks each

**19.7.3 Viva Voce - 100 Marks****19.7.3.1 Viva-Voce examination: 80 marks**

All examiners will conduct viva-voce conjointly on candidate's comprehension, analytical approach, and expression interpretation of data and communication skills. It includes all components of courses contents. It includes presentation and discussion on dissertation also.

**19.7.3.2 Pedagogy Exercise: 20 marks**

A topic be given to each candidate in the beginning of clinical examination. He/ she is asked to make a presentation on the topic for 8-10 minutes.

**19.8 CONSERVATIVE DENTISTRY & ENDODONTICS**

19.8.1 The duration of Clinical and Viva Voce examination will be 2 days for a batch of four students

**19.8.2 Clinical Exercise I - 50 Marks**

Cast core preparation

- |       |                                     |   |          |
|-------|-------------------------------------|---|----------|
| (i)   | Tooth Preparation                   | - | 10 marks |
| (ii)  | Direct Wax Patter                   | - | 10 marks |
| (iii) | Casting                             | - | 10 marks |
| (iv)  | Cementation                         | - | 10 marks |
| (v)   | Retraction & Elastomeric Impression | - | 10 marks |

**19.8.3 Viva Voce : 100 Marks**

19.8.3.1. Viva-Voce examination: 80 marks

19.8.3.2. Pedagogy Exercise: 20 marks

A topic be given to each candidate in the beginning of clinical examination. He/ she is asked to make a presentation on the topic for 8-10 minutes.

**19.9 ORTHODONTICS**

**19.9.1 Practical / Clinical Examination :200 Marks**

**19.9.1.1 Exercise No.: 1 Functional Case : 50 Marks**

Selection of case for functional appliance and recording of construction bite. Fabrication and delivery of the appliance the next day.

**19.9.1.2 Exercise No.: 2 multiband exercise : 50 Marks**

III stage with auxillary springs

OR

Bonding of SWA brackets and construction of suitable arch wire.

**19.9.1.3 Exercise No. 3 Display of records of the treated cases (minimum of 5 cases) 5 cases X 15 marks = 75 Marks****19.9.1.4 Exercise No. : 4 long case discussions: 25**

No.	Exercise	Marks allotted	Approximate Time
1	Functional appliance	50	1 hour
2	III stage mechanics / Bonding and arch wire fabrication	50	1 hr. 30 min.
3	Display of case records (a minimum of 5 cases to be presented with all the cases)	75	1 hour
4	Long cases	25	2 hours

**19.9.2 Viva Voce : 100 Marks****19.9.2.1. Viva-voce examination: 80 marks**

All examiners will conduct viva-voce conjointly on candidate's comprehension, analytical approach, and expression, interpretation of data and communication skills. It includes all components of course contents. It includes presentation and discussion on dissertation also.

**19.9.2.2. Pedagogy Exercise: 20 marks**

A topic be given to each candidate in the beginning of clinical examination. He/ she is asked to make a presentation on the topic for 8-10 minutes.

**19.10 ORAL PATHOLOGY & MICROBIOLOGY****19.10.1 Practical / Clinical - 200 Marks****19.10.1.1 Case Presentation**

- a) Long case – 20 marks
- b) Short case – 10 marks

- 19.10.1.2 Clinical Hematology  
(any two investigations) – 20 marks  
Hb%, bleeding time, clotting time,  
Total WBC count, Differential WBC  
count and ESR
- 19.10.1.3 Smear Presentation – 20 marks  
Cytology or microbial smear  
and staining
- 19.10.1.4 Paraffin sectioning and  
H & E Staining – 30 Marks
- 19.10.1.5 Histopathology slide discussion – 100 Marks

**19.10.2 Viva Voce 100 Marks**

- 19.10.2.1 Viva-Voce examination: 80 marks

All examiners will conduct viva-voce conjointly on candidate's comprehension, analytical approach, expression, interpretation of data and communication skills. It includes all components of course contents. It includes presentation and discussion on dissertation also.

- 19.10.2.2 Pedagogy Exercise: 20 marks

A topic be given to each candidate in the beginning of clinical examination. He/ she is asked to make a presentation on the topic for 8-10 minutes.

**19.11 PUBLIC HEALTH DENTISTRY**

**19.11.1 Practical / Clinical Examination: 200 Marks**

- 19.11.1.1 Clinical examination of at least 2 patients representing the community – include history, main complaints, examination and recording of the findings, using indices for the assessment of oral health and presentation of the observation including diagnosis, comprehensive treatment planning.

(50 Marks – 1 ½ Hrs.)



- 19.11.1.2 Performing
- a One of the treatment procedures as per treatment plan. (Restorative, surgical, rehabilitation)
  - b Preventive oral health care procedure.
  - c One of the procedures specified in the curriculum
- (50 Marks – 1 ½ Hrs.)

19.11.1.3 Critical evaluation of a given research article published in an international journal. (50 Marks – 1 ½ Hrs.)

19.11.1.4 Problem solving – a hypothetical oral health situation existing in a community is given with sufficient data. The student as a specialist in community dentistry is expected to suggest practical solutions to the existing oral health situation of the given community. (50 Marks – 1 ½ Hrs.)

**19.11.2 Viva voce: 100 Marks**

19.11.2.1 Viva-Voce examination: 80 marks

All examiners will conduct viva-voce conjointly on candidate's comprehension, analytical approach, expression, interpretation of data and communication skills. IT includes all components of course contents. It includes presentation and discussion on dissertation also.

ii. Pedagogy Exercise: 20 marks

A topic is given to each candidate in the beginning of clinical examination. He/ she is asked to make a presentation on the topic for 8-10 minutes.

**19.12 PEDODONTIA & PREVENTIVE DENTISTRY**

**19.12.1 Practical Examination: 200 Marks**

The Clinical / Practical and Viva-Voce Examinations are conducted for a minimum of two days.

1<sup>st</sup> Day

19.12.1.1 **Case Discussion, Pulp Therapy i.e. Pulpectomy on a Primary Molar.**

Case Discussion	:	20 marks
Rubber Dam application	:	10 marks
Working length X-ray	:	20 marks
Obturation	:	<u>20 marks</u>

**Total 70 marks**

19.12.1.2 **Case Discussion, Crown preparation on a Primary Molar for Stainless steel crown and cementation of the same.**

Case Discussion : 10 marks

Crown Preparation : 20 marks

Crown Selection and Cementation : 20 marks

**Total** **50 marks**

19.12.1.3 **Case Discussion, band adaptation for fixed type of space maintainer and impression making.**

Case Discussion : 20 marks

Band adaptation : 20 marks

Crown Selection and Cementation : 20 marks

**Total** **60 marks**

19.12.1.4 **Evaluation of Fixed Space Maintainer and Cementation** : 20 marks

**19.12.2 Viva Voce : 100 Marks**

19.12.2.1 Viva-Voce examination : 80 marks

All examiners will conduct viva-voce conjointly on candidate's comprehension, analytical approach, expression, interpretation of data and communication skills. It includes all component of course contents. It includes presentation and discussion on dissertation also.

19.12.2.2 Pedagogy Exercise: 20 marks

A topic be given to each candidate in the beginning of clinical examination. He/ she is asked to make a presentation on the topic for 8-10 minutes.

**19.13 ORAL MEDICINE & RADIOLOGY**

**19.13.1 Practical / Clinical Examination : 200 Marks**

19.13.1.2 Clinical Case Presentation

2 Spotters 2 x 10 = 20 Marks

2 Short Cases 2 x 15 = 30 Marks

2 Short Cases 1 x 50 = 50 Marks

**Total = 100 Marks**

**19.13.1.2 Radiology Exercise**

- A) One Intra Oral Radiograph: 10 Marks
- B) One Occlusal Radiograph: 30 Marks
- C) Two Extra Oral Radiograph:

2x30=60 Marks

Including technique and interpretation

**19.13.2 Viva Voce: 100 Marks****19.13.2.1 Viva- Voce examination : 80 marks**

All examiners will conduct viva-voce conjointly on candidate's comprehension, analytical approach, expression, interpretation of data and communication skills. It includes all components of course contents. It includes presentation and discussion on dissertation also.

**19.13.2.2 Pedagogy Exercise: 20 marks**

A topic be given to each candidate in the beginning of clinical examination. He/ she is asked to make a presentation on the topic for 8-10 minutes.

**20.0 RE- VALUATION OF ANSWER BOOKS:**

There shall be no provision of re-totaling / Revaluation of written and practical/ Clinical papers as the papers are valued by the four expert examiners.

**21.0 CRITERIA FOR DECLARING AS PASS:**

To pass in the University examination

- 21.1 Dissertation should have been approved by the examiners in that year or previous years.
- 21.2 Shall have secured a minimum of 50% marks in aggregate of all the written papers (150 Marks out of 300 Marks.)
- 21.3 Shall have secured a minimum of 50% marks in aggregate of Practical / Clinical examination and VIVA examination. (150 Marks out of 300 Marks).

21.4 Candidates passing the MDS examination shall be declared to have passed the examinations in

A) Second class – 50% and above and below 75 % marks in aggregate.

B) First Class – above 75 % of marks in aggregate.

21.5 A candidate who is declared successful in the M.D.S. examination shall be granted a degree of "Master of Dental Surgery" in the speciality.

## **22.0 EXAMINERS:**

22.1 The University examination shall be conducted by a board of four examiners appointed by the University.

22.2 The board of four examiners consists of two internal and two external examiners.

22.3 One of the internal examiners shall be appointed as chairman of board by the University.

22.4 50% of the external examiners shall be from outside the state.

## **23.0 QUALIFICATION & EXPERIENCE FOR EXAMINERS:**

23.1 He/She should possess PG qualification and teaching experience of more than 4 Years after obtaining PG qualification in the same speciality.

23.2 No person who is not an active postgraduate teacher in the subject can be appointed as an examiner.

23.3 Reciprocal arrangement of Examiners should be discouraged, in that, the Internal Examiner in a Subject should not accept External Examiner ship for a institution from which External Examiner is appointed.

23.4 No person shall be an external examiner for the same institution for more than Four consecutive Examinations. However if there is a break of two examinations, the person can be re-appointed in subsequent examinations.

**24.0 CHECK LISTS****24.1 CHECKLIST – 1****MODEL CHECKLIST FOR EVALUATION OF JOURNAL  
REVIEW PRESENTATIONS**

Name of Trainee:

Date:

Name of Faculty / Observer:

S.No	Items for observation during presentation	Poor 0	Below Average 1	Average 2	Good 3	Very Good 4
1	Article chosen was					
2	Extent of understanding of scope and objectives of the paper by the candidate					
3	Whether cross references have been consulted.					
4	Whether other relevant publications consulted					
5	Ability to respond to questions on the paper / subject.					
6	Audio – Visual aids used					
7	Ability to defend the paper.					
8	Clarity of presentation.					
9	Any other observation					
	<b>Total Score</b>					

**24.2. CHECKLIST-2****MODEL CHECKLIST FOR EVALUATION OF SEMINAR  
PRESENTATIONS**

Name of the Trainee :

Date:

Name of the Faculty / Observer :

S.No	Items for observation during presentation	Poor 0	Below Average 1	Average 2	Good 3	Very Good 4
1	Whether other relevant publications consulted.					
2	Whether cross-references have been consulted.					
3	Completeness of Preparation.					
4	Clarity of presentation.					
5	Understanding of subject.					
6	Ability to answer the questions.					
7	Time scheduling.					
8	Appropriate use of Audio – Visual aids.					
9	Overall performance.					
10	Any other observation.					
	<b>Total Score</b>					

## 24.3. CHECKLIST-3

**MODEL CHECKLIST FOR EVALUATION OF CLINICAL WORK IN OPD***(To be completed once a month by respective Unit Heads including posting in other department)*

Name of the Trainee :

Date:

Name of the Unit Head :

S.No	Items for observation during presentation	Poor 0	Below Average 1	Average 2	Good 3	Very Good 4
1	Regularity of attendance.					
2	Punctuality.					
3	Interaction with colleagues and supportive staff.					
4	Maintenance of case records.					
5	Presentation of cases.					
6	Investigations work up.					
7	Chair-side manners.					
8	Report with patients.					
9	Over all quality of clinical work.					
	<b>Total Score</b>					

## 24.4. CHECKLIST- 4

**EVALUATION FROM THE CLINICAL CASE PRESENTATION**

Name of the Trainee :

Date:

Name of the Faculty / Observer :

SL. No.	Items for observation during presentation	Poor 0	Below Average 1	Average 2	Good 3	Very Good 4
1	Completeness of history					
2	Whether all relevant points elicited.					
3	Clarity of presentation.					
4	Logical order.					
5	Mentioned all positive and negative.					
6	Accuracy of general physical examination.					
7	Diagnosis : whether it follows logically from history and findings.					
8	Investigations required.					
	Complete List.					
	Relevant order.					
9	Interpretation of investigations.					
	Ability to react to questioning whether it follows logically from history and findings					
10	Ability to defend diagnosis.					
11	Ability to justify differential diagnosis.					
12	Others.					
	<b>Grand Total</b>					

**Note:- Please use a separate sheet for each faculty member.**

## 24.5. CHECKLIST- 5

**MODEL CHECK LIST FOR EVALUATION OF TEACHING SKILL**

Name of the Trainee :

Date:

Name of the Faculty / Observer:

SL. No		Strong Point	Weak Point
1	Communication of the purpose of the talk		
2	Evokes audience interest in the subject.		
3	The introductions.		
4	The sequence of ideas.		
5	The use of practical example and / or illustrations.		
6	Speaking style (enjoyable, monotonous, etc. Specify)		
7	Attempts audience participation.		
8	Summary of the main points at the end.		
9	Asks questions.		
10	Answers questions asked by the audience.		
11	Rapport of speaker with his audience.		
12	Effectiveness of the talk		
13	Uses AV Aids appropriately.		

## 24.6. CHECKLIST- 6

**MODEL CHECK LIST FOR DISSERTATION PRESENTATION**

Name of the Trainee:

Date:

Name of the Faculty / Observer:

S.No	Items for observation during presentation	Poor 0	Below Average 1	Average 2	Good 3	Very Good 4
1	Interest shown in selecting topic.					
2	Appropriate review.					
3	Discussion with guide and other faculty.					
4	Quality of protocol.					
5	Preparation of Proforma					
	<b>Total Score</b>					

## 24.7. CHECKLIST- 7

**CONTINUOUS EVALUATION OF DISSERTATION WORK BY  
GUIDE / CO-GUIDE**

Name of the Trainee :

Date:

Name of the Faculty / Observer :

SL. No.	Items for observation during presentation	Poor 0	Below Average 1	Average 2	Good 3	Very Good 4
1	Periodic consultation with guide / co-guide.					
2	Regular collection of case material					
3	Depth of analysis/ Discussion.					
4	Department presentation of findings.					
5	Quality of final output.					
6	Others					
	<b>Total Score</b>					

## 24.8. CHECKLIST- 8

**OVERALL ASSESSMENT SHEET**

Date:

SL. No.	Faculty Member	Name of trainee ..... and Mean Score									
		A	B	C	D	E	F	G	H	I	J
1											
2											
3											
4											
5											
6											

Signature of HOD

Signature of Principal

The above overall assessment sheet used along with the logbook should form the basis for certifying satisfactory completion of course of study, in addition to the attendance requirement.

**KEY:****Faculty member** : Name of the faculty doing the assessment.**Mean score** : Is the sum of all the scores of checklist 1 to 7.**A, b,.....** : Name of the trainees.



**25.0 LOG BOOK**

The proforma of tables are given below.

**25.1. TABLE 1****ACADEMIC ACTIVITIES ATTENDED**

Name: \_\_\_\_\_ Admission Year: \_\_\_\_\_

College : \_\_\_\_\_

Date	Type of activity Specify Seminar, Journal club, presentation, UG teaching	Attended / Participated

**25.2. TABLE 2****ACADEMIC PRESENTATIONS MADE BY THE TRAINEE**

Name: \_\_\_\_\_ Admission Year: \_\_\_\_\_

College : \_\_\_\_\_

Date	Topic	Type activity Specify Seminar, Journal club, presentation, UG teaching etc.

**25.3. TABLE 3****DIAGNOSTIC AND OPERATIVE PROCEDURES PERFORMED**

Name: \_\_\_\_\_ Admission Year: \_\_\_\_\_

College: \_\_\_\_\_

Date	Name	OP No.	Procedure	Category O,A,PA,PI

**Key:**

- O - Washed up and observed-Initial 6 months of admission.  
 A - Assisted a more senior surgeon – I year MDS  
 PA - Performed procedure under the direct supervision of a senior surgeon – II year MDS.  
 PI - Performed independently – III year MDS

Established under M. P. Act. No. 17 of 2007

**Ordinance No. 29**

**DOCTOR OF MEDICINE (M.D.) AND MASTER OF  
SURGERY(M.S.)**

**GENERAL RULE**

These general rules are subject to alterations from time to time. The degree shall be conferred after the acceptance of thesis and passing in examination (Written, Viva and Practical).

**SUBJECTS OF AWARDS**

**M.D.**

1. Anatomy
2. Physiology
3. Biochemistry
4. Pathology
5. Pharmacology
6. Microbiology
7. Forensic Medicine
8. Community Medicine
9. General Medicine
10. Paediatrics
11. Anaesthesiology
12. Dermatology, Venereology & Leprosy
13. Respiratory Medicine
14. Psychiatry
15. Radiodiagnosis
16. Radiotherapy
17. Emergency Medicine
18. Immuno Haematology and Blood Transfusion
19. Infectious diseases
20. Physical Medicine Rehabilitation
21. Geriatrics

**M.S.**

1. General Surgery
2. Obstetrics & Gynaecology
3. Orthopaedics
4. Ophthalmology
5. E.N.T.

## 1.0 AIMS & OBJECTIVES

### 1.1 AIMS

The goal of postgraduate medical education shall be to produce competent specialists and/or Medical teachers.

- 1.1.1 Who shall recognize the health needs of the community, and carry out professional obligations ethically and in keeping with the objectives of the national health policy.
- 1.1.2 Who shall have mastered most of the competencies, pertaining to the speciality, that are required to be practiced at the secondary and the tertiary levels of the health care delivery system;
- 1.1.3 Who shall be aware of the contemporary advance and developments in the discipline concerned;
- 1.1.4 Who shall have acquired a spirit of scientific inquiry and is oriented to the principles of research methodology and epidemiology; and
- 1.1.4 Who shall have acquired the basic skills in teaching of the medical and paramedical professionals

### 1.2 OBJECTIVES

At the end of the postgraduate training in the discipline concerned the student shall be able to;

- 1.2.1 Recognize the importance to the concerned speciality in the context of the health needs of the community and the national priorities in the health section.
- 1.2.2 Practice the speciality concerned ethically and in step with the principles of primary health care.
- 1.2.3 Demonstrate sufficient understanding of the basic sciences relevant to the concerned speciality.
- 1.2.4 Identify social, economic, environmental, biological and emotional determinants of health in a given case, and take them into account while planning therapeutic, rehabilitative, preventive and primitive measure/strategies.
- 1.2.5 Diagnose and manage majority of the conditions in the speciality concerned on the basis of clinical assessment, and appropriately selected and conducted investigations.
- 1.2.6 Plan and advise measures for the prevention and rehabilitation of patients suffering from disease and disability related to the speciality.

- 1.2.7 Demonstrate skills in documentation of individual case details as well as morbidity and mortality rate relevant to the assigned situation.
- 1.2.8 Demonstrate empathy and humane approach towards patients and their families and exhibit interpersonal behaviour in accordance with the societal norms and expectations.
- 1.2.9 Play the assigned role in the implementation of national health programme, effectively and responsibly.
- 1.2.10 Organize and supervise the chosen/assigned health care services demonstrating adequate managerial skills in the clinic/hospital or the field situation.
- 1.2.11 Develop skills as a self-directed learner, recognize continuing education needs; select and use appropriate learning resources.
- 1.2.12 Demonstrate competence in basic concepts of research methodology and epidemiology, and be able to critically analyze relevant published research literature.
- 1.2.13 Develop skills in using educational methods and techniques as applicable to the teaching of medical/nursing students, general physicians and paramedical health workers.
- 1.2.14 Function as an effective leader of a health team engaged in health care, research or training.

### **1.3 STATEMENT OF THE COMPETENCIES :**

Keeping in view the general objectives of postgraduate training, each discipline has developed specific competencies which has been defined and spelt out in clear terms. Each department has produced a statement to bring it to the notice of the trainees in the beginning of the programme so that he or she can direct the efforts towards the attainment of these competencies.

### **1.4 COMPONENTS OF THE POSTGRADUATE CURRICULUM :**

The major components of the Postgraduate curriculum shall be :

- 1.4.1 Theoretical knowledge
- 1.4.2 Practical and clinical skills.
- 1.4.3 Writing Thesis / Research articles.
- 1.4.4 Attitudes including communication skills.
- 1.4.5 Training in research methodology, Medical Ethics and Medico-legal aspects.-

## 2.0 COURSE STRUCTURE

### 2.1 Training Period and Time Distribution

The period of training for obtaining the degrees shall be three completed years including the period of examination.

**Provided that** in the case of students having a recognised two year postgraduate diploma course in the same subject, the period of training, including the period of examination, shall be two year.

### 2.2 Timing of Examinations:-

The examinations shall be organised on the basis of grading or marking system to evaluate and certify candidate's level of knowledge, skill and competence at the end of the training and obtaining a minimum of 50% marks in theory as well as practical separately shall be mandatory for passing the whole examination. The examination for M.S./ M.D., shall be held at the end of 3 academic years (six academic terms). The academic terms shall mean six months training period.

## 3.0 ACADEMIC QUALIFICATION AND SELECTION CRITERIA FOR ADMISSION

### 3.1 Eligibility Criteria: Candidate for M.D./M.S. degree must be

3.1.1 An M.B.B.S. of any University recognized by the Medical Council of India and People's University.

3.1.2 Completed one year of Internship by 30<sup>th</sup> March of calendar year of admission.

### 3.2 Selection of Students:

Students for Postgraduate medical courses shall be selected strictly on the basis of their academic merit.

3.2.1 The merit as determined by 'Common Entrance Test' conducted by People's University/any designated agency approved by People's University or as decided by Statutory Body.

**Provided that** wherever entrance test for Postgraduate admission is held the minimum percentage of marks for eligibility for admission to postgraduate medical courses shall be fifty per cent for general category candidates and 40 per cent for the candidate belonging to Scheduled Castes, Scheduled Tribes and Other Backward classes or as prescribed by Statutory Body/Competent Authority.

### 3.3 Migration:

Migration/transfer of students undergoing any postgraduate course shall not be permitted by any University or any authority.

## 4.0 COMMENCEMENT OF COURSE

The M.D /M.S. course shall commence with effect from 2<sup>nd</sup> May of respective year or as prescribed by Statutory Body/Competent Authority.

## 5.0 REGULATION RELATING TO ASSESSMENT OF ACADEMIC GROWTH OF STUDENTS

5.1 Examination Regulations - Essentialities for qualifying to appear in professional examinations. The performance in essential components of training are to be assessed, based on:

### 5.1.1 Attendance :

All candidates joining the Post Graduate training programme shall work as full time residents during the period of training, attending not less than 80% (Eighty percent) of the training during each calendar year, and given full time responsibility, assignments and participation in all facets of the educational process.

### 5.1.2 Internal Assessment :

5.1.2.1 Post Graduate students shall maintain a record (log) book of the work carried out by them and the training programme undergone during the period of training including details of surgical operations assisted or done independently by M.S. candidates.

5.1.2.2 The record books shall be checked and assessed by the faculty members imparting the training.

5.1.2.3 Internal assessment shall also be based on the following:-

#### 5.1.2.3.1 Basic Medical Sciences

Lectures, Seminars, Journal Clubs, Group Discussions, Participation in laboratory and experimental work, and involvement in research studies in the concerned speciality and exposure to the applied aspects of the subject relevant to clinical specialities.

#### 5.1.2.3.2 Clinical disciplines

In service training, with the students being given graded responsibility in the management and treatment of patients entrusted to their care; participation in Seminars, Journal clubs, Group Discussions, Clinical Meetings, Grand rounds, and Clinico - Pathological Conferences; practical training in Diagnosis and medical and Surgical treatment; training in the Basic Medical Sciences, as well as in allied clinical specialities.

## 6.0 APPOINTMENT OF EXAMINERS

- 6.1 No person shall be appointed as an examiner in any subject unless he fulfils the minimum requirements for recognition as a Post Graduate teacher as laid down by the Medical Council of India and has teaching experience of 8 (Eight) years out of which he has not less than 5 (Five) years teaching experience after obtaining Post Graduate degree as a Lecturer / Asstt. Professor. For external examiners, he should have minimum three years experience of examinership for Post Graduate diploma in the concerned subject. Out of internal examiners, one examiner shall be a professor and Head of Department or Head of Department.
- 6.2 There shall be at least four examiners in each subject at an examination out of which at least 50% (Fifty percent) shall be external examiners. The external examiner who fulfils the condition laid down in clause – 1 above shall ordinarily be invited from another recognised University, from outside the State: provided that in exceptional circumstances examinations may be held with 3 (three) examiners if two of them are external and Medical council of India is intimated with the justification of such examination and the result shall be published in such a case with the approval of Medical council of India.
- 6.3 An external examiner shall be ordinarily been appointed for not more than three years consecutively. Thereafter he may be reappointed after an interval of two years.
- 6.4 The internal examiner in a subject shall not accept external examinership for a college from which external examiner is appointed in his subject.
- 6.5 The same set of examiners shall ordinarily be responsible for the written, practical or part of examination.
- 6.6 There shall be a Chairman of the Board of paper-setters who shall be an internal examiner and shall moderate the questions.
- 6.7 The Head of the Department of the institution concerned shall ordinarily be one of the internal examiners and second internal examiner shall rotate after every two year.

## 7.0 UNIVERSITY EXAMINATIONS: THEORY AND PRACTICAL

### 7.1 THESIS

- 7.1.1 Every candidate shall carry out work on an assigned research project under the guidance of a recognized Post Graduate Teacher, the result of which shall be written and submitted in the form of a thesis.
- 7.1.2 Thesis shall be submitted and approved before commencement of theory and clinical / practical examination.
- 7.1.3 The thesis shall be examined by a minimum of four examiners: two internal and two external, and on acceptance of the thesis by minimum two examiners, including one external, the candidate shall be eligible for appearing for final examination.

## 7.2 THEORY

- 7.2.1 There shall be four theory papers,
- 7.2.2 One paper out of these shall be on Basic Medical Sciences, and fourth paper on Recent Advances.
- 7.2.3 The second and third paper shall be based on syllabus as specified by the concerned subject specialty.
- 7.2.4 The first and fourth theory paper shall be set and evaluated by two internal examiners and the second and third paper shall be set and evaluated by two external examiners.
- 7.2.5 The theory examination will be held sufficiently earlier than the Clinical and Practical examination, so that the answer books can be assessed and evaluated before the start of the clinical/Practical and Oral examination.

## 7.3 CLINICAL / PRACTICAL AND ORAL EXAMINATION

Practical examination shall consist of carrying out special investigative techniques for Diagnosis and Therapy.

Oral examination shall be comprehensive to test the candidate's overall knowledge of the subject.

## 7.4 CRITERIA FOR PASSING

A candidate shall secure not less than 50% marks in each head which shall include (1) Theory (2) Practical / Clinical and viva voce examination.

## 7.5 RESULT OF EXAMINATION

- 7.5.1 No marks will be assigned.
- 7.5.2 The fitness of the candidate for award of degree will be decided by all four examiner.
- 7.5.3 The results of the examinations will be declared as Pass / Fail in the concerned subject.

## 8.0 CANCELLATION OF ADMISSION

- 8.1 The admission of the student at any stage of the study shall be cancelled by the Vice Chancellor based on the recommendation of the head of the institution if:
  - 8.1.1 He/ She is not found to be qualified or eligible as per MCI norms and guidelines.
  - 8.1.2 He/She is found to have produced false / forged documents or found to have used unfair means to secure admission.
  - 8.1.3 He/ she is found to be involved in serious breach of discipline in the institution or the University camp.



**Established under M. P. Act. No. 17 of 2007****Ordinance No. 30****MASTER OF PHARMACY (M. PHARM)  
2 YEAR POST GRADUATE COURSE****1.0 AIM AND OBJECTIVES**

The People's University is committed to contribute to the national programme of providing graduate trained pharmaceutical manpower through prescribed training programme during M.Pharm course, with Professional Pharmaceutical education and effective competency to undertake the national task of meeting social and pharmaceutical needs in Industrial pharmacy, Medicare program, pharmaceutical education, drug discovery and research.

**1.1 AIM**

To produce a competent Industrial pharmacy professionals with advanced knowledge of various modern analytical techniques used/applicable in pharmaceutical research and development. With a view to meet global challenges, the post graduates are required to acquire an in-depth knowledge of formulation, storage and analysis of various pharmaceutical dosage forms including herbal medicines required for both large scale commercial production and research.

**1.2 OBJECTIVES**

Upon completion of the course, the candidate shall have knowledge and understanding of the concept and design of various pharmaceutical dosage forms using modern technology. The ability to formulate and evaluate various dosage forms.

The post graduates shall have knowledge of understanding the concept of drug action and its mechanism involved. The ability to screen new molecules for their potential pharmacological effects and toxicity.

**2.0 COURSE STRUCTURE**

The post graduate degree in Pharmacy of 2 year (4 Semesters) duration hereinafter called Post Graduate course in Pharmacy shall be designated as Master of Pharmacy in short M. Pharm.

2.1 The duration of M. Pharm. course shall extend over a period of two years consisting of four semesters named below:

- i. M.Pharm. I Semester
- ii. M.Pharm II Semester
- iii. M.Pharm III Semester
- iv. M.Pharm IV Semester

- 2.2 Each semester shall be spread over for not less than sixteen weeks.
- 2.3 The student admitted in M. Pharm course shall have to complete the course within the maximum permissible duration of 5 years.

### **3.0 ACADEMIC QUALIFICATION & SELECTION CRITERIA FOR ADMISSION**

- 3.1 The minimum qualification for admission to first semester of M. Pharm two years (four semesters) course shall be
  - i. 55% of B.Pharm marks with GATE/GPAT Score for GATE/GPAT qualified students.
  - ii. 60% of B.Pharm marks for Non-GPAT/GATE students.
  - iii. 50% of B.Pharm marks with minimum 2 years experience from the date of passing B.Pharm for Sponsored Candidates.
  - iv. 55% of B.Pharm marks for NRI/NRI Sponsored candidates.
- 3.2 Selection Criteria: The admission in M. Pharm I semester shall be based on the merit in common entrance test or marks in qualifying examination as prescribed in clause 3.1.

### **4.0 COMMENCEMENT OF COURSE**

- 4.1 M. Pharm I, III, semesters shall commence from during July every year while M. Pharm II, IV, semesters shall commence from January every year.
- 4.2 Semester break: Maximum of 10 days leave as semester break shall be granted to the students between two semesters.
- 4.3 The subjects to be studied in different semesters of M.Pharm shall be as per the schemes given in subsequent sections.

### **5.0 REGULATIONS RELATING TO ASSESSMENT OF ACADEMIC GROWTH OF STUDENT**

The assessment of academic growth of student shall be done on the basis of two sessionals (conducted during the semester) and one semester/University examination (conducted at the end of semester). The medium of instruction and examination shall be English throughout the course of study.

#### **5.1 SESSIONAL**

Two sessionals shall be conducted for each theory and practical.

- 5.1.1 Twenty five percent of the total marks for each theory and practical shall be allotted for sessionals.
- 5.1.2 Theory: Two sessional examinations shall be held during the semester for each theory paper/ subject from which one higher marks obtained by the candidate shall be considered for the award of sessional marks.
- 5.1.3 Practical: Marks shall be awarded on the basis of the experiments performed by the students, prior preparation for the experiment, conduct in the laboratory, result of the experiments, day-to-day completion of the records and viva-voce.

## 5.2 SEMESTER / UNIVERSITY EXAMINATION

- 5.2.1 There shall be one University examination at the end of each semester. These examinations will be designated as follows:
- a. During first year:  
M.Pharm. I semester,  
M.Pharm. II semester,
  - b. During second year:  
M.Pharm III semester (Mini project & Major Research Project),  
M.Pharm IV semester (Major Research Project).
- 5.2.2 There will be a semester examination at the end of each semester consisting of the theory papers and the laboratory practicals.
- 5.2.3 A candidate who fails to secure the minimum marks in any subject may improve the same at the next semester.
- 5.2.4 The examination of major Research project shall be conducted in the fourth semester.
- 5.2.5 There will be no supplementary examination.

## 5.3 CRITERIA FOR PASSING

In each subject/head (theory and practical);

- 5.3.1 Minimum 50% in sessional and semester examination separately.
- 5.3.2 Each theory paper and practical will be treated as separate subject/head for passing.
- 5.3.3
- a. An examinee who fails to obtain minimum marks in not more than two papers (theory and practical should be treated as separate paper) at in the first and second semester examinations shall be declared to have obtained A.T.K.T. (allowed to keep term). Such candidates may be admitted provisionally to the third semester. In case he fails to clear the backlog in the A.T.K.T. examination he shall be treated as having failed.
  - b. A candidate failing in more than two papers (theory and practical should be treated as separate paper) in first and second semester examinations shall be treated to have failed and will not be promoted to third semester.
  - c. A candidate failing at any semester examination may be readmitted to a subsequent main examination of that semester without prosecuting a further course of study in the institute. He shall, however be required to appear and clear only those subjects in which he had failed to secure the minimum pass marks. The marks in the subjects already cleared by him shall be carried over.

- d. The failed candidate as per clause 5.3.3 (a) and (b) above shall not be permitted to continue in the course. He shall, however be eligible to take admission to the next higher semester after he has passed the examination at which he had failed as provided at clause 5.3.3 (c) above.
- e. The candidate failing in third/fourth semester examination may seek readmission however he/she shall submit his/her dissertation after necessary improvement and/or modification or re-written dissertation on a different topic approved by the Head of the Institute.

#### 5.4 DIVISION AND MERIT LIST

5.4.1 The division shall be awarded only after IV semester examination and shall be based on the aggregate marks obtained at his/her successful attempts at M. Pharm I, II, III and IV semester examinations/project viva- voce. There will be only four divisions as follows;

- Above 75% A (Grade: First class with Honours)
- Above 65% & below 75% B (Grade: First class)
- Above 60% & below 65% C (Grade: Second class)
- Below 60% D (Grade: Pass class)

5.4.2 The University shall declare the merit after the main examination of the fourth semester of M. Pharm on the basis of the integrated performance of all the 2 Years. The merit list shall include the first five candidates securing at least first class and passing all semester examinations in first attempt.

#### 5.5 PROJECT WORK

For M.Pharm. III (Mini project) semester and IV (Major Research project) semester students a project work shall be compulsory. The project shall be undertaken in any of the areas of Pharmacy in respective discipline. The project work shall be done under the supervision of faculty member/s. The candidate shall be required to submit the project report in triplicate. The candidate shall present a seminar on his/her mini and major project. There shall be Thesis seminar, examination & viva-voce of Mini and Major research project at the end of III and IV semester.

Class/Project	Internal Assessment of Project and Max. Marks	Assessment of Project; External Assessment and Max. Marks
M. Pharm. III semester (Mini Project)	Project report/Thesis: 100 Viva-voce/Seminar : 100	Project report/Thesis : 200 Viva-voce/Seminar : 100
M. Pharm. IV semester (Major Project)	Project report/Thesis: 100 Viva-voce/Seminar : 100	Project report/Thesis : 300 Viva-voce/Seminar : 200

## 5.6 ATTENDANCE

- 5.6.1 Candidates appearing as regular students for any semester examination are required to attend 75 percent of the total lectures delivered and of the practical classes held separately in each subject of the course of study.
- 5.6.2 The total theory lectures and practical shall be conducted as per scheme and syllabus given in subsequent sections.

## 6.0 SEMESTER/UNIVERSITY EXAMINATION; THEORY & PRACTICAL

- 6.1 The semester theory examination in each subject shall consist of one paper of three hours duration and shall have maximum marks of 75.
- 6.2 The question paper shall cover as broad as area/units of the content of the course. The essay questions should be properly structured and the marks specifically allotted.
- 6.3 The semester practical examination in M. Pharm I and II semester shall consist of one paper of five hours. Based on the scheme of M. Pharm, the question paper shall contain 4 exercises as below;
- i. Major Experiment
  - ii. Minor Experiment
  - iii. Synopsis/Quiz/Spotting
  - iv. Viva voce

## 7.0 APPOINTMENT OF EXAMINERS/QUESTION PAPER SETTERS

The appointment of examiner for semester practical examination shall be based on following rules;

- 7.1 External Examiner for semester practical examination: Professor and Associate Professor (with teaching experience of not less than 7 years) working in pharmacy institute not affiliated to the People's University can be appointed as an external examiner for semester practical examination.
- 7.2 Internal Examiner for semester practical examination: Professor, Associate Professor and Assistant Professor (with teaching experience of not less than 5 years) working in pharmacy institute of People's University can be appointed as an internal examiner for semester practical examination.
- 7.3 Question Paper Setter/Moderator/Head Evaluator: Professor and Associate Professor (with teaching experience of not less than 7 years) working in any pharmacy institute conducting M. Pharm course can be appointed as Question Paper Setter/Moderator/Head Evaluator for semester theory examinations.

## 8.0 REVALUATION / RE-TOTALING

Revaluation and re-totaling of marks is permitted for theory papers only. The University, on application within the stipulated time and remittance of a prescribed fee, shall permit a recounting of marks and/or revaluation for the subject(s) applied.

- 8.3. The result after revaluation/re-totaling shall be declared as per prevailing revaluation/re-totaling rules and regulation of the People's University.

## 9.0 CANCELLATION OF ADMISSION

The admission of a student at any stage of study shall be cancelled by the Vice Chancellor based on recommendation of Head of Institution, if;

- 9.1 He/She is not found qualified as per AICTE/State Government norms and guidelines or the eligibility criteria prescribed by the University.

OR

- 9.2 He/She is not found unable to complete the course within the stipulated time as prescribed in 2.3.

OR

- 9.3 He/She is found involved in serious breach of discipline in the Institution or in the University campus.

OR

- 9.4 He/She is found to have produced false/ forged documents or found to have used unfair means to secure admission.

**People's University, Bhopal**  
**Scheme of Examination & Course of Study**  
**Master of Pharmacy**  
**I-Semester**

Subject Code	Nomenclature/name of Subject	Teaching (Hrs/week)		Max.Marks (Theory Slot)		Max.Marks (Practical Slot)		Total Marks
		L	P	End Sem. Exam.	Tests (Two)	End Sem. Practical/ Viva	Practical Record	
MPY 101	Modern Analytical Technique	4	6	75	25	75	25	200
MPY 102	Biotechnology and bioinformatics	4	6	75	25	75	25	200
MPY 103	Drug Regulatory Affairs, IPR and Quality assurance Techniques	4	0	75	25	--	--	100
MPY 104	Product Development and Formulation	4	6	75	25	75	25	200
	<b>Total</b>	<b>16</b>	<b>18</b>	<b>300</b>	<b>100</b>	<b>225</b>	<b>75</b>	<b>700</b>

**Duration of Theory Papers: 3 Hours**

**Duration of Practical examination: 10 Hours.; Two days**

**Minimum Pass Marks:**

**(A) Theory and Sessional (separately): 50 Percent**

**(B) Practical and Sessional (separately): 50 Percent**

**People's University, Bhopal**  
**Scheme of Examination & Course of Study**  
**Master of Pharmacy**  
**II-Semester**

Subject Code	Nomenclature/name of Subject	Teaching (Hrs/week)		Max.Marks (Theory Slot)		Max.Marks (Practical Slot)		Total Marks
		L	P	End Sem. Exam.	Tests (Two)	End Sem. Practical/ Viva	Practical Record	
MPY 201	Advance specialization -I	4	6	75	25	75	25	200
MPY 202	Advance specialization -II	4	6	75	25	75	25	200
MPY 203	Advance specialization -III	4	0	75	25	--	--	100
MPY 204	Advance specialization -IV	4	6	75	25	75	25	200
	<b>Total</b>	<b>16</b>	<b>18</b>	<b>300</b>	<b>100</b>	<b>225</b>	<b>75</b>	<b>700</b>

Duration of Theory Papers: 3 Hours

Duration of Practical examination: 10 Hours.; Two days

Minimum Pass Marks:

(A) Theory and Sessional (separately) : 50 Percent

(B) Practical and Sessional (separately) : 50 Percent

**SCHEME OF EXAMINATION AND COURSE OF STUDY**  
**Master of Pharmacy**  
**III-Semester, Mini Project**  
**IV-Semester, Major Project**

Class/Project	Internal Assessment of Project and Max. Marks	Assessment of Project; External Assessment and Max. Marks
M. Pharm. III semester (Mini Project)	Project report/Thesis: 100 Viva-voce/Seminar : 100	Project report/Thesis : 200 Viva-voce/Seminar : 100
M. Pharm. IV semester (Major Project)	Project report/Thesis: 100 Viva-voce/Seminar : 100	Project report/Thesis : 300 Viva-voce/Seminar : 200



भाग ४ ( ग )

अंतिम नियम

उच्च शिक्षा विभाग

मंत्रालय, वल्लभ भवन, भोपाल

प्रथम परिनियम

Bhopal, the 4th December 2012

No. – R-585/CC/2011/38 In exercise of the powers conferred by sub-section (1) of Section 26 of the Madhya Pradesh Niji Vishwavidyalaya (Sthapna avam Sanchalan) Adhiniyam, 2007 the State Government hereby makes, the first Statutes of the Peoples University Sarvajanic Jankalyan Parmarthik Nyas Bhanpur, Bhopal (M.P.) is here by published in the ordinary gazette as per the provision of the Madhya Pradesh Niji Vishwavidyalaya (Sthapna avam Sanchalan) Adhiniyam, 2007 under section 35. The first Statutes of the University shall come in to force from the date of notification.

THE FIRST STATUTES

By order and in the name of the Governor of Madhya Pradesh,  
C. B. PADWAR, Dy. Secy.

# PEOPLE'S UNIVERSITY, BHOPAL

## LIST OF STATUTES

S.No	Statutes No.	Subject
1.	Statute No. 1	Establishment of University: Vision, Mission, Objectives & Functions
2.	Statute No. 2	Chancellor: Appointment, Powers and Duties
3.	Statute No. 3	Appointment of Vice-Chancellor: Terms & Conditions, Powers and Functions
4.	Statute No. 4	Pro-Vice-Chancellor: Appointment, Powers and Duties
5.	Statute No. 5	Governing Body: Constitution, Powers and Duties
6.	Statute No. 6	Board of Management: Constitution, Tenure, Powers and Functions
7.	Statute No. 7	Registrar: Conditions of Service, Powers and Duties
8.	Statute No. 8	Chief Finance & Accounts Officer: Function & Duties
9.	Statute No. 9	Controller of Examination: Function & Duties
10.	Statute No. 10	Academic Council: Constitution, Powers and Functions
11.	Statute No. 11	Board of Studies: Constitution & Powers
12.	Statute No. 12	Faculties of the University: Constitution, Powers & Functions
13.	Statute No. 13	The Dean of Students' Welfare: Terms and Conditions of Service, Powers and Duties
14.	Statute No. 14	Annual Report
15.	Statute No. 15	Honorary Degree
16.	Statute No. 16	Committees/Board of the University
17.	Statute No. 17	Convocation
18.	Statute No. 18	Admission Policy including Reservation of Seats
19.	Statute No. 19	The Academic, Planning & Development Committee
20.	Statutes No. 20	Purchase Committee
21.	Statutes No. 21	HR Selection Committee
22.	Statutes No. 22	Finance Committee

**Preamble:**

In exercise of the powers conferred by sub-section (1) of Section 26 of Madhya Pradesh Niji Vishwavidyalaya (Sthapana Avam Sanchalan) Adhiniyam 2007, the Governing Body of People's University, Bhopal hereby makes the following first Statutes of the University, namely:

**STATUTE No. – 1****1. Short title, Scope and Commencement:**

- (a) This Statute may be called the People's University, Bhopal, Madhya Pradesh **Establishment of University: Vision, Mission, Objectives & Functions Statute, 2012.**
- (b) This shall come into force with effect from the date of Publication in the Official Gazette.
- (c) The Each Statute is in accordance with the provisions of the Madhya Pradesh Niji Vishwavidyalaya (Sthapana Avam Sanchalan) Adhiniyam 2007. If there be any difference in the provisions of the Adhiniyam or the Rules and the Statutes, the provisions of the Adhiniyam or the Rules shall prevail.
- (d) Nothing in these Statutes shall be deemed to debar the University from amending the Statutes subsequently according to the provision of Section 27 of the Adhiniyam, and the amended statutes, if any shall be applicable with immediate or retrospective or prospective effect, from such a date as prescribed in the notification.

**2. Definitions: In this statute, unless the context otherwise requires;**

- (a) **'Regulatory Commission'** means the Regulatory Commission established under the section 36 of the Act.
- (b) **'State', 'State Government' and 'Government'** shall mean, the Government of the State of Madhya Pradesh, India;
- (c) **'Adhiniyam'** means, the Madhya Pradesh Niji Vishwavidyalaya (Sthapana Avam Sanchalan) Adhiniyam, 2007 (Madhya Pradesh Act 17 of 2007);
- (d) **'Section', 'Sub-section' and 'Item'** shall mean, Section of the Adhiniyam, Sub-section of the Section and Item of the Section or Sub-section respectively;
- (e) **'Nyas'** means, the Sarvajanik Jankalyan Parmarthik Nyas (SJPN), Bhopal (Regd. Public Trust under Madhya Pradesh Public Trust Act 1951 No. 06/17.04.2000);
- (f) **'The University'** means, the People's University, Bhopal;
- (g) **'Governing Body'** means the Governing Body of the People's University.
- (h) **'Council'** means, the Academic Council of the People's University;
- (i) **'Board'** means, the Board of Management of the People's University;
- (j) **'College'** means, constituent Institution of the People's University
- (k) **'Department'** means, A Department of Studies and includes a Centre of Studies of the People's University.

- (l) 'Principal/Dean' means, Head of an academic Institution;
- (m) 'Teacher' means, a professor, reader, 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 People's University.
- (n) 'Hostel' means a unit of residence for students of the University maintained or recognized by the University in accordance with the provisions of the Statutes;
- (o) 'Other Backward Classes' mean, the communities, castes and tribes notified by the State Government from time to time under Article 15(4) and Article 16(4) of the Constitution;
- (p) 'Scheduled Caste' means the Scheduled Castes notified under Article 341 of the Constitution of India
- (q) 'Scheduled Tribes' mean the Scheduled Tribes notified under Article 342 of the Constitution of India
- (r) 'Sponsoring Body' in relation to People's University means Sarvajanik Jankalyan Parmarthik Nyas, Bhopal, a Registered Public Trust under Madhya Pradesh Public Trust Act 1951
- (s) 'Board of Studies' means Board of Studies of the People's University.
- (t) 'School of Studies' means an institution maintained by People's University as a place of higher learning and research;
- (u) Words and expressions used but not defined in the Statutes shall have the meaning assigned to them in the Adhinyam.

### 3. **ESTABLISHMENT** (Part of the Chapter)

Whereas the Government of Madhya Pradesh has enacted Madhya Pradesh Niji Vishwavidyalaya (Sthapana Avam Sanchalan) Adhinyam 2007.

Whereas the Sponsoring Body (Sarvajanik Jankalyan Parmarthik Nyas, Bhopal (SJPN)) applied to the Government of Madhya Pradesh for sanction to establish a Private University, and

Whereas the Government of Madhya Pradesh under Section 9 of the Adhinyam 2007 has granted permission for the same under Madhya Pradesh Niji Vishwavidyalaya (Sthapana Avam Sanchalan) Sanshodhan Adhinyam 2011 (No. 18 of 2011) and notified vide M.P. Gazette notification no. 2774-172-21-3I-(प्र.) Dt. 04<sup>th</sup> May 2011, and

Whereas the Sponsoring Body under Section 16 (1) of Adhinyam 2007 having appointed Chancellor of the University.

Whereas the Sponsoring Body under Section 22 (1) of the Adhinyam 2007, having nominated the Chairperson and Members of the Governing Body, and

Whereas the Chancellor and the Sponsoring Body under Section 17 (1), 18 (1), 19(1), 22(1) and 23 (1) (as applicable) of the Adhinyam, 2007 having appointed the First Vice-Chancellor, Registrar and the Chief Finance and Accounts Officer and also having nominated Members to the First Board of Management and the First Academic Council

Whereas these officers and Members of the Authorities having assumed charge of their respective posts, and

Whereas the Sponsoring Body having decided to name the University as **PEOPLE'S UNIVERSITY**, with headquarters at Bhopal and has been incorporated with effect from 04<sup>th</sup> May 2011 with the Vision, Mission and Objectives as laid down in this Statute, and

Whereas in exercise of the powers conferred by Section 26 sub section (2) of the Adhiniyam, 2007 (17 of 2007), the Governing Body of the People's University, Bhopal make their first Statutes and notifies that these shall come into force from the date of Publication in the Official Gazette and apply to all the educational institutions of the University whether teaching, training, providing consultancy or conducting research.

4. **BODY CORPORATE**

- (a) As Body Corporate: People's University shall be competent to acquire and hold property, both movable and immovable, to lease, sell or otherwise dispose of any movable or immovable property, which may vest in it or be acquired by it for the purpose of the University, and to contract and do all other things necessary for the purposes of the Adhiniyam.
- (b) In all suits and other legal proceedings by or against the University, the pleadings shall be signed and verified by the Registrar or any other person authorized in this behalf, and all processes in suits and proceedings shall be issued to and served on the Registrar.
- (c) The University will have perpetual succession.
- (d) The headquarter of the University shall be located at Bhopal.

5. **SEAL OF THE UNIVERSITY**

- (a) The University shall have a common seal to be used for the purpose of the University and the design of the seal shall be as decided by the University, subject to further change or amendment as deemed necessary from time to time. The University may also decide to make use of such Flag, Anthem, Insignia, Emblem and other symbolic or graphic expressions, abbreviations or likewise, for such purposes as deemed necessary from time to time, and which are not of such nature that are not permitted by the State or the Central Government.
- (b) The Common Seal of the University shall remain in the effective custody of the Registrar and its uses will be minutised.

6. **VISION**

- (a) To establish a Centre for imparting knowledge, enhancing skills and cultivating attitudes among the students, in order to achieve academic and human excellence.
- (b) To develop human sensibilities and dedication to the cause of humanity and ambition to make lasting contribution to the society.
- (c) To provide a centre for research and innovation to meet horizons of knowledge in all its streams

**MISSION**

- (a) To create a Model University with global outlook in the areas of Higher and Professional Education, so recognized for its excellence as measured by the quality of education, training, research, scholars and the graduates it produces, along with their collective impact on the larger society.

- (b) To achieve this excellence, create an environment where the university administration, faculty, staff, students and alumni are all committed to the highest standards of performance, where a meaningful and mutually beneficial collaboration take place with other organizations, institutions, authorities and body corporates in education, industry, business, public and social services, etc beyond the campus walls and useful beyond the academic community.
- (c) To accept diversity as an essential characteristic and strength of our community and draw upon this diversity to create a university of excellence, which can serve as a catalyst for the creation of a **ideal society**, one built on tolerance, respect and a sense of shared destiny and individual dignity.

**8. OBJECTIVES OF THE UNIVERSITY**

- (a) To provide instructions, teaching and training in higher education, vocational and professional education and make provisions for research, innovation advancement and dissemination of knowledge.
- (b) To create higher levels of intellectual and innovative abilities.
- (c) To establish state of the art facilities for education, training and research.
- (d) To carry out training and research and offer continuing education programmes.
- (e) To create centers of excellence for research and development and for sharing knowledge and its application.
- (f) To provide consultancy to the industry and public organizations.
- (g) To establish new institutions and courses as per the need of the community.
- (h) To award degrees, diplomas, certificates and other academic distinctions on the basis of examination or any other method of evaluation.
- (i) To maintains standards of the degrees, diplomas, certificate and other academic distinctions in accordance with the norms laid down by UGC and related Regulatory Bodies or Councils.
- (j) To collaborate with other Universities, Research Institutions, Government and Non-Government organization towards fulfillment of objectives of University.
- (k) To provide meaningful learning opportunities to students of India and overseas.
- (l) To set up collaborative provisions with foreign/international Universities to enable students of the University to leverage the advantages of faculty and students exchange, dual degree options and semester abroad programmes.
- (m) To pursue any other objectives as may be approved by the **Sponsoring Body** (Sarvajanik Jankalyan Parmarthik Nyas, Bhopal).
- (n) To ensure that academic distinctions are not lower than those laid down by the All India Statutory Bodies such as the AICTE, NCTE, UGC, MCI, DCI, PCI, Indian Nursing Council etc.

## 9. FUNCTIONS OF THE UNIVERSITY

Subject to provisions of the Adhinyam and the Rules and such conditions as may be prescribed by the Statutes, Ordinances and Regulations, the University shall perform the following functions, namely;

- (a) To provide infrastructure and finances to the constituent Institutions of People's University.
- (b) To provide for instructions, teaching and training in such branches of learning and courses of study as it may think appropriate and make provisions for dissemination of knowledge and research;
  - (i) To hold examinations, grant and confer degree, diploma, certificate or other academic distinctions on persons who;
    - (a) have pursued, a course of study in the University or in any college, unless exempted therefrom in the manner prescribed by the Statutes, Ordinances or Regulations and have passed the examinations prescribed by the Statutes, Ordinances and Regulations.
    - (b) have carried on research under conditions prescribed by the Statutes or Ordinances
  - (ii) To confer honorary degree or other distinctions on persons in the manner prescribed by the Statutes;
  - (iii) To co-operate and collaborate with other Universities, Institutions and authorities in such manner and for such purposes as the University may from time to time determine;
  - (iv) To constitute committees for admission, fee fixation and various other purposes.
  - (v) To institute and award fellowships, scholarships, studentship, stipends, medals, prizes and travel grants;
  - (vi) To maintain and administer colleges, laboratories, libraries, museums, printing press, institutes or research, institutes of academic and administrative training and other institutions necessary to carry out the objectives of the University;
  - (vii) To maintain hostels and messes for students and residents as per requirement and need of University.
  - (viii) To make arrangements for promoting the health and general welfare of the students of the University;
  - (ix) To fix, collect, demand and revise fees and other charges as may be prescribed by the Statutes, Ordinance and Regulations;
  - (x) To create administrative, ministerial and other necessary non-teaching posts through Statutes;
  - (xi) To accept, hold and manage any endowments, donations or funds which may become vested in the University for the purpose of the University by way of grants, donations, testamentary disposition or otherwise and invest such endowments, donations and funds in a manner that may be in the uppermost interest of the University;

**Provided** that, donations from a foreign country, foreign foundation or from any person in such country shall be accepted by the University save within the provisions of any Central or State Government law/s.

**Provided** such endowments, donations or funds are accepted with prior specific approval of Sponsoring Body or Chancellor.

- (xii) To undertake publications or work of merit, research and general knowledge;
- (xiii) To admit students in University teaching Departments, School of Studies or constituent institutions either directly or through Conduct of Common Entrance Test and / or through any authorised manner.
- (xiv) To maintain such body as are declared by Statutes to be the Authorities of the University;
- (xv) To make grants from the funds of the University for;
  - (a) Physical education and training;
  - (b) Seminar, workshops and other academic activities
  - (c) Cultural, Recreation, Sports and Athletic activities
  - (d) Research, innovation and capability building activities
- (xvi) To establish centre of Excellence of People's University through Wi-fi campus, e-governance, e-education and e-library.
- (xvi) To establish and recognize non-teaching and teaching Research Centres to augment advanced research activities.
- (xvii) To encourage implementation of Innovative teaching and learning methodology

**10. UNIVERSITY OPEN TO ALL CLASSES OF PERSONS**

The University shall be open to all persons of any sex and any race, creed, caste or class or any religion including NRI, PIO or foreign nationals

**11. RESEARCH IN THE UNIVERSITY**

The University shall establish, facilitate, promote research activities in the constituent institutions and award degrees, recognition and certificates and also publish research papers, magazines and other periodicals.

**12. FIRST STATUTES**

These Statutes, on the subject enumerated against each below, shall be called the First Statutes of the Peoples' University, Bhopal and shall come into force with effect from the date of Publication in the Official Gazette.



- Statute No. 1:** The University: Establishment, Vision, Mission, Objectives and Functions.
- Statute No. 2:** Chancellor: Appointment, Powers & Duties
- Statute No. 3:** Appointment of Vice-Chancellor: Terms & Conditions, Powers & Function
- Statute No. 4:** Pro-Vice-Chancellor: Appointment, Powers and Duties
- Statute No. 5:** Governing Body: Constitution, Powers and Functions
- Statute No. 6:** Board of Management: Constitution, Powers and Functions
- Statute No. 7 :** Registrar: Conditions of Service, Powers and Duties
- Statute No. 8:** Chief Finance & Accounts Officer: Function & Duties
- Statute No. 9:** Controller of Examination: Function & Duties
- Statute No. 10:** Academic Council: Constitution, Powers and Functions
- Statute No. 11:** Board of Studies: Powers and Functions
- Statute No. 12:** Faculties of the University: Constitution, Powers and Functions.
- Statute No. 13:** The Dean of Students' Welfare Terms and Conditions of Service, Powers and Duties
- Statute No. 14:** Annual Report
- Statute No. 15:** Honorary Degree
- Statute No. 16:** Committees/Boards of the University
- Statute No. 17:** Convocation
- Statute No. 18:** Admission Policy including Reservation of Seats
- Statute No. 19:** The Academic, Planning & Development Committee
- Statute No. 20:** Purchase Committee
- Statute No. 21:** HR Selection Committee
- Statute No. 22:** Finance Committee

**13. ADHINIYAM TO PREVAIL:**

In case of any inconsistency in the Statutes, Ordinances, Regulations or Rules made there under the provisions of the Adhinyam 2007 shall prevail.

**14. PROTECTION OF ACTS DONE IN GOOD FAITH**

No suit or other legal proceeding shall lie against and no damages shall be claimed from, the University or its Authorities, Bodies or Officers for anything which is done in good faith done or intended to be done in pursuance of the Adhinyam, the Statutes, Ordinance, Regulations or Rules made there under.

**15. VACANCIES NOT TO INVALIDATE THE PROCEEDINGS OF ANY AUTHORITY OR BODY OF UNIVERSITY**

No act or proceedings of any authority or body of the University shall be invalidate merely by reason of any vacancy or defect in the constitution thereof.

## STATUTE No. - 2

### 1. Short title and commencement:

- (a) This Statute may be called the People's University, Bhopal, Madhya Pradesh Chancellor: **Appointment, Powers and Duties, Statute, 2011.**
- (b) This shall come into force with effect from the date of Publication in the Official Gazette.

### 2. Definitions: In this statute, unless the context otherwise requires;

- (a) "**Adhiniyam**" means the Madhya Pradesh Niji Vishwavidyalaya (Sthapana Avam Sanchalan) Adhiniyam 2007;
- (b) "**Statute**" means the Statute made under the provisions of sub-section (1) of Section 26 of Madhya Pradesh Niji Vishwavidyalaya (Sthapana Avam Sanchalan) Adhiniyam 2007;
- (c) "**Section**" means Section of the Adhiniyam;
- (d) Words and expression used but not defined in this statute shall have the meaning as assigned to them in the Adhiniyam;

### 3. APPOINTMENT:

- (a) The Chancellor shall be appointed by the Sponsoring Body with the approval of the Visitor.
- (b) The Chancellor shall hold office for a period of five years and shall be eligible for reappointment with the approval of visitor following the procedures laid down above under clause 3(a) of this statute.  
Provided that the chancellor shall notwithstanding the expiring of his term, continues to hold his office until either he is reappointed or his successor enters upon his office.
- (c) In case of an emergency like illness, absence or death of the Chancellor, the Vice-Chancellor shall perform his duties till the Chancellor reassumes his office or the new Chancellor is appointed. However this period will not exceed six months.
- (d) The Chancellor shall be the head of the People's University.
- (e) The Chancellor shall preside over the meetings of the Governing Body and shall,
- (f) When the Visitor is not present, preside over the convocation of the People's University for conferring degrees, diplomas or the academic distinctions.
- (g) The Chancellor shall be entitled to receive honorarium, expenses and allowances as may be decided by the Sponsoring Body.
- (h) In a special meeting called for the purpose, the Board of Trustees of the Sponsoring Body may consider a "No Confidence Motion" against the Chancellor and, if passed by two third majority, can recommend to the Visitor for the removal of the Chancellor.
- (i) The Chancellor may by writing under his hand addressed to the Visitor, resign his office. The Sponsoring Body Chairman shall forward his resignation to the Visitor and after Visitor's approval, shall accept his resignation and propose a new name to the Visitor as per clause 3 (a) of this statute.

4. **POWERS & DUTIES:** The Chancellor shall have the following powers, namely:

- (a) To exercise general control over the affairs of University.
- (b) To appoint and remove the Vice-Chancellor and Pro-Vice-Chancellor;
- (c) To call for any information or record relating to any affairs of the University.
- (d) The Chancellor may issue directions to Vice Chancellor to convene the meeting of any of the authorities of People's University for specific purposes, whenever necessary and the Vice-Chancellor shall arrange to submit the minutes of such meetings to Chancellor for his perusal and necessary action as warranted.
- (e) The Chancellor at his/her discretion may examine and accord approval to policy decisions taken by the competent and designated authorities of University.

### **STATUTE No. - 3**

**1. Short title and commencement:**

- (a) This Statute may be called the People's University, Bhopal, Madhya Pradesh **Appointment of Vice-Chancellor: Terms & Conditions, Powers and Functions, Statute 2011,**
- (b) This shall come into force with effect from the date of Publication in the Official Gazette.

**2. Definitions:** In this statute, unless the context otherwise requires;

- (a) "**Adhiniyam**" means the Madhya Pradesh Niji Vishwavidyalaya (Sthapana Avam Sanchalan) Adhiniyam 2007;
- (b) "**Statute**" means the Statute made under the provisions of sub-section (1) of Section 26 of Madhya Pradesh Niji Vishwavidyalaya (Sthapana Avam Sanchalan) Adhiniyam 2007;
- (c) "**Section**" means Section of the Adhiniyam;
- (d) Words and expression used but not defined in this statute shall have the meaning as assigned to them in the Adhiniyam;

**3. APPOINTMENT OF VICE-CHANCELLOR:**

- (a) The Vice-Chancellor shall be appointed by the Chancellor from the panel recommended by the 'selection committee' constituted for the purpose.
- (b) The selection committee, referred to in sub-section (a) shall consist of the following members, namely:
- (i) two eminent academicians nominated by the Sponsoring Body; and
- (ii) one eminent person nominated by the State Government.
- (c) The Chancellor shall appoint one of the members of the Selection Committee as its Chairman.
- (d) The selection committee shall submit a panel of at least three eminent persons for the appointment of Vice-Chancellor.
- Provided that if the Chancellor does not approve the recommendations of the 'selection committee', he may call for fresh recommendation from it (the selection committee).
- (e) Notwithstanding anything contained in the foregoing sub-section, the chancellor may appoint the first Vice-Chancellor for a period of two years to conduct the affairs of the University.
- (f) The Vice-Chancellor shall, subject to the provision contained in sub-section (a), hold office for a term of four years.

Provided that a Vice-Chancellor shall continue to hold office even after expiry of his term till a new Vice-Chancellor joins, however in any case this period shall not exceed 6 months.

4. **TERMS AND CONDITIONS:**

- (a) The Vice-Chancellor shall be a whole time salaried officer of the University.
- (b) The Vice-Chancellor shall receive a fixed pay as per the norms of the U.G.C. per month plus other allowances as admissible from time to time
- (c) During his/her tenure of office, the Vice-Chancellor shall be entitled to have a rent free furnished residential accommodation maintained by the University.
- (d) The Vice-Chancellor shall be entitled to use a University vehicle for official purposes and private local use as per Rules.
- (e) The Vice-Chancellor shall have the tenure till the age as prescribed by UGC norms.
- (f) If at any time upon representation made or otherwise, it appears to the Chancellor that the Vice-Chancellor-
  - (i) has made default in performing any duty imposed on him by or under this Act
  - (ii) has acted in a manner prejudicial to the interest of the University; or
  - (iii) is incapable of managing the affairs of the University.

The Chancellor may, notwithstanding the fact that the term of office of Vice-Chancellor has not expired, by an order in writing stating the reasons therein require the Vice-Chancellor to relinquish his office from such date as may be specified in the order.

- (g) No order under sub-section (e) shall be passed unless the particulars of the grounds on which such action is proposed to be taken are communicated to the Vice-Chancellor and he is given reasonable opportunity of showing cause against the proposed order.
- (h) As from the date specified in the order under sub-section (e), the Vice-Chancellor shall be deemed to have relinquished the office and the office of the Vice-Chancellor shall fall vacant.
- (i) The Vice-Chancellor may by writing under his hand addressed to the Chancellor, resign his office.

5. **POWERS OF VICE CHANCELLOR:**

- (a) The Vice-Chancellor shall preside at the convocation of the University in the absence of the Visitor and the Chancellor.
- (b) If in the opinion of the Vice-Chancellor it is necessary to take immediate action on any matter for which powers are conferred on any other authority by or under the Adhiniyam 2007 he may take such action as he deems necessary, and shall at the earliest opportunity thereafter report his action to such officer or authority as would have in the ordinary course dealt with the matter:

Provided that if in the opinion of the concerned officer or authority such action should not have been taken by the Vice-Chancellor, then such case shall be referred to the Chancellor, whose decision thereon shall be final:

Provided further that where any such action taken by the Vice-Chancellor affect any person in the service of the University, such person shall be entitled to prefer, within three months from the date on which such action communicated to him, an appeal to the Governing Body and the decision of the Governing Body shall be communicated to the person concerned within three month from the date of appeal.

- (c) If, in the opinion of the Vice-Chancellor, the decision of any authority of the University is not in conformity with the power conferred by the Adhiniyam and Statutes, Ordinances or Regulations made thereunder or is likely to be prejudicial to the interest of the University, he shall request the concerned authority to revise its decision and in case the authority refuses to revise such decision wholly or partly or fails to take any decision within fifteen days, then such matter shall be decided by the Chancellor.
- (d) The Vice-Chancellor shall exercise such powers and perform such duties as may be prescribed by the Statutes and the Ordinances.

**6. FUNCTIONS:**

- (a) The Vice-Chancellor shall be the principal executive and academic officer of the University and shall exercise general superintendence and control over the affairs of the University and shall execute the decision of various authorities of the University.
- (b) Vice-Chancellor shall be ex-officio Chairman of the Board of Management and Academic Council.
- (c) The Vice Chancellor shall be responsible for presenting to the Governing Body for its deliberations and consideration, matters of concerns to the University. He/She shall have powers to convene the meeting of the Board of Management and the Academic Council.
- (d) The Vice-Chancellor shall exercise general control over the affairs of the University and shall be responsible for the due maintenance of discipline in the University.
- (e) The Vice-Chancellor shall ensure the faithful observance of the provisions of the Adhiniyam and the Statutes and the Ordinances and shall possess all such powers as may be necessary for the purpose.
- (f) The Vice-Chancellor shall be responsible for close coordination and integration of teaching, research and other work and shall exercise such other powers as may be prescribed by the Statutes or Ordinances.

**STATUTE No. - 4****1. Short title and commencement:**

- (a) This Statute may be called the People's University, Bhopal, Madhya Pradesh Pro-Vice-Chancellor: Appointment, Powers and Duties, Statute 2011,
- (b) This shall come into force with effect from the date of Publication in the Official Gazette.

**2. Definitions: In this statute, unless the context otherwise requires;**

- (a) "Adhiniyam" means the Madhya Pradesh Niji Vishwavidyalaya (Sthapana Avam Sanchalan) Adhiniyam 2007;
- (b) "Statute" means the Statute made under the provisions of sub-section (1) of Section 26 of Madhya Pradesh Niji Vishwavidyalaya (Sthapana Avam Sanchalan) Adhiniyam 2007;
- (c) "Section" means Section of the Adhiniyam;
- (d) Words and expression used but not defined in this statute shall have the meaning as assigned to them in the Adhiniyam;

**3. Appointment, Powers & Duties:**

- (a) The Pro-Vice-Chancellor shall be appointed by the Vice-Chancellor with the approval of Chancellor.
- (b) The Pro-Vice Chancellor shall assist the Vice-Chancellor in the efficient functioning of Academic Administration of University, relating to Post Graduate & Under Graduate studies in their respective sphere of discipline as may be assigned to him by the Vice-Chancellor.
- (c) Pro-Vice-Chancellor shall draw the salary as per the University rules.
- (d) Pro-Vice-Chancellor shall retire at the age as prescribed by UGC.
- (e) The Pro-Vice-Chancellor may be assigned the specific jobs of administration or academics as per the discretion of Vice-Chancellor
- (f) The Pro-Vice-Chancellor shall preside over the meeting of Board of Management and Academic Council in the absence of Vice-Chancellor.
- (g) He will officiate as Vice-Chancellor, whenever the Vice-Chancellor is absent.
- (h) Perform such other duties as may be assigned to him by the Vice-Chancellor.

## STATUTE No. – 5

1. **Short title and commencement:**
  - (a) This Statute may be called the People's University, Bhopal, Madhya Pradesh Governing Body: Constitution, Powers and Duties, Statute, 2011;
  - (b) This shall come into force with effect from the date of Publication in the Official Gazette.
2. **Definitions:** In this statute, unless the context otherwise requires;
  - (a) "Adhiniyam" means the Madhya Pradesh Niji Vishwavidyalaya (Sthapana Avam Sanchalan) Adhiniyam 2007
  - (b) "Statute" means the Statute made under the provisions of Madhya Pradesh Niji Vishwavidyalaya (Sthapana Avam Sanchalan) Adhiniyam 2007
  - (c) "Section" means Section of the Adhiniyam;
  - (d) Words and expression used but not defined in this statute shall have the meaning as assigned to them in the Adhiniyam.
3. **CONSTITUTION:**
  - (a) The Governing Body of the People's University shall consist of the following members, namely:
    - (i) the Chancellor;
    - (ii) the Vice-Chancellor;
    - (iii) three eminent persons nominated by the Sponsoring Body out of whom at least one shall be an eminent educationist;
    - (iv) three distinguished persons nominated by the Visitor out of a panel of six names submitted by the State Government;
    - (v) one representative of the State Government not below the rank of Deputy Secretary.
  - (b) The Chancellor shall be the Ex-officio chairman of the Governing Body.
  - (c) The Registrar will be the Member Secretary of Governing Body.
4. **TENURE:**
  - (a) The term of a nominated member of the Governing Body shall be 3 (three) years from the date of nomination.
    - (i) No nominated members shall hold office for more than two consecutive terms.
5. **POWERS:**

The Governing Body shall be the principal authority of the University and all movable and immovable properties of the university shall vest in the Governing Body and it shall have the following powers, namely:



- (a) The first Statutes of the University shall be made by the Governing Body and shall be submitted to the Regulatory Commission for approval.
- (b) To control functioning of the University by using all such power as are provided by this Adhinyam and the Statutes, Ordinances or Regulations made thereunder;
- (c) To review the decision of other authorities of the University, in case they are not in conformity with the provisions of this Adhinyam or the Statutes, Ordinances or Regulations made thereunder;
- (d) To approve the budget and annual report of the University;
- (e) To lay down the policies to be followed by the University;
- (f) To recommend to the Sponsoring Body the liquidation of the University, provided a situation arises when the functioning of the University is not possible; and
- (g) The Governing Body shall, in the interest of the University, have powers to constitute committee/s and nominate members thereto and decide on the terms of reference and other conditions of functions of the committee/s.
- (h) The Governing Body shall have the power to review, if necessary, the acts of other authorities of the University, save where such authorities have acted in accordance with the powers conferred upon these by the Adhinyam, the Statutes and the Ordinances.
- (i) Such other powers as may be prescribed by the Statutes.

6.

**FUNCTIONS:**

The Governing Body shall be:

- (a) the highest policy making body of the University and shall be responsible for the general supervision, direction and control of the work of the University so that the University fulfills its Missions.
- (b) shall exercise all powers under the Adhinyam unless otherwise prohibited by the Statutes or Ordinances.
- (c) the final approving authority for all the University Statutes and Ordinances. It shall have the power to reject or send for reconsideration any Statutes or Ordinance received from the Vice-Chancellor, Board of Management. It shall also have the powers to review any Statutes or Ordinances and Regulations on its own.
- (d) may invite expert/s or person/s having special knowledge to obtain information or views on an academic matter of common or special interest to any or all the body and institutions of the University.
- (e) Subject to the Adhinyam, the Statutes and the Ordinances, the Governing Body may take steps to dispose of matter referred to it by the Sponsoring Body.
- (f) may make policy, direction/ recommendation/s to any Authority of the University.

- (g) may receive complaints and decide on the matter and their disposal.
- (h) shall consider and, if necessary, take decision/pass resolution on the Annual Report of the University, including the financial accounts and estimates as submitted by the Board of Management.
- (i) shall direct, supervise and control the 'endowment fund' as also general fund account and have them audited as per the Adhinyam.
- (j) shall periodically review the Broad decisions and programmes of the University and direct/suggest measures to improve and develop the University.
- (k) shall be the final authority to approve the recommendation of the Board for conferment of honorary degree and other distinctions and awards.
- (l) The Governing Body may order in writing annul any order, notification, resolution or any proceedings of the University, which in its opinion is not in conformity with the provisions of the Adhinyam, or the Statutes, Ordinances or Regulations:
- (m) shall frame rules/regulations for the conduct of its business.

7.

**MEETINGS AND QUORUM:**

- (a) A meeting of the Governing Body shall ordinarily be called minimum three times in a calendar year.
- (b) Meeting of the Governing Body shall be called under the directions of the Chairperson and in his/her absence by a Member so nominated by the Chairperson.
- (c) The Chairperson may, on his/her own or on the directions of the Sponsoring Body, call a Special Meeting as and when required in the interest of the University.
- (d) Seven (7) clear days notice shall ordinarily be required for a meeting. The chairperson, may however at his discretion, dispense with this requirement in the interest of the University.
- (e) Five members of the Governing Body shall form the Quorum.

**Provided that,** three members will form the quorum for an adjourned meeting.

8.

**VACANCIES:**

- (a) Any member of the Governing Body may resign his/her office. The letter of resignation in writing shall be sent to the Chairman of the Governing Body. Such resignation shall be effective from the date the same is accepted by the Governing Body with the consent of the Sponsoring Body. The date will be communicated to the concerned member.

In case of resignation by members of the Governing Body nominated under section 22 (1) (d) & (e) of the Act, the same will be forwarded to the Visitor/State Government after due deliberations by the Governing Body for acceptance.

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- (b) No member of the Governing Body, who is nominated to another Body in his/her capacity as a member of the Body, shall continue to be a member of that Body after his/her removal or the acceptance of his/her resignation.
- (c) A member of the Governing Body of the University shall automatically cease to be member on his being convicted by a Court of law for any offence including moral turpitude.
- (d) Vacancy of a Member arising by reason of death, resignation, and removal or otherwise shall be filled as soon as possible by the Sponsoring Body/State Government and the Member so nominated shall be a Member for the un-expired portion of the term.

## STATUTE No. – 6

### 1. Short title and commencement;

- (a) This Statute may be called the People's University, Bhopal, Madhya Pradesh Board of Management: Constitution, Tenure, Powers and Functions, Statute, 2011;
- (b) This shall come into force with effect from the date of Publication in the Official Gazette.

### 2. Definitions; In this statute, unless the context otherwise requires;

- (a) "Adhiniyam" means the Madhya Pradesh Niji Vishwavidyalaya (Sthapana Avam Sanchalan) Adhiniyam 2007
- (b) "Statute" means the Statute made under the provisions of Madhya Pradesh Niji Vishwavidyalaya (Sthapana Avam Sanchalan) Adhiniyam 2007
- (c) "Section" means Section of the Adhiniyam;
- (d) Words and expression used but not defined in this statute shall have the meaning as assigned to them in the Adhiniyam.

### 3. CONSTITUTION:

There shall be a Board of Management of the University, duly constituted under Section 23(1) read with Section 23(3) of the Adhiniyam; It shall consist of the following:

- (a) The Vice Chancellor, as ex officio Chairperson;
- (b) Two representatives nominated by the Sponsoring Body.
- (c) Two representatives nominated by the State Government.
- (d) Two Principals/Senior most Professors of the Constituent Institutions by rotation
- (e) Two Senior most Teachers of University by rotation.
- (f) Registrar: Ex-Officio Member Secretary.

### 4. TENURE:

- (a) The Members of the Board of Management, except those who are ex-officio, shall hold office for a period of three (3) years from the date of their nomination.
- (b) No nominated member shall hold office for more than two consecutive terms.
- (c) The Chairperson of the Board of Management, whose decision in the matter shall be final, shall decide any dispute or question with regard to Membership or Tenure of a Member.
- (d) The Vice-Chancellor will be the ex-officio Chairperson, of Board of Management.

**5. POWERS AND FUNCTIONS:**

The Board of Management:

- (a) Shall be Principal Executive Body of the University and shall be responsible for the entire management, control and administration of the University.
- (b) The Statutes of the University, other than the first Statutes, shall be made by the Board of Management with the approval of the Governing Body.
- (c) Shall function under the policies laid down by the Governing Body and shall receive and respond to all directions from the Governing Body.
- (d) Shall ensure an integrated approach to key areas such as education policy, planning, resource mobilization and allocation, response to new opportunities, accountability and transparency of functioning in order to achieve the objectives set before the University in a democratic manner.
- (e) In order to manage and administer, the functioning of the University in a smooth and efficient manner, the Board of Management shall have the powers to make Statutes, Ordinances and Regulations, either on its own or on the recommendation of any Authority or Officer of the University, subject to the conditions laid down in the Adhinyam.
- (f) Shall be the appellate authority in case of any question or dispute between a student or an employee on the one hand and any Authority or Officer of the University or Head of an Affiliated College/Institution /Study Centre on the other.
- (g) Shall regulate the use of the common seal of the University.
- (h) Shall control and administer the properties and funds of the University, including, framing of annual financial statement and estimates, annual audit, control/reduce/enhance/transfer budget allocations, borrow or lend funds with the prior approval of the Governing Body, etc and appoint authorised agents for the same, if deemed necessary.
- (i) Shall have the authority to enter into, vary, carry out and cancel contracts on behalf of the University in the exercise or performance of the powers and duties assigned to it under the Adhinyam or the Statutes and Ordinances.
- (j) Shall have the power to create or designate Departments of the University or affiliated colleges or institutions as laid down by the Statutes/Organances.
- (k) The Board of Management may, on the recommendation of the Academic Council, institute any Professorship, Readership or Lectureship or any teaching post and may abolish it.
- (l) Shall direct the preparation of the Annual Report of the University, along with the audited accounts for the year and the extent of achievement of objectives of the University. Board shall have the power to include any other item in the Report. The Board shall put the Report before the Governing Body as stipulated by Regulations.

- (m) Shall comply with such directions as may be received from the Chairperson of the Governing Body to hold a meeting and discuss matters as specified.
- (n) To prescribe remunerations, emoluments, travelling and other allowances etc of examiners / invigilators and other employees appointed for examination related duties.
- (o) To ensure maintenance of proper accounts of the properties and funds of the University;
- (p) To have financial accounts prepared together with audit report and annual report of the University and to place it before the Governing Body for its perusal, approval and directions.
- (q) To prepare the annual/supplementary budget of the University and to place it before the Governing Body for its consideration and approval.
- (r) To follow and monitor the budget for expenditure as approved by the Governing Body.
- (s) To recommend to Governing Body for creating the post of other officers of the University.
- (t) To make regulations regarding administration and control of the institutes, hostels, libraries, laboratories, museums and other Institutions established or maintained by the University.
- (u) To select a common seal for the University and to provide for its custody and use;
- (v) To arrange for the conduct/defend of litigation by or against the University.
- (w) To examine and recommend to Governing Body regarding the institute of fellowships, scholarships, studentships, exhibitions, medals and prizes on the recommendations of the Academic Council;
- (x) To recommend confer honorary degree, medals and prizes on the recommendation of the Academic Council;
- (y) To recommend, enact, amend or repeal Statutes;
- (z) To recommend confer the title of Professor Emeritus on the recommendation of the Academic Council.
- (aa) To exercise such other powers and perform such other duties as may be conferred or imposed upon it by the Adhiniyam, Statutes, Ordinances or the Regulations.

**6. POWER TO PROPOSE AND RECOMMEND AMENDEMENTS OR REPEAL STATUTES/ORDINANCES/REGULATIONS:**

The Statutes shall be made, amended or repealed by the Board in the manner hereinafter provided.

- (a) The Board of Management may take up for consideration of the draft of a Statute either on its own motion or on a proposal made by the Academic Council. If the Academic Council does not propose the draft, the Board shall obtain the opinion of the Academic Council thereon before considering the same.

- (b) The Board of Management shall obtain the opinion of the Finance Committee in respect of such of the Statutes involving financial implications.
- (c) The Board of Management, if it thinks necessary, may also obtain the opinion of any Officer, Authority or body of the University with regard to the draft Statute before taking it up for consideration.
- (d) Every Statute as approved by the Board of Management shall be placed before to the Governing Body for Submission to the Chairperson for assent with its specific recommendations.

**The Board of Management in the manner hereinafter provided may make the Ordinances.**

- (a) In making the Ordinances, the Board of Management shall consult,
  - (i) The Boards of Studies concerned when such Ordinances affect the duties of examiners; and
  - (ii) The Academic Council when such Ordinances affect the courses of study, conduct of and the standard examinations or the conditions of residence of students.
- (b) The Board of Management shall not have power to amend the draft of any Ordinance proposed by the Academic Council but it may reject the proposal or return the draft to the Academic Council for reconsideration, either in whole or in part together with such amendments as the Board may suggest.
- (c) Where the Board of Management has rejected the draft of an Ordinance proposed by the Academic Council, the Academic Council may appeal to the Governing Body.
- (d) The Governing Body may, after obtaining the comments of the Board of Management either reject the appeal or approve the Ordinance as proposed by the Academic Council. Thereupon the Ordinance shall have effect as if made by the Board.
- (e) Every Ordinance once approved by the Board of Management shall be submitted to the Governing Body, within two weeks of making thereof for final approval. The Chancellor, may within four weeks of the receipt of Ordinance, approve the same, or return to the Board of Management along with the comments for review. The decision of the Chancellor shall be final.
- (f) The Board of Management may make **Rules** consistent with the Adhinyam, the Statutes, the Ordinances and the Regulations. The rules may provide for:
  - (i) Giving of notice of meeting to the members of each Authority or Board, of the dates of meeting and of the business to be transacted at the meetings and also for keeping a record of the proceedings of meetings:

- (ii) The procedure to be followed at meetings and the number of members required to form the quorum for meetings; and
- (iii) All matters solely concerning such Authority or Board and not provided for by the Adhinyam, the Statutes, the Ordinances or the Regulations.
- (iv) Every Rule made under this section shall come into force on the date it is approved by the Board.

**7. MEETING AND QUORUM:**

- (a) The Board of Management shall meet at least once in every two month. The Vice Chancellor may, in case of urgency, convene a special Meeting.
- (b) The meeting shall be convened under the direction of the Vice Chancellor.
- (c) Five members shall constitute the quorum.

**8. VACANCIES:**

- (a) Any member of the Board of Management may resign his/her office. The letter of resignation in writing shall be sent to the Chairperson of the Board of Management. Such resignation shall be effective from the date the same is accepted by the Board of Management with the consent of the Chancellor. The date will be communicated to the concerned member.

In case of resignation by members of the Board of Management nominated under section 23 (1) (c) of the Act, the same will be forwarded to the State Government after due deliberations by the Board of Management for acceptance.

- (b) No member of the Board of Management, who is nominated to another Body in his capacity as a member of the Board shall continue be a member of that Body or hold the post after the acceptance of his/her resignation.
- (c) A member of the Board of Management of the University shall automatically cease to be member on his being convicted by a Court of law for any offence including moral turpitude.
- (d) Vacancy of a member arising by reason of death, resignation, and removal or otherwise shall be filled as soon as feasible, and the member so nominated shall be a Member for the un-expired portion of the term.



**STATUTE No. -- 7****1. Short title and commencement:**

- (a) This Statute may be called the People's University, Bhopal, Madhya Pradesh Registrar: Conditions of Service, Powers and Duties Statute, 2011;
- (b) This shall come into force with effect from the date of Publication in the Official Gazette.

**2. Definitions: In this statute, unless the context otherwise requires;**

- (a) "Adhiniyam" means the Madhya Pradesh Niji Vishwavidyalaya (Sthapana Avam Sanchalan) Adhiniyam 2007
- (b) "Statute" means the Statute made under the provisions of Madhya Pradesh Niji Vishwavidyalaya (Sthapana Avam Sanchalan) Adhiniyam 2007
- (c) "Section" means Section of the Adhiniyam;
- (d) ~~Words and expression~~ used but not defined in this statute shall have the meaning as assigned to them in the Adhiniyam.

**3. REGISTRAR: APPOINTMENT AND CONDITIONS OF SERVICE:**

- (a) The appointment of the Registrar shall be made by the Governing Body on recommendation of the expert committee constituted for the purpose, as prescribed by the Statutes. However, the First Registrar may be appointed by the Sponsoring Body pending creation of Statutes.
- (b) The subsequent Registrar other than the first Registrar shall be appointed by the Governing Body on the recommendation of the Expert Committee constituted for the purpose. The expert committee shall consist of
- (i) Vice-Chancellor- Chairman
  - (ii) Nominee of the Chancellor
  - (iii) Two expert members approved by Governing Body
  - (iv) One observer nominated by Chairman, Regulatory Commission.
- (c) The Registrar shall receive salary in the scale as per UGC norms or as sanctioned by the Governing Body.
- (d) No person shall be eligible for appointment as Registrar unless he possesses such qualifications as laid-down in the Regulations for the University.
- (e) The Registrar shall be entitled to such other benefits and privileges as may be prescribed in the service rules.
- (f) The Registrar shall retire on completing the age of sixty five years.
- (g) If at any time upon representation made or otherwise, and after making such inquiry may be deemed necessary, the situation so warrants that the continuance of the Registrar is not in the interest of the University, the Vice-Chancellor may request the Chancellor in writing stating the reasons therein, for the removal of the Registrar.

Provided that before such action the Registrar shall be given an opportunity of being heard.

#### 4. POWERS & DUTIES OF REGISTRAR

- (a) All contracts shall be signed and all documents and records shall be authenticated by the Registrar on behalf of the University.
- (b) The Registrar shall be the Member Secretary of the Governing Body, Board of Management and Academic Council but he shall not have the Right to vote.
- (c) The Registrar shall exercise such other powers and perform such other duties as may be prescribed by the Statutes.
- (d) He shall be the custodian of the records, the common seal and such other property of the University, as the Governing Body shall commit to his charge;
- (e) Shall be responsible for inventory management of furniture, fittings and Equipments and ensure annual stock taking and physical verification of the same.
- (f) He shall arrange for condemnation of unserviceable furniture and equipments as recommended by Committee appointed for that purpose
- (g) Shall issue all notices convening meeting of the Governing Body, the Board of Management, the Academic Council, the Academic Planning and Evaluation Board and any board or committees appointed under the Adhinyam of which he is to act as Secretary;
- (h) Shall keep the minutes of all meetings of the Governing Body, the Board of Management, the Academic Council, the **Academic Planning and Evaluation Committee** and any board or committees of the University appointed under the Adhinyam of which he is to act as Secretary;
- (i) Shall conduct the official correspondence of the University, the Governing Body, the Board of Management, the Academic Council and other body/ authorities.
- (j) Shall supply to the Vice Chancellor
  - (i) copies of the agenda of the meetings of the University authorities of which he is to act as Secretary, as soon as such approved agenda is issued;
  - (ii) the minutes of the meetings of the University authorities of which he is to act as Secretary, within a month of the holding of such meetings; and
  - (iii) such other papers and information as the Vice-Chancellor may direct him to maintain and supply from time to time;
- (k) Shall exercise all such powers as may be necessary or expedient for carrying into effect the orders of the Vice-Chancellor or various authorities or body of the University of which he acts as Secretary;
- (l) Shall discharge such other functions as may be assigned to him from time to time by the Vice Chancellor to whom he shall be responsible for the same;

**STATUTE No. - 8**

1. **Short title and commencement:**
  - (a) This Statute may be called the People's University, Bhopal, Madhya Pradesh Chief Finance & Accounts Officer: Functions & Duties, Statute, 2011;
  - (b) This shall come into force with effect from the date of Publication in the Official Gazette.
2. **Definitions:** In this statute, unless the context otherwise requires;
  - (a) "Adhiniyam" means the Madhya Pradesh Niji Vishwavidyalaya (Sthapana Avam Sanchalan) Adhiniyam 2007
  - (b) "Statute" means the Statute made under the provisions of Madhya Pradesh Niji Vishwavidyalaya (Sthapana Avam Sanchalan) Adhiniyam 2007
  - (c) "Section" means Section of the Adhiniyam;
  - (d) Words and expression used but not defined in this Statute shall have the meaning as assigned to them in the Adhiniyam.
3. **APPOINTMENT, TERMS & CONDITIONS**
  - (a) The Chief Finance and Accounts Officer shall be responsible for the entire aspects relating to accounts and finances of the University.
  - (b) The Chief Finance and Accounts Officer will be a full time salaried officer of the University and shall discharge his duties under general superintendence and control of the Vice-Chancellor.
  - (c) The appointment of the Chief Finance and Accounts Officer shall be made by the Chancellor on the recommendations of the committee constituted for the purpose.  
The committee shall consist of :
    - (a) Vice Chancellor-Chairman
    - (b) Nominee of the Chancellor
    - (c) Two expert members approved by the Governing Body.
    - (d) One observer nominated by the Chairman, Regulatory Commission
  - (d) Notwithstanding the above the first Chief Finance and Accounts Officer may be appointed by Chancellor.
  - (e) If at any time upon representation made or otherwise, and after making such inquiry may be deemed necessary, the situation so warrants that the continuance of the Chief Finance and Accounts Officer is not in the interest of the University, the Vice-Chancellor may request the Chancellor in writing stating the reasons therein, for the removal of the Chief Finance and Accounts Officer.
  - (f) The Chief Finance and Accounts Officer shall retire on completing the age of sixty five years.
4. **SUBJECT TO THE CONTROL OF VICE-CHANCELLOR FOLLOWING SHALL BE THE DUTIES & RESPONSIBILITIES OF THE CHIEF FINANCE & ACCOUNTS OFFICER:**
  - (a) to hold and manage the property and investments of the University and endowed properties/funds.

- (b) to ensure that the limits fixed by Governing Body for recurring and nonrecurring expenditure for a year are not exceeded and that all monies are expended for the purpose for which they are granted or allotted.
- (c) to keep a constant watch on the state of the cash and bank balances and on the state and quality of investment.
- (d) to suggest measures of additional internal revenue generation for the university
5. **CHIEF FINANCE & ACCOUNTS OFFICER SHALL: -**
- (a) arrange collection of income, disburse the payments and maintenance of the accounts of the University.
- (b) be responsible for the preparation of annual accounts and the budget of the University for the next Financial Year as also long term plans are required.
- (c) have the accounts of the University regularly audited and financial statements duly audited and certified by the external auditors of the University in compliance of Statutory Regulations.
- (d) He will also ensure compliance of all the irregularities/deficiencies pointed out in any of the audit reports and confirm such compliance to the Vice-Chancellor.
- (e) ensure that the registers of building, land, furniture and equipment are maintained up-to-date and that the stock checking of equipment and other consumable materials in all offices and institutions maintained by the University.
- (f) suggest appropriate action against persons responsible for unauthorized expenditure and for other financial irregularities.
- (g) ensure that proposals for fixation of fees and other charges are prepared and put up to the competent authority/committee for approval.
- (h) ensure that the fee structure once approved, is implemented and fees from the students received in time with penalties, if any.
6. The Chief Finance & Accounts Officer may call from any Office or Institution of the University any information, documents, bills/receipts and statements/returns that he may consider necessary for the performance of his duties.
7. The Chief Finance & Accounts Officer shall see that all bills for payments be duly audited after residential audit set up is established.
8. He shall ensure compliance of provisions of applicable acts and regulations relating to direct and indirect taxes and revenue levies of Central / State Govt. and local bodies.
9. Chief Finance & Accounts Officer shall discharge all such functions as assigned by the Chancellor, Governing Body/ Vice-Chancellor and or embodied in the Statutes.
10. Chief Finance and Accounts Officer will ensure that preventive vigilance measures and proactive steps are continuously observed in the University and its Institutions.

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**STATUTE No. - 9****1. Short title and commencement:**

- (a) This Statute may be called the People's University, Bhopal, Madhya Pradesh Controller of Examination: Function & Duties, Statute, 2011;
- (b) This shall come into force with effect from the date of Publication in the Official Gazette.

**2. Definitions: In this statute, unless the context otherwise requires;**

- (a) "Adhiniyam" means the Madhya Pradesh Niji Vishwavidyalaya (Sthapana Avam Sanchalan) Adhiniyam 2007
- (b) "Statute" means the Statute made under the provisions of Madhya Pradesh Niji Vishwavidyalaya (Sthapana Avam Sanchalan) Adhiniyam 2007
- (c) "Section" means Section of the Adhiniyam;
- (d) **Words and expression used but not defined in this statute shall have the meaning as assigned to them in the Adhiniyam.**

**3. APPOINTMENT, TERMS & CONDITIONS**

- (a) The Controller of Examination will be a full time salaried officer of the University and discharge his duties under general superintendence and control of Vice-Chancellor.
- (b) The Controller of Examination shall be appointed by the Chancellor in accordance with the provisions embodied in the Statutes.

**4. POWERS AND DUTIES**

- (a) The Controller of Examination shall be responsible for the due custody of the records pertaining to the entire work related to examinations. He shall be ex-officio secretary of the Examination Committee of the University and shall place before such Committee all such information as may be necessary for the transaction of its business.
- (b) He shall also perform such other duties as may be prescribed by the Regulations or as may be required from time to time, by the Board of Management or the Vice-Chancellor but he/she shall not, by virtue of this sub-section, be entitled to vote.
- (c) Subject to the superintendence of the Vice-chancellor, the Controller of Examinations shall have administrative control of examinations and including the employees working under him.
- (d) The Controller of Examination shall conduct the examinations and make all other arrangements there for and be responsible for due execution of all processes connected therewith.
- (e) The Controller of Examination is responsible to maintain utmost confidentiality in all aspects of examinations.
- (f) Where the Controller of Examination is, for any reason is unable to act or the office of the Controller of Examination is vacant, all the duties of the office shall be performed by such person as may be decided by the Vice-Chancellor, until the Controller of Examination resumes his duties or as the case may be the vacancy is filled.

## STATUTE No. – 10

1. **Short title and commencement:**
  - (a) This Statute may be called the People's University, Bhopal, Madhya Pradesh Academic Council: Constitution Powers and Functions, Statute, 2011;
  - (b) This shall come into force with effect from the date of Publication in the Official Gazette.
  
2. **Definitions:** In this statute, unless the context otherwise requires;
  - (a) "Adhiniyam" means the Madhya Pradesh Niji Vishwavidyalaya (Sthapana Avam Sanchalan) Adhiniyam 2007
  - (b) "Statute" means the Statute made under the provisions of Madhya Pradesh Niji Vishwavidyalaya (Sthapana Avam Sanchalan) Adhiniyam 2007
  - (c) "Section" means Section of the Adhiniyam;
  - (d) **Words and expression** used but not defined in this statute shall have the meaning as assigned to them in the Adhiniyam.
  
3. **FORMATION**

The Academic Council shall be the principal academic body of the University and shall, subject to the provisions of this Act, Statutes, Ordinances and regulations, co-ordinate and exercise general supervision over its academic policies. The Academic Council shall consist of the following members:

  - (a) Chairperson – Vice-Chancellor
  - (b) Members- All Deans of faculty and all Chairpersons of Board of Studies.
  - (c) Nominated members- Two teachers above the cadre of Associate Professor / Reader, from each constituent Institutions and to be nominated by the Vice-Chancellor for a term of Two years.
    - (i) Teacher can be re-nominated for second term continuously.
    - (ii) Teacher cannot be re-nominated for continuous third term, however he/she will become eligible for nomination again after break of one term.
  - (d) Controller of Examination
  - (e) Member Secretary- Registrar
  - (f) One representative nominated by Chairman, Regulatory Commission.
  - (g) Three members from among the Principals/Deans/Directors of constituent Institutions to be nominated by Vice-Chancellor in rotation.
  - (h) External Members: Two members from other Universities to be nominated by the Vice-Chancellor.
  - (i) Student Members: One Under-Graduate and one Post-Graduate Student from amongst the regular students of constituent institutions to be nominated by Vice-Chancellor.
  - (j) Chancellor's Nominee: Two members to be nominated by the Chancellor

Members who wish to resign the membership shall give in writing an application to the Registrar, who shall forward it with his/her remarks to the Vice-Chancellor for necessary action.

Member who remains absent for three consequent meeting without prior permission and valid reason, shall cease to be member of the Council.

Casual vacancies shall be filled for the remainder period of the term of Member.

Removal / Disqualification:

- (i) Person resigns from his/her post in University ceases to be member.
- (ii) On removal or dismissal from his/her post in University.
- (iii) Convicted for any offence including moral turpitude.
- (iv) Nominating Authority may remove a Member who is sick, insane and incapable of discharging duty in the Council.
- (v) Nominating Authority may remove a Member who is found guilty of misconduct, indiscipline and malpractice in the University, or outside

#### 4. CONDUCT

- (a) The Vice-chancellor, as the Chairperson, shall preside over the meetings of the Academic Council and in his/her absence, any other person nominated by the Chancellor shall preside over the meeting.
- (b) The Registrar shall be the Member-Secretary of the Academic Council and in the absence of the Registrar, any other person authorized by the Vice-Chancellor shall act as the Secretary.
- (c) One third of the members of the Academic Council including the Chairperson shall form the quorum at a meeting, provided that no quorum shall be necessary for adjourned meetings. Ordinarily fifteen days notice shall be given for all meetings of the Academic Council.
- (d) The term of the nominated members of the Academic Council will be three years.

#### 5. GENERAL RULES OF THE MEETING OF ACADEMIC COUNCIL:

- (a) In general the Academic Council shall meet twice a year (August & February). Vice-Chancellor can requisite the meeting as and when required in addition to regular meetings.
- (b) Academic Council shall meet on requisition of Vice Chancellor.
- (c) Registrar shall notify the meeting on the orders of Vice Chancellor.
- (d) Registrar shall send the notification along with the agenda to the members by speed post or by email, 15 days before the date of meeting.
- (e) Approval of the resolutions shall be by simple majority of the Members present.
- (f) Vice Chancellor is authorized to invite experts as and when required. However such invitee members shall neither be counted to fulfill quorum requirement, nor have voting powers.
- (g) All the decisions of the Academic Council are subject to the final approval of Board of Management of the University.
- (h) Validity of Council meetings: Proceedings of the Council meetings shall not be invalidated
  - (i) due to vacancies in Academic Council.

- (ii) due to non receipt of meeting notice by any member or members.
- (iii) due to defective nomination of any member.

**6. POWERS, DUTIES AND FUNCTIONS:**

- (a) The Academic Council shall be the Principal Academic Body of the University and shall subject to the provisions of the Adhinyam, Statutes, Ordinances and Regulations, exercise the control and general regulation for the maintenance of the standards of instructions, education and examinations of the University.
- (b) As the Authority of the University, shall be the principle body for laying down educational policy and shall subject to the Statutes, Ordinances and Regulations see to the coordination and general superintendence of its implementation.
- (c) To co-opt as members persons having special knowledge or experience in the subject matter of any particular business which may come before the Council for consideration. The members so co-opted shall have all the rights of the members of the Council in regard to the transaction of the business in relation to which they may be co-opted.
- (d) To promote research and innovation related activities in the University.
- (e) to make recommendations to the Governing Body on the proposals received from the different faculties of the University, for the conferment of degrees, honorary degrees or any such other distinction or honor of the University.
- (f) Emphasis shall be given for overall development of students to excel in the life not only as a professional but also as a responsible citizen.
- (g) Frame the rules and regulations to control the indiscipline in general and malpractices, unacceptable methods in the examinations or amend with the approval of Board of Management.
- (h) Approve the launching/commencing of new courses of studies.
- (i) Frame the Calendar of Events for the academic year for the various courses.
- (j) Approve the rules of conduct/behavior and etiquette of the students in the Institution, the Hostels and in and outside campus.
- (k) Discuss and decide on the matters put up by the respective Boards of Studies.
- (l) To arrange and order annual inspections by the Local Committees of constituent Institutions to maintain high standards.
- (m) Prescribe the methodology, schemes, and modalities of internal and University examinations including the internal ones.
- (n) Prescribe the detailed methodology, scheme and allotment of marks for individual subjects in all the courses.



- (o) Discuss and accord approval of schedules of examinations as proposed by the Controller of examinations.
- (p) Discuss and accord approval of methods of reporting malpractice cases, method of enquiry, and the punishments.
- (q) Discuss and decide on all the recommendations of various sub-committees appointed for the specific purposes.
- (r) Appoint various sub committees as and when required for specific purpose / task. The committees shall cease to function after completing the task assigned.
- (s) Constitute including formation of such committees as may be required to deal with special individual cases of indiscipline of employees, students. Indiscipline among the group, un-authorized absence, misbehavior, misappropriation, and thefts will also be looked into by the Council.
- (t) To consider and act on the recommendations of such committees.
- (u) To take up the matters for periodical review of functioning and co-ordination between all the constituent Institutions and/ departments and recommend to the Board of Management, the ways and means of improvement.
- (v) To initiate and promote research and related activities in various constituent Institutions and centers.
- (w) To consider other academic or student welfare matter referred to the Academic Council.
- (x) To recognize degrees/diplomas of other Universities/institutions and determine their equivalence.
- (z) To appoint committees for admission of students in different faculties of University.
- (aa) To make special arrangements, if any, for the teaching of women students and for prescribing for them special courses of study.
- (bb) To recognize persons of eminence in their subjects to be associated as research guide, in the subject as prescribed in the Ordinance.
- (cc) Academic Council shall ensure that while framing rules, syllabus and curriculum norms of the Regulatory Body i.e. AICTE, MCI, DCI, Pharmacy Council, Indian Nursing Council & Bar Council etc. as laid down from time to time, are adhered to.

## **STATUTE No. - 11**

1. **Short title and commencement:**
  - (a) This Statute may be called the People's University, Bhopal, Madhya Pradesh Board of Studies; Constitution & Powers, Statute, 2011;
  - (b) This shall come into force with effect from the date of Publication in the Official Gazette.
  
2. **Definitions:** In this statute, unless the context otherwise requires;
  - (a) "Adhiniyam" means the Madhya Pradesh Niji Vishwavidyalaya (Sthapana Avam Sanchalan) Adhiniyam 2007,
  - (b) "Statute" means the Statute made under the provisions of Madhya Pradesh Niji Vishwavidyalaya (Sthapana Avam Sanchalan) Adhiniyam 2007,
  - (c) "Section" means Section of the Adhiniyam;
  - (d) **Words and expression** used but not defined in this Statute shall have the meaning as assigned to them in the Adhiniyam.
  
3. **Board of Studies:**

There shall be Boards of Studies pertaining to the following subjects / group of subjects:

  - (a) In Pre and Para Clinical subjects comprising of Anatomy, Physiology, Biochemistry, Pathology, Pharmacology, Microbiology, Forensic Medicine, and Community Medicine.
  - (b) In Clinical subjects comprising of Medicine, Surgery, Otorhynolaryngology, Radiology, Anesthesiology, Pediatrics, Ophthalmology, Psychiatry, Dermatology, Ophthalmology, Orthopedics, Obstetrics and Gynecology.
  - (c) In Dentistry
  - (d) In Pharmacy
  - (e) In Nursing
  - (f) In Para medical
  - (g) In Management and Hotel Management
  - (h) In Engineering
  - (i) In Media Studies, Cinema & Creative Arts
  - (j) In Arts
  - (k) In Sciences
  - (l) In Commerce.
  - (m) In Education
  
4. The Chancellor, on the recommendation of the Vice-Chancellor may include any subjects not covered in the above list to any of the Boards as above and may delete subjects, if required.

**5. CONSTITUTION OF BOARD OF STUDIES:**

- a) The Board of Studies shall be constituted by the Chancellor on the recommendations of Vice-Chancellor.
- b) The Members of the Board of Studies shall not exceed twenty exclusive of at least two external members in each Board. External means teachers working in other University.
- c) The Chairman & Members of the Board of Studies will be nominated by the Chancellor among the teachers in the University.
- d) The term of Chairman and Members is three years. Members can be re-nominated for a maximum of three consequent terms. The Chairman shall be nominated from among the senior teachers in BOS, on rotation
- (e) When the Chairman of the Board resigns or remains absent for any reason, one of the members of the Board will act as Chairman with the Vice-Chancellor's approval.
- (f) The Chairman of Board of Studies shall have the right to co-opt whenever necessary experts or specialists in any particular subject to act as member of the said Board for the purpose of considering any particular subject with prior approval of the Vice-Chancellor. The Members co-opted shall not exceed two at any time. Co-opted Members shall offer their expert opinions when ever sought and shall not form a part of the Board proceedings.

**6. COMPOSITION OF EACH BOARD:**

- (a) One member from among the professors in each subject to be nominated by Vice-Chancellor on the recommendation of Head of Institution.
- (b) Four teachers from among all the teachers in the specialty, other than professors and possessing PG qualification in any speciality, in the group of subjects to be nominated by Vice-Chancellor on the recommendation of Head of Institution.
- (c) Two senior members of teaching faculty from Institutions other than People's University shall be nominated as external members for a term of three years.
- (d) Members shall be responsible for ensuring that minimum recommendations about curriculum laid down by Regulatory Bodies, MCI, DCI, AICTE, Pharmacy Council, INC, Bar Council, etc are followed.

**7. REMOVAL / DISQUALIFICATION OF MEMBER:**

- (a) The member ceases to be so:
  - (i) on resignation/ removal from University
  - (ii) when convicted for any offence including moral turpitude.
- (b) A member can be removed:
  - (i) who is sick, insane and incapable of discharging the duties in the Board.
  - (ii) who is found guilty of misconduct, indiscipline and malpractice.

**8. POWER AND FUNCTIONS OF BOARD OF STUDIES:**

- (a) The Boards of Studies shall prepare and recommend the detailed courses of study and curriculum or the different levels of studies in the respective subjects.
- (b) Board of Studies may recommend to the Academic Council any matter connected with the academics/examinations in its subjects and address them on any matters relating to improvement in the courses of studies.
- (c) The Board of Studies shall be responsible:
  - (i) To prepare syllabus for several courses of study under their pervuew.
  - (ii) To prepare scheme of examinations.
  - (iii) To prepare panels of names of persons suitable for appointment as paper-setters / examiners / valuers.
  - (iv) To advise the University authorities on such matters as may be referred to them by any authority of University.
  - (v) To consider and recommend to the Academic Council establishment of new courses, inter-disciplinary courses and short-term training programmes referred to it.
  - (vi) To plan and organize inter-departmental and inter-faculty programmes in consultation with the Board of Studies of other faculties.
  - (vii) To prepare and submit the Annual Report of the functioning of Department to the Vice-Chancellor.
  - (viii) To go through and consider any other academic matter which may be referred to it for opinion.

**9. QUORUM:**

One third of the members of the Board of Studies shall form a quorum for its meetings. This should include one external member of the Board of Studies. The meeting of the Board of Studies will be arranged at least once in a year.

**10. JOINT MEETINGS:**

Whenever it is deemed necessary the Vice-Chancellor shall be competent to convene Joint Meetings of two or more Boards of Studies and the Vice-Chancellor shall appoint the Chairman for any such meeting(s).

**11. OPINION BY CIRCULATION:**

The Vice-Chancellor may in urgent cases obtain the opinion of the Chairman of Board of Studies or of full Board of Studies by circulations of any proposal among them. Such opinion together with the action taken thereon shall be communicated to all the members.

**12. VALIDITY OF BOARD OF STUDIES MEETINGS:**

Proceedings of the Board of Studies meetings shall not be invalidated merely due to

- (a) due to vacancies in Board of Studies.
- (b) due to non receipt of meeting notice by any member or members.
- (c) due to defective nomination of any member

**STATUTE No. - 12****1. Short title and commencement:**

- (a) This Statute may be called the People's University, Bhopal, Madhya Pradesh **Faculties of the University: Constitution, Powers & Functions, Statute, 2011;**
- (b) This shall come into force with effect from the date of Publication in the Official Gazette.

**2. Definitions: In this Statute unless the context otherwise requires;**

- (a) "**Adhiniyam**" means the Madhya Pradesh Niji Vishwavidyalaya (Sthapana Avam Sanchalan) Adhiniyam 2007,
- (b) "**Statute**" means the Statute made under the provisions of Madhya Pradesh Niji Vishwavidyalaya (Sthapana Avam Sanchalan) Adhiniyam 2007,
- (c) "**Section**" means Section of the Adhiniyam;
- (d) **Words and expression** used but not defined in this Statute shall have the meaning as assigned to them in the Adhiniyam.

**3. FACULTY**

- (a) The faculties shall be the principal academic coordinating authorities of the University in respect of academic pursuits, studies and research in the subjects included in a faculty and also in respect of studies and research of multi-disciplinary faculties.
- (b) The University has under its umbrella, institutions of various streams imparting education and training. These include health, natural science, arts, commerce and technical branches of knowledge. Therefore it is imperative that these fields are broadly divided into various groups for effective functioning.
- (c) In view of the above objectives the branches are grouped in as various faculties based on certain distinguishing characteristics in the sphere of knowledge.

**4. (a) Accordingly there shall be presently following Faculties:**

- (i) Faculty of Medicine
- (ii) Faculty of Dentistry
- (iii) Faculty of Pharmacy
- (iv) Faculty of Nursing
- (v) Faculty of Paramedical
- (vi) Faculty of Engineering
- (vii) Faculty of Management and Hotel Management
- (viii) Faculty of Media Studies, Cinema & Creative Arts.
- (ix) Faculty of Arts,
- (x) Faculty of Sciences
- (xi) Faculty of Commerce.
- (xii) Faculty of Education

- (b) **COMPOSITION OF THE FACULTY:**
- (i) Dean of Faculty, nominated by the Chancellor on the recommendation of Vice-Chancellor from among the Senior Professors / teachers in the specialty.
  - (ii) Chairpersons of the Boards of Studies under the faculty
  - (iii) Not more than five teachers from each discipline from the category of Professor, Reader / Asst. Professors, Lecturer of the constituent institution of the University as nominated by the Vice-Chancellor on the recommendation of Head of Institution.
- (c) **Tenure of Faculty** is three years. Complete faculty shall be reconstituted once in three years. Casual vacancies shall be filled for remaining period by Chancellor/Vice-Chancellor respectively.

5. **MEETING OF THE FACULTIES:**

The Faculties shall meet ordinarily once in a year or at such other times as are fixed by the Vice-Chancellor or on the requisition of the Dean with the previous permission of the Vice-Chancellor. Dean shall preside over the meetings. Senior teacher among those present shall preside over the meeting, if Dean is absent/away.

6. **QUORUM:**

One third of the members of the faculty shall form a quorum of the meeting

7. **NOTICE OF THE MEETING & AGENDA:**

Notice of a Meeting of Faculty shall be sent by post or by e-mail to each member by the Registrar under the directions of the Vice-Chancellor stating, the date, & venue of the meeting and also showing the business to be placed before the meeting. The period of notice shall ordinarily be fifteen days unless the Vice-Chancellor, for reasons of urgency, fixes a shorter period.

- (a) Members who wish to submit any item for discussion may do so in writing to the Registrar at least 7 days in advance
- (b) The Dean shall send the proceedings of the meeting to the Registrar for further course of action.

8. **POWERS AND FUNCTIONS:-**

- (a) subject to the control of Academic Council, to organise, co-ordinate and regulate teaching and research activities of Departments assigned to the Faculty.
- (b) to approve the courses of studies for the different examinations in the Faculty proposed by the Board of Studies and to remit matters to Board of Studies,
- (c) to recommend to the Academic Council the parameters or considerations for the awards of degrees, diplomas and other distinctions including the scheme of examination for different degrees,
- (d) to deal with such other matters relating to the subjects within its purview as may be referred to it by the Academic Council.

**STATUTE No. - 13****1. Short title and commencement;**

- (a) This Statute may be called the People's University, Bhopal, Madhya Pradesh **The Dean of Students' Welfare: Terms and Conditions of Service, Powers and Duties Statute, 2011;**
- (b) This shall come into force with effect from the date of Publication in the Official Gazette.

**2. Definitions; In this Statute, unless the context otherwise requires;**

- (a) "**Adhiniyam**" means the Madhya Pradesh Niji Vishwavidyalaya (Sthapana Avam Sanchalan) Adhiniyam 2007,
- (b) "**Statute**" means the Statute made under the provisions of Madhya Pradesh Niji Vishwavidyalaya (Sthapana Avam Sanchalan) Adhiniyam 2007,
- (c) "**Section**" means Section of the Adhiniyam;
- (d) **Words and expression** used but not defined in this Statute shall have the meaning as assigned to them in the Adhiniyam.

**3. The Dean of Students' Welfare shall be nominated preferably from among the Professor of University for a term of three years by Chancellor on recommendation of Vice-Chancellor.**

Provided further that before the expiry of his term of three years the Governing Body may, on a report from the Vice Chancellor, terminate the nomination of Dean of Student's Welfare if it is satisfied that further continuance of the Dean Students' Welfare will not serve only useful purpose or will be detrimental to the cause for which he has been appointed or in the interests of the University, after giving reasonable opportunity of being heard.

**4. Dean of Students' Welfare:**

- (a) will possess atleast Post Graduate degree in any subject and five years of experience of teaching post-graduate classes or twelve years experience of teaching degree classes, preferably having experience of guiding extra-curricular activities and understanding of students' problems.
- (b) draw salary in the pay scale of Professor or Associate Professor as decided by the University.

**5. The Dean of Students' Welfare, shall continue to hold his lien on his substantive post and shall be eligible to all the benefits that would have otherwise accrued to him but for his appointment as Dean of Students' Welfare.****6. (1) The Dean of Students' Welfare shall be the Head of the Information Centre and the Placement Office in the University.**

- (2) The Dean of Students' Welfare shall, if the Governing Body, Board of Management or the Academic Council so desire and invite, be present at any meeting of the authority concerned when matters relating to Students' Welfare come up for deliberations therein.
- (3) Subject to the control of the Vice Chancellor, the Dean of Students' Welfare shall –
  - (i) make arrangements to ensure suitable accommodation facilities for students;
  - (ii) arrange for employment of students in accordance with the plans approved by the Vice Chancellor
  - (c) communicate the guardians of the students regarding the welfare of students;
  - (d) co-ordinate travel facilities for students;
  - (e) guide and also assist the students in obtaining scholarship, studentships, etc.
  - (f) perform such other duties as may be assigned to him and of concerns to students from time to time by the Registrar with the approval of the Vice Chancellor.



**STATUTE No. – 14**

1. **Short title and commencement;**
  - (a) This Statute may be called the People's University, Bhopal, Madhya Pradesh Annual Report, Statute, 2011;
  - (b) This shall come into force with effect from the date of Publication in the Official Gazette.
2. **Definitions;** In this statute, unless the context otherwise requires;
  - (a) "Adhiniyam" means the Madhya Pradesh Niji Vishwavidyalaya (Sthapana Avam Sanchalan) Adhiniyam 2007,
  - (b) "Statute" means the Statute made under the provisions of Madhya Pradesh Niji Vishwavidyalaya (Sthapana Avam Sanchalan) Adhiniyam 2007,
  - (c) "Section" means Section of the Adhiniyam;
  - (d) **Words and expression** used but not defined in this statute shall have the meaning as assigned to them in the Adhiniyam.
3. **ANNUAL REPORT**
  - (a) The Annual report of the University shall be finalised by the Board of Management which shall include among other matters, the steps taken by the University towards the fulfillment of the objectives.
  - (b) The Annual Report of the University shall cover the period from the 1st of July to the 30th of June following and shall be presented before the Board of Management at its annual meeting held after the expiry of the said period.
  - (c) The annual report shall envisage the future expansion of University keeping in view that focus should continue to be in the areas of continuous learning, sharing of knowledge, also invest in building a highly technical and capable resource pool of skilled and professional talent.
4. Copies of the Annual Report of the University shall be circulated amongst the members of the Board of Management on or before the 31st of December, immediately following the expiry of the period to which it relates or at least fifteen days before the date on which the annual meeting of the Board of Management, after the expiry of the said period is held, whichever is earlier.
5. The Board of Management shall, thereafter send a copy of the Annual Report to the Member Secretary and the Governing Body shall, ensure that the same is placed before the meeting of Governing Body for approval.
6. The Annual Report after the approval by Governing Body will be submitted to the Sponsoring Body.
7. A copy of Annual Report will also be presented to Visitor and Regulatory Commission.

**STATUTE No. -15**

1. **Short title and commencement;**
  - (a) This Statute may be called the People's University, Bhopal, Madhya Pradesh **Honorary Degree, Statute, 2011**
  - (b) This shall come into force with effect from the date of Publication in the Official Gazette.
  
2. **Definitions;** In this statute, unless the context otherwise requires;
  - (a) **"Adhiniyam"** means the Madhya Pradesh Niji Vishwavidyalaya (Sthapana Avam Sanchalan) Adhiniyam 2007
  - (b) **"Statute"** means the Statute made under the provisions of Madhya Pradesh Niji Vishwavidyalaya (Sthapana Avam Sanchalan) Adhiniyam 2007
  - (c) **"Section"** means Section of the Adhiniyam;
  - (d) **Words and expression** used but not defined in this statute shall have the meaning as assigned to them in the Adhiniyam.
  
3. The proposal for conferment of Honorary Degree may be made by the Academic Council. It shall be placed before a committee consisting of the Vice-Chancellor, a nominee of the Chancellor and the Dean of the Faculty concerned. On the Committee's recommendation that an honorary degree be conferred on any dignitary or specialist on the ground that he/she, in its opinion, a deserving and proper person to be honored with such degree, its recommendation shall be placed before the Academic Council. On approval by the Academic Council it shall be placed before the Board of Management.
  
4. On recommendation by the Board of Management, the same shall be submitted to the Governing Body for final approval.

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## **STATUTE No. – 16**

**1. Short title and commencement:**

- (a) This Statute may be called the People's University, Bhopal, Madhya Pradesh **Committees/Boards, Panels of the University, Statute, 2011**
- (b) This shall come into force with effect from the date of Publication in the Official Gazette.

**2. Definitions: In this Statute, unless the context otherwise requires;**

- (a) "**Adhiniyam**" means the Madhya Pradesh Niji Vishwavidyalaya (Sthapana Avam Sanchalan) Adhiniyam 2007
- (b) "**Statute**" means the Statute made under the provisions of Madhya Pradesh Niji Vishwavidyalaya (Sthapana Avam Sanchalan) Adhiniyam 2007
- (c) "**Section**" means Section of the Adhiniyam;
- (d) **Words and expression** used but not defined in this Statute shall have the meaning as assigned to them in the Adhiniyam.

The Chancellor, Governing Body and Board of Management may constitute such committees, boards and panels with such terms of references as may be required for specific tasks to be performed by such committees and the constitution of such committees and their responsibilities shall be such as may be prescribed by constituting authorities and or the Statutes.

The following committees/boards shall however, stand constituted with the First Statutes and shall function with the powers as laid down below:

**(A) BUILDING AND PREMISES COMMITTEE:**

**(i) Constitution:**

There shall be a Building and Premises Committee comprising of the following:

- (a) Chancellor or his nominee – Ex-Officio Chairperson.
- (b) Vice Chancellor – Associate Chairperson
- (c) One Representative of the Governing Body
- (d) Head or representative of concerned Institution
- (e) Chief Finance & Accounts Officer
- (f) University Engineer
- (g) Estate & Premises Officer
- (h) Registrar-Member Secretary

**(ii) TENURE:**

Members, other than ex-officio members, shall hold office for a period of three years.

**(iii) POWER AND DUTIES:**

The Building and Premises Committee shall;

- (a) Advise the Board of Management on all matters relating to the construction of buildings, repairs, alterations, additions or maintenances to existing buildings, which, it may consider necessary or urgent;
- (b) Select and recommend land for purchase by the Planning Board;
- (c) Accord technical sanctions to the detailed plans and estimates;
- (d) Select scrutinize and recommend acceptance of tenders or offers or
- (e) recommend expenditure incidental to the execution of each work subject to the allotment made for it by the Board of Management
- (f) Make recommendations to the Board of Management about the order / priorities in which work should be carried out;
- (g) Recommend to the Board of Management the creation, temporary or otherwise of post/s of technical/ engineering staff.
- (h) May appoint Sub-Committees for carrying out its directions.

**(iv) MEETINGS AND QUORUM:**

- (a) Meetings of the Committee shall held minimum once in two months or be called as and when necessary by the Registrar as directed by the Vice Chancellor or otherwise also
- (b) Four members of the Committee shall form a quorum.

**(B) LIBRARY COMMITTEE:****(i) Constitution:**

There shall be a Library Committee for the management of the University Library and also other Libraries of the constituent institutions. It shall comprise:

- (a) The Vice-Chancellor, as the Ex-Officio Chairperson;
- (b) All Deans of Faculties; Ex-Officio
- (c) Chief Librarian/Librarian of one of the constituent institutions to be nominated by Vice-Chancellor.
- (d) The Registrar,
- (e) Chief Finance & Accounts Officer.
- (f) Chief Librarian/ Librarian of University Library as Member-Secretary

**Note:** Vice-Chancellor may invite two co-opted members from the concerned constituent institution/ as also subject experts from outside.

**(ii) TENURE:**

Members of the Library Committee, and the ex-officio members, shall hold office for a period of three years except for the librarians of Institutions whose tenure will be of one year.

**(iii) POWERS AND FUNCTIONS:**

The Library Committee shall be responsible for:

the general administration and supervision of the library subject to the overall control of the Board of Management and -

- (a) management and regulation of the financial aspects of the University Library and other Libraries.
- (b) administration of Endowments for the University and other Libraries and proper utilization of budget grants for purchase of books and periodicals including e-books and e-magazines and for general purposes of the Library.
- (c) Preparing the annual budget for the consideration of the Board of Management.
- (d) allocation of funds for books/ reference books/periodicals and e-magazines, e-journals etc. for different subjects/ departments/ institutions.
- (e) prescribing the procedure/basis for the selection of books and journals to be purchased.
- (f) preparing the Annual Report for the consideration of Board of Management.
- (g) prescribing rules/regulations for the use of Library books by teachers, research scholars and students of the University and constituent institutions.
- (h) ensure maintaining of proper records of all the books, magazines, e-journals, categorize them into special, reference and others, and issuance thereof each member-wise and exercise effective supervision and control
- (i) prescribing rules for the use of Library books by persons other than those included in sub-Para (h) above.
- (j) maintain proforma records of caution money/security deposits, recommend special deposits considering value and replacement availability of special category and invariably ensure that NOC's are issued after due diligence by the staff of Library.
- (k) guide, explore, coordinate and enter into arrangements for utilizations/access to other universities, Institutions for utilizations of their e-libraries including at foreign centres.

(iv) **MEETING & QUORUM:**

- (a) The Library Committee shall meet once in a quarter.
- (b) Meeting of the Library Committee shall be called by the Registrar, in consultation with the Vice-Chancellor.
- (c) The Registrar shall give at least 10 days clear notice for the meeting. However an urgent meeting of the Committee may be convened on three days clear notice.
- (d) The agenda of every meeting shall be sent with the notice to the members. Proposal/suggestion from any member received by the Registrar before the issue of the notice shall be included in the agenda.
- (e) Five members will form quorum for the meeting.

**(C). SPORTS COMMITTEE:****(i) Constitution:**

For the purpose of promoting Sports and Physical Welfare including indoor games and athletics of the students there shall be a Sports Committee, which shall comprise of:

- (a) The Vice-Chancellor—Ex-Officio-Chairperson.
- (b) The Registrar - Member
- (c) Two Principals/Deans/Directors of constituent institutions in rotation, to be nominated by the Vice-Chancellor
- (d) Three teachers of the constituent institutions, one of whom shall be atleast a lady teacher, to be nominated by the Vice-Chancellor- Members
- (e) Two persons of whom at least one shall be from non-teaching staff appointed by the Governing Body – Members.
- (f) Two persons possessing expert knowledge or experience of a branch or branches of Sports to be co-opted by the Sports Committee - Members
- (g) Two Physical Training Instructors of constituent institutions, nominated by the Vice-Chancellor - Members
- (h) Two Captains of University teams in the preceding year nominated by the Vice-Chancellor - Members
- (i) Two Sports Secretary of the constituent institutions by rotation – to be nominated by Vice-Chancellor.
- (j) Recognized sports man/woman of outstanding reputation in sports and related fields.
- (k) The Director/ Officer In-charge of Physical Education - Ex-Officio-Secretary.

**(ii) TENURE:**

Members of the Sports Committee shall hold office for two years.

**(iii) POWERS AND FUNCTIONS OF THE SPORTS COMMITTEE:-**

- (a) Subject to overall control of Board of Management the Sports Committee shall initiate, organize, control, manage and supervise either by itself or through various sub-committees the Inter-Collegiate Sports and Tournaments and to Foster, undertake inter-University Competitions.
- (b) The Sports Committee shall subject to the approval of the Board of Management frame and adopt all rules and ensure that these are followed by all the constituent institutions.
- (c) It shall decide whether the University shall participate in the Inter-University competitions and prepare the estimate for the expenses involved in such participation subject to the overall budgetary limits laid down by the Board of Management.
- (d) In urgent cases Vice-Chancellor shall be authorized to approve participants and other matters pertaining to sports & physical education by either in consultation with Committee or otherwise.

- (e) The Committee shall perform following functions and have the powers: -
- (i) to appoint Organizing Committees, to conduct and arrange Inter-University competitions/ events whenever required,
  - (ii) to conduct Inter-Collegiate Sports Tournaments/ Athletes Meets.
  - (iii) to appoint Selection Committees to select University teams for Inter-University Tournaments/Inter-collegiate competitions and others.
  - (iv) to prepare budget for approval of the Governing Body.
  - (v) To appoint Managers, Coaches and Captains for the teams participating in Inter-University Tournaments,
  - (vi) to propose disciplinary action against the players and college teams for violation of the sports rules, regulations and for misconduct either on the playground or outside/Inter-Collegiate competitions or bring disrepute to in the University.
  - (vii) to prepare Annual Report of the Sports activities,
  - (viii) to frame, modify or amend rules for the efficient control and carrying out the activities of sports and have them approved by Board of Management.
  - (ix) to award Crest and Certificates or both to the players and competitors participating in Inter-University or Inter-Collegiate Tournaments,
  - (x) to organize physical training programmes in the constituent institutions and schools of studies or teaching departments of the University,
  - (xi) to advise the Governing Body / Board of Management on all the matters connected with sports and games in the institutions, schools of studies and teaching departments, and development of internal infrastructural facilities, equipments, adequate grounds, stadium and material for sports and practices and learning and Annual Report of the Sports activities.
  - (xii) to initiate such steps as may be necessary in due discharge of their responsibilities and enhancement of the University image and to perform such functions as may be assigned by the Governing Body/ Board of Management

(iv) **MEETING & QUORUM:**

- (a) The Sports Committee shall meet ordinarily once in two months. The date for the meeting shall be fixed by the Secretary with the approval of the Vice-Chancellor
- (b) In the absence of the Vice-Chancellor members present shall elect Chairperson who shall preside over the meeting.
- (c) Nine Members will form quorum for the meeting.

**STATUTE No. – 17**

1. **Short title and commencement:**
  - (a) This Statute may be called the People's University, Bhopal, Madhya Pradesh Convocation Statute, 2011;
  - (b) This shall come into force with effect from the date of Publication in the Official Gazette.
2. **Definitions:** In this Statute, unless the context otherwise requires;
  - (a) "Adhiniyam" means the Madhya Pradesh Niji Vishwavidyalaya (Sthapana Avam Sanchalan) Adhiniyam 2007
  - (b) "Statute" means the Statute made under the provisions of Madhya Pradesh Niji Vishwavidyalaya (Sthapana Avam Sanchalan) Adhiniyam 2007
  - (c) "Section" means Section of the Adhiniyam;
  - (d) **Words and expression** used but not defined in this Statute shall have the meaning as assigned to them in the Adhiniyam.
3. The Degrees of the University including Honorary Degrees shall be conferred and such Postgraduate degrees, diplomas, certificates and medals and doctoral degree, in different disciplines as may be specified in this behalf by the Governing Body, shall be awarded at convocation of the University.  
Provided that degrees may be conferred, and medals, diplomas and certificates may be awarded in absentia.
4. Convocations of the University shall be held for the purposes referred to in the foregoing Statutes on such date and at such time and place as may be fixed in this behalf by the Governing Body;
  - (i) Provided that the convocation shall be held every year generally in the month of August/September.
  - (ii) At least one month's notice shall be given for holding convocation.
  - (iii) In the case of conferring honorary degrees a shorter notice with the approval of the Chancellor may be given for holding such special convocation.
5. The proceedings of convocation will be conducted as per the procedure enumerated in the University rules framed for this purpose.



**STATUTE No. – 18****1. Short title and commencement:**

- (a) This Statute may be called the People's University, Bhopal, Madhya Pradesh Admission Policy including Reservation of Seats Statute, 2011;
- (b) This shall come into force with effect from the date of Publication in the Official Gazette.

**2. Definitions: In this Statute, unless the context otherwise requires;**

- (a) "Adhiniyam" means the Madhya Pradesh Niji Vishwavidyalaya (Sthapana Avam Sanchalan) Adhiniyam 2007
- (b) "Statute" means the Statute made under the provisions of Madhya Pradesh Niji Vishwavidyalaya (Sthapana Avam Sanchalan) Adhiniyam 2007
- (c) "Section" means Section of the Adhiniyam;
- (d) Words and expression used but not defined in this statute shall have the meaning as assigned to them in the Adhiniyam.

**3. ADMISSIONS:**

- (a) Admission in the University shall be made strictly on the basis of the merit;
- (b) Merit for admission in the University may be determined
- (i) either on the basis of marks or grade obtained in the qualifying examination and achievements in co-curricular and extra-curricular activities

Or

(ii) 'The Admission in Medical, Dental & other courses related to Health Sciences shall be made according to the direction issued by Medical Education deptt. Govt. Of M.P., MCI/DCI & other regulatory bodies from time to time'

- (iii) on the basis of Group discussion/counselling/Interview.

Provided that admission in professional and technical courses shall be made only on the basis of entrance test. The University may conduct its own entrance test or utilize the list of result of such examination/test conducted by different State/National/Professional bodies

**4. ADMISSION COMMITTEE**

The admission in the constituent institution/school of studies /deptts. will be made by respective Heads of Institutions duly assisted by the Admission Committee strictly in accordance to the norms of the applicable Statutory Bodies and Authorities.

**5. RESERVATION OF SEATS:**

Seats for admission in the university for the students, belonging to scheduled castes, scheduled tribes; other backward classes, women, handicapped students, children of defense personnel and other specified categories shall be reserved primarily as per the policy of State Government and as applicable.

## STATUTE No. – 19

1. **Short title and commencement:**
  - (a) This Statute may be called the People's University, Bhopal, Madhya Pradesh The Academic, Planning & Development Committee, Statute, 2011;
  - (b) This shall come into force with effect from the date of Publication in the Official Gazette.
2. **Definitions:** In this Statute, unless the context otherwise requires;
  - (a) "Adhiniyam" means the Madhya Pradesh Niji Vishwavidyalaya (Sthapana Avam Sanchalan) Adhiniyam 2007
  - (b) "Statute" means the Statute made under the provisions of Madhya Pradesh Niji Vishwavidyalaya (Sthapana Avam Sanchalan) Adhiniyam 2007
  - (c) "Section" means Section of the Adhiniyam;
  - (d) **Words and expression** used but not defined in this Statute shall have the meaning as assigned to them in the Adhiniyam.
3. The Academic, Planning & Development Committee shall be responsible to make planning for the long term planning (LRP) and the goals and the strategic development of the University, both infrastructural and academic, and it shall study the University teaching departments, Schools and constituent institutions for drafting expansion and growth blue paper and to prepare vision paper. It shall also plan, monitor evaluate, guide and help co-ordinate undergraduate and post-graduate academic programmes and development of constituent institutions  
 It shall comprise of following members, namely:
  - (i) A member of Board of Management/ Academic Council nominated by Chancellor on recommendation of Vice-Chancellor – Chairperson.
  - (ii) Three Deans of Faculty to be nominated by the Vice-Chancellor
  - (iii) Two person from amongst the Heads of Departments of constituent institutions not below the rank of Professor and who is not a Dean, to be nominated by the Vice-Chancellor;
  - (iv) One teacher imparting post-graduate instruction having not less than ten years of post-graduate teaching experience, nominated by the Vice-Chancellor;
  - (v) One teacher imparting under-graduate instruction having not less than five years of teaching experience, nominated by the Vice-Chancellor;
  - (vi) Two experts co-opted by the Chancellor, from amongst the Heads of Institutions or Senior faculty of National or State level institutions, or eminent persons of recognized qualifications/repute.
  - (vii) The Registrar – Member Secretary.
4. **MEETING:**  
 The Academic, Planning & Development Committee shall meet at least thrice a year or on convening the meeting even at shorter period by Vice-Chancellor.

**5. TENURE:**

The term of members shall be three years.

**6. POWERS AND FUNCTIONS OF THE ACADEMIC, PLANNING & DEVELOPMENT COMMITTEE:**

The Academic, Planning & Development Committee shall have the following powers and functions, namely;

- (i) To suggest measures to create linkages and develop specific schemes for inter University interactions and for interaction of the University and colleges with the industry, professional bodies and associations in health, medical, allied sciences and IT industry;
- (ii) To prepare University and college development plans, both short and long-term, keeping in view the vision and objectives of the University as laid down in the Ordinances and with due regard to the National and State educational policies;
- (iii) To recommend to the Governing Body the development and collaborative programmes for the departments/colleges for improving the academic environment of University;
- (iv) **to monitor** and report the progress of all such approved development and collaborative programmes to the Governing Body once in a year;
- (v) To evaluate and assess the use of grants by the University departments, post-graduate centres and affiliated colleges in respect of development projects and submit the report to the Academic Council;
- (vi) To assess the manpower requirement of trained persons in different fields, such as, Medical, Dental, Allied Sciences, Management and technology and make necessary recommendations to the Governing Body for introducing and strengthening of relevant courses of study;
- (vii) To organize academic audit of development and collaborative programmes of University institutions or departments, post-graduate centres and School of studies according to the provision of the Statutes at least once in year and make necessary recommendations to the University for implementations.
- (viii) To scrutinize, vet and analyze the applications received for establishment of new departments, institutions or courses in the University and process the same for recommendations.
- (ix) To explore the manner of co-operation and collaboration with other Indian and Foreign Universities and institutions of higher learning.
- (x) To coordinate award/conferring of dual degrees to students of the University.
- (xi) To suggest periodical publication of professional Journals/magazines of University/depts.
- (xii) To amalgamate teaching & research and cultivate University research culture.

- (xiii) Provide resource and facilities to support research at par with the best university around the world and develop mechanism to involve students in research as an integral part of their learning
  - (xiv) To arrange national and global participation in the field of higher and professional education including medical, dental, management, science and technology and other fields.
7. The proceedings and recommendations shall be sent to the Vice-Chancellor for necessary further action as deemed fit.

## **STATUTE No. – 20**

### **1. Short title and commencement:**

- (a) This Statute may be called the People's University, Bhopal, Madhya Pradesh **Purchase Committee, Statute, 2011;**
- (b) This shall come into force with effect from the date of Publication in the Official Gazette.

### **2. Definitions:** In this statute, unless the context otherwise requires;

- (a) "**Adhiniyam**" means the Madhya Pradesh Niji Vishwavidyalaya (Sthapana Avam Sanchalan) Adhiniyam 2007
- (b) "**Statute**" means the Statute made under the provisions of Madhya Pradesh Niji Vishwavidyalaya (Sthapana Avam Sanchalan) Adhiniyam 2007
- (c) "**Section**" means Section of the Adhiniyam;
- (d) **Words and expression** used but not defined in this statute shall have the meaning as assigned to them in the Adhiniyam.

## **PURCHASE COMMITTEE:**

### **(i) Constitution:**

There shall be a Purchase and Hire Committee for vetting, processing and finalizing all kinds of purchases procurements and hiring arrangement for the University and its constituent institutions.

- (a) Chancellor or his nominee from amongst the members of Governing Body – Ex-officio Chairperson
- (b) Chief Finance & Accounts Officer- Member
- (c) Co-opted Member:
  - (i) Head of concerned institution.
  - (ii) One professor of concerned speciality.
- (d) One officer of the University – Member.
- (e) Registrar – Member Secretary

### **(ii) TENURE:**

The term of the Purchase Committee is three years:

### **(iii) POLICY GUIDELINES FOR PURCHASE & HIRE:**

In discharging purchasing/hiring responsibilities, all authorities of the University, to whom purchasing authority has been delegated, must maintain a standard of conduct and the transparency. Authorities whose behavior violates such a conduct will be subject to disciplinary action, including discharge, if warranted by the seriousness of the violation.

**The University subscribes to the following purchasing guidelines.**

- (a) The policies set by the University will be strictly adhered to.
- (b) Strive to ensure best bargain in each transaction;

- (c) Grant all competitive suppliers equal consideration in so far as Sponsoring Body and University policy permit;
- (d) Conduct business with potential and current suppliers in an atmosphere of good faith, devoid of intentional misrepresentation;
- (e) Demand honesty in sales representation whether offered through the medium of a verbal or written statement, an advertisement or a sample of the product;
- (f) Give preference to property items and designs for competitive purchasing purposes;
- (g) Make all reasonable effort to negotiate for equitable and mutually agreeable settlement of any controversy with a supplier; and/or be willing to subject any major controversy to arbitration or third party review, in so far as the prescribed systems/policy allow;
- (h) Foster, fair, ethical and legal trade practices;
- (i) Cooperate with trade, industrial and professional association, and with governmental and private agencies for the purposes of promoting and developing sound business methods.

(iv) **PROCEDURE:**

Procedures for Purchase/hire will be in accordance with the rules framed for this purpose.

(v) **MEETING & QUORUM:**

- (a) The Purchase committee shall meet at least once in three months.
- (b) Five members shall form a quorum
- (c) Member Secretary in consultation with chairperson will fix the date for meeting.
- (d) may appoint sub-committee (s) to carry out its directions.

## STATUTE No. – 21

1. **Short title and commencement;**

- (a) This Statute may be called the People's University, Bhopal, Madhya Pradesh **HR Selection Committee, Statute, 2011;**
- (b) This shall come into force with effect from the date of Publication in the Official Gazette.

2. **Definitions;** In this statute, unless the context otherwise requires;

- (a) **"Adhinyam"** means the Madhya Pradesh Niji Vishwavidyalaya (Sthapana Avam Sanchalan) Adhinyam 2007
- (b) **"Statute"** means the Statute made under the provisions of Madhya Pradesh Niji Vishwavidyalaya (Sthapana Avam Sanchalan) Adhinyam 2007
- (c) **"Section"** means Section of the Adhinyam;
- (d) **Words and expression** used but not defined in this statute shall have the meaning as assigned to them in the Adhinyam.

### **HR SELECTION COMMITTEE:**

- (i) There shall be a HR Selection Committee for selection of personnel for appointment of various posts/cadres of University.
- (ii) There shall be separate Committee for selection of the following categories:
- (a) posts of Deans/Principals/Directors of an Institution
- (b) posts of Professors, Associate Professors, Readers and Assistant Professors,
- (c) posts of Lecturers/Residents/Tutors/Demonstrator/Registrar/ Research Fellows
- (d) non-teaching (technical & non-technical), administrative/accounts and other posts
- (iii) The Committee for each of the above categories shall be as follows:
- (a) **For selection of Dean/Principal/Director of the Institution:**
- Composition of Committee:**
- (i) Chancellor or his/her nominee from amongst the Governing Body members - Chairperson
- (ii) Vice-Chancellor- Vice-Chairperson
- (iii) Nominee of Sponsoring Body - Member
- (iv) Two subject expert shall be nominated by the Vice-Chancellor from a Panel of five expert approved by Chancellor.
- (v) An Observer of Regulatory Commission
- (vi) Registrar – Member Secretary

- (b) For selection of Professors, Associate Professor, Readers and Assistant Professors;

**Composition of Committee:**

- (i) Vice Chancellor or his/her nominee – Chairperson.
- (ii) Dean/Principal/Director of the concerned institute: Member
- (iii) Two Subject Experts, to be nominated by the Vice-Chancellor from a panel of 5 (five) approved by Chancellor : Member
- (iv) An Observer of Regulatory Commission : Member

- (c) For Selection of Lecturers/ Residents/Tutors/Demonstrators/Registrars:

**Composition of Committee:**

- (i) Vice-Chancellor or his/her nominee - Chairperson
- (ii) Dean/Principal or Director or his/her nominee of concerned institute - Member
- (iii) One Subject Expert, to be nominated by the Vice-Chancellor from a panel of 5 (five) approved by Chancellor: Member
- (v) An Observer of Regulatory Commission: Member

- (d) For Selection of Non-Teaching (Technical & Non-Technical) Ministerial and Other Posts (above the level of Office Superintendent)

**Composition of Committee:**

- (i) Nominee of the Vice-Chancellor - Chairperson
- (ii) Dean/Principal/Director or his/her nominee: Member
- (iii) The Registrar: Member
- (iv) Deputy Registrar - Member Secretary

- (e) For Selection of Non-Teaching (Technical & Non-Technical) and Other Posts (below the level of Office Superintendent)

**Composition of Committee:**

- (i) Nominee of the Vice-Chancellor - Chairperson
- (ii) Dean/Principal/Director or his/her nominee: Member
- (iii) The Registrar: Member
- (iv) Deputy Registrar : Member Secretary

- (a) All appointments of Dean/Principal/Director, Professor, Readers and Astd. Professor will be made once these are approved by the Governing Body based on the recommendation by the Selection Committee through Vice-Chancellor.



- (b) For all other course the recommendation of Selection Committee shall be approved by the Vice-Chancellor.
  - (c) On approval of Selection of personnel the Registrar shall issue the appointment order.
  - (d) Selection Committees may be constituted as and when required.
- (iv) (a) Vacancies for the posts of cadres above the reader shall be notified in minimum two newspapers of wide circulation.
- (b) Vacancies for other cadres shall be notified through website and institutional notice boards and or newspapers.
- (c) Selection may be based on written test (if considered necessary), Personal interview/online interview and or any other method.
- (v) Faculty Member or non teaching staff already among in the constituent institution may be absorbed in the University on the approval of Governing Body based as the recommendation of the Screening Committee which will be as follows:
- (i) Vice Chancellor: Chairperson.
  - (ii) Dean/Principal/Director of the concerned institute: Member
  - (iii) Two Experts, to be nominated by the Vice-Chancellor : Member
  - (iv) Registrar: Member
  - (v) An Observer of Regulatory Commission : Member
- (vi) The University may offer faculty members/Non teaching staff directly subject to the approval of Governing Body.
- (vii) The faculty member will be appointed as per the qualifications prescribed by Regulatory Councils and as per norms of UGC and shall be entitled for pay scales and other benefits as applicable.

## **STATUTE No. – 22**

### **1. Short title and commencement:**

- (a) This Statute may be called the People's University, Bhopal, Madhya Pradesh Finance Committee, Statute, 2011;
- (b) This shall come into force with effect from the date of Publication in the Official Gazette.

### **2. Definitions: In this Statute, unless the context otherwise requires;**

- (a) "Adhiniyam" means the Madhya Pradesh Niji Vishwavidyalaya (Sthapana Avam Sanchalan) Adhiniyam 2007
- (b) "Statute" means the Statute made under the provisions of Madhya Pradesh Niji Vishwavidyalaya (Sthapana Avam Sanchalan) Adhiniyam 2007.
- (c) "Section" means Section of the Adhiniyam;
- (d) Words and expression used but not defined in this Statute shall have the meaning as assigned to them in the Adhiniyam.

## **FINANCE COMMITTEE:**

### **(i) CONSTITUTION:**

There shall be a Finance Committee of the University consisting of the following members, namely:

- (a) The Director Finance - Chairperson
- (b) The Vice Chancellor – Vice-Chairperson
- (c) One Member to be nominated by the Chancellor preferably with Chartered Accountant background.
- (d) One member to be nominated by Governing Body
- (e) One Member to be nominated by Board of Management from amongst its members
- (f) One Member to be nominated by the Academic Council from among its Members;
- (g) The Registrar;
- (h) Chief Finance & Accounts Officer, as Member Secretary.

### **(ii) TENURE:**

The terms of office of nominated members, except the ex-officio members, shall be three years. Vacancies shall be filled up in the same manner as the original constitution. In the absence of the ex officio Member, the person so assigned to discharge his/her duty shall be the Member and carry out the assigned duties.

(iii) **POWERS AND FUNCTIONS:**

The Finance Committee shall perform the following functions namely:

- (a) Shall vet the annual projections/estimates of income and expenditure including capital expenditure and their assumptions thereto of the University prepared by the Board of Management, who shall put up to the Governing Body for its consideration and approval, after incorporating its expert views.
- (b) Shall vet and analyze the annual financial statements and accounts of the University prepared by the Board of Management and its recommendation thereon along with the annual budget, who shall put it up to the Governing Body for its consideration and approval.
- (c) Shall make its recommendations to the Governing Body to accept bequests, and donations of property to the University on such terms deemed proper.
- (d) Shall recommend mechanism and ways and means to generate and enlarge resources for the University.
- (e) To conduct a scrutiny of accounts of the University, whenever called upon by the Board of Management.
- (f) To review the concurrent and the yearly audit reports and make recommendations thereupon;
- (g) To scrutinize all proposals involving expenditure for which no provision is made in the budget or involving expenditure in excess of the amount in the budget including creations, upgradations or abolition of posts considered superfluous in the University;
- (h) To prepare policy and procedural guidelines for purchase/ procurements at the institutions.
- (i) Notwithstanding anything contained in the above sections, the Vice Chancellor with the approval of Chancellor may in case of urgency and for reasons to be recorded in writing, incur, without the approval of the Finance Committee, any expenditure, in any one case for which no provision is made in the budget or which is in excess of the provisions made in the budget;  
**Provided that,** such expenditure shall be placed before the Finance Committee for ratification at its immediate next meeting.  
**Provided further that,** if the incurring of expenditure by the Vice Chancellor is not satisfactory, the Finance Committee may refer it to the Chairperson of the Governing Body, whose decision in the matter shall be final.
- (j) Shall consider any other matter referred to it by the Governing Body and make its recommendations thereon.
- (k) Shall advise the Governing Body on any question affecting the finances.
- (l) Shall be responsible for the observance of Regulations relating to the maintenance of accounts and accounting system of the University.

- (m) Where the votes on any subject considered by the Finance Committee are equally divided, the Vice Chancellor shall have the casting vote.
- (n) It will go through Audited Financial Statements, analyze them and give a report to Board of Management and also scrutinize all irregularities and monitor their complete compliance/rectifications.
- (o) It is empowered to appoint any specific audit including stock audit.
- (p) Delegation of financial and administrative powers and the control system will be prescribed by Governing Body through regulations and subject to reviews by it.

(iv) **MEETINGS & QUORUM:**

- (a) The Finance Committee shall meet at least once in three months.
- (b) Four members of the Finance Committee shall form a quorum.