

Merit Lists

25. Merit list of first 10 candidates in the order of merit shall be declared at the end of each semester in each branch from amongst the candidates who have passed in one attempt.
26. Branch wise final merit list shall be declared by the University only after the main examination of the fourth and final semester for each degree, on the basis of the integrated performance of all the two years. The merit list shall include the first ten candidates securing at least First Division and passing all semesters in single attempts.

Maximum Duration of Completion of Course

27. A candidate has to complete the entire course of under graduate degree within a maximum period of six years from the session of first admission.

Examination Centers

28. University examination centers will be notified by the university.

General

29. In matters of admission, attendance, examinations and in all other matters not provided in this ordinance, the courses shall be governed by the provisions of the relevant ordinances of the same in the University so far as they are not inconsistent with the provisions of this ordinance.
30. In case of any dispute/ambiguity, the ruling of the Vice Chancellor shall be final. However on the recommendations of the Academic Council the Vice-Chancellor shall be competent to change the System/Pattern of the examination.
31. In case of any dispute, the matter shall be decided under the Jurisdiction of District Court, Bhopal.

**ORDINANCE NO. 19
DIPLOMA AND CERTIFICATE COURSES IN
VARIOUS VOCATIONAL TRADES AND SKILLS**

Preamble

The diploma & certificate courses in various vocational trades and skills aim at providing through knowledge in the subject with an important component of entrepreneurship in all its programmes. Keeping in view the needs of target group, the thrust is on providing more vocational and community oriented courses. These courses cover almost all sectors of the society not only in the technical context but also in entrepreneurship development. Surely these courses will promote self employment and make people technically sound.

The Honorable President of India observed in the 78th Conference of Association of Indian Universities :

"Can the Universities, as part of their programme, impart training to the students in computer hardware, computer software, electrical/electronics/ mechanical maintenance, re-conditioning of agricultural implements etc. and provide a Certificate or Diploma, depending upon their proficiency. This may provide immediate employment potential to the graduates."

It is obvious that the focus of the Honorable President was on employment generation through high end technology, which is also envisaged in these courses.

Course & Faculty

1. This ordinance shall be applicable to the Diploma and Certificate courses in various Vocational trades and skills. These programmes are offered by concerned Faculty approved by the Board of Studies and Academic Council.
 - a. The diploma and certificate programmes can be offered under this ordinance offered on the recommendations of the Board of Studies.
2. The ordinance shall be applicable to all the University teaching departments/Institutes /Schools of this University.

Duration

3. The duration of these courses of study shall extend over four weeks to fifty two weeks (One Months to Twelve Months duration). A table of identified courses with their name, eligibility and duration is enclosed.

Intake & Fees

4. The intake and fees for each of these courses shall be decided by the Board of Management of the University from time to time subject to the approval of the regulatory body.
 - a. The basic unit of intake in a course will be 60 seats. Multiples of this unit can also be set up.

Academic Year

5. Normally these programmes will be offered in two academic cycles every year, one from July to June and second from January to December.
6. These programmes can also be offered by the department as and when the infrastructure and faculty is available. These programmes can also be offered at special request and collaboration from government departments / industries / other organizations.

Eligibility

7. Candidates seeking admission to these courses must have the required qualification as decided by the Academic Council of the University for each Course. A table of identified courses with their name, eligibility and duration is enclosed.

Admission Procedure

8. Admission under these courses will be made as follows:
 - (a) The University will issue admission notifications in news papers, on the University's website, notice board of the university and in other publicity media before the start of every cycle.
 - (b) List of candidates provisionally selected for admission /shortlisted based on merit will be displayed on the notice board of the University/ University's website/or the students will be informed directly of their admission after the last date of application.
 - (c) The candidates whose results of the qualifying exam are awaited can also apply who will be admitted provisionally. Such candidates, however, must produce the previous year mark sheet /School/College certificates, as a proof for required eligibility criteria

before the due date failing which, the provisional admission cannot be granted. The candidate so admitted shall have to be present mark sheet of the qualifying examination within a month of the due date of admission, failing which the provisional admission shall be cancelled.

- (d) If a candidate admitted provisionally under (c) above could not obtain the marks to fulfill the requirements & eligibility criteria of the admission the provisional admission granted to him will be cancelled.
- (e) The application form may be rejected due to any of the following reasons :
- o The candidate does not fulfill the eligibility conditions
 - o The prescribed fees is not enclosed.
 - o The application form is not signed by the candidate and his/her parent guardian, wherever required.
 - o Supporting documents for admission are not enclosed.
- (f) Enrollment / Registration number will be assigned to the student by the University after verification & submission of all the necessary documents/fees.
- (g) Admission rules as framed by the University shall be applicable for all admissions from time to time.

Course Structure

9. The diploma & certificate courses in various vocational trades and skills shall consist of:
- a. Such courses (papers) as prescribed by the University
 - b. Such job internship, lab work, practical, in-plant training, projects etc. as may be prescribed by the University and
 - c. Such scheme of examination as prescribed, by the University from time to time.
10. The course curriculum of each course shall be based on recommendations of the Academic council of the University. The Academic council of the University on the recommendation of the concerned Board of Studies may change number of papers and /or marking scheme of the course after the due approval of Vice chancellor.
11. If required in a programme a student shall be required to submit a project report based on the areas of his / her specialization. The project report certified by the concerned organization and the concerned coordinator / teacher shall be submitted in one copy to the University for evaluation.

Medium Of Instructions And Examinations

12. The medium of instructions and examinations shall be either Hindi or English.

Examination Scheme

13. Each student shall have to appear in the examination of theory/practical and continuous comprehensive examination system (CCE)/internal assessment. The internal assessment will be held in the manner prescribed from time to time by the University.
- (a) 30 percent marks of each paper will be earmarked of internal assessment (for each semester, there will be two separate evaluations of 15 marks each).
 - (b) Main examination will carry 70 percent marks,

(c) For passing the examination; the candidate that be required to secure at least 36% marks in University examination separately in the term-end Theory, practical and Internal Assessment in each of the prescribed paper and aggregate of 40% in the subject, practical are also to be cleared separately with 40% marks wherever applicable.

(d) There will be an external examiner to evaluate the project report. The minimum passing marks for project work will be 50%.

14. Each Certificate program shall have One theory and One Practical Paper. The Diploma Course may have more than one theory / practical papers that are decided by the concerned Board of Studies for each course.

Allocation of Division

15. The Division shall be awarded on the basis of Marks obtained in Internal Assessment and University examination (Theory and Practical Both) taken together.

60% or above	-	First Division	-	A+ Grade
48% or above but less than 60%	-	Second Division	-	A Grade
Above 40% but less than 48%	-	Third Division	-	B Grade

Maximum Duration of Completion of Course

16. A candidate has to complete the entire course within a maximum period of two years from the session of first admission.
17. Kulpati Grace of one mark will be given for Pass and for improvement in division in final semester.

Examination Centers

18. University examination centers will be notified by the university.
19. In matters of admission, attendance, examinations and in all other matters not provided in this ordinance, the courses shall be governed by the provisions of the relevant ordinances of the same in the University so far as they are not inconsistent with the provisions of this ordinance.

General

20. In case of any dispute/ambiguity, the ruling of the Vice Chancellor shall be final. However on the recommendations of the Academic Council the Vice-Chancellor shall be competent to change the System/Pattern of the examination.
21. In case of any dispute, the matter shall be decided under the Jurisdiction of District Court, Bhopal.

LIST OF VOCATIONAL CERTIFICATE & DIPLOMA COURSES

S. No.	Course	Duration	Eligibility
Faculty of Science			
1	Certificate in Analytical Chemistry	6 Months	B.Sc.
2	Certificate in Biotechnology	6 Months	12th Pass with Biology / Maths

3	Certificate in Computational Mathematics	3 Months	12th Pass with Maths
Faculty of Home Science			
1	Certificate in Cutting, Tailoring And Dress Making (CCTDM)	12 Months	10th Pass
2	Certificate in Fashion Designing	12 Months	10th Pass
Faculty of Education			
1	Certificate in Early Childhood and Education	12 Months	10th Pass
2	Diploma in Nursery (Pre-Primary) Teachers Training (NTT)	12 Months	10 th Pass
3	Certificate in Primary Teaching (CPT)	6 Months	12 th Pass
4	Certificate in Primary Curriculum and Instructions (CPC)	6 Months	12 th Pass with Certificate in Primary Teaching (CPT) or equivalent
Faculty of Commerce			
1	Certificate in Accounting & Auditing	6 Months	12th Pass
2	Certificate in Banking	3 Months	12th Pass with Commerce / Maths
3	Certificate in Banking & Finance	6 Months	12th Pass with Commerce / Maths
4	Certificate in Export Procedure & Documentation	6 Months	12th Pass with Commerce
5	Certificate in Financial Accounting (CFA)	6 Months	12th Pass
6	Certificate in Import-Export Management	6 Months	12th Pass
7	Certificate in Taxation	6 Months	12th Pass
8	Diploma in Accounting & Auditing	6 Months	12th Pass with commerce / Maths
9	Diploma in Banking	6 Months	12th Pass with commerce/maths
10	Diploma in Taxation	12 Months	12th Pass with commerce
Faculty of Management			
1	Certificate in Hospitality Management	6 Months	10th Pass
2	Certificate in Human Resource Management	6 Months	Graduate
3	Certificate in Personal Secretary ship	6 Months	10th Pass
4	Certificate in Retail Management	6 Months	12th Pass
5	Certificate in Security Guards Management	6 Months	12th Pass
6	Certificate in Statistical Quality Control	6 Months	12th Pass
Faculty of Engineering and Technology			
1	Certificate in AutoCAD	3 Months	Diploma in Engg./Graduate in

			any Subject
2	Certificate in Diesel Engine Repairing (CDER)	6 Months	10th Pass
3	Certificate in Electrical Technician (CET)	1 year	12th Pass
4	Certificate in Electronic Equipment Maintenance	1 year	12th Pass
5	Certificate in Hi-Tech Welding Technology (CHWT)	6 Months	10th Pass
6	Certificate in Industrial Safety	6 Months	10th Pass
7	Certificate in Industrial Safety & ISO 14000 Series	12 Months	10th Pass
8	Certificate in Inverter & UPS Repairing	6 Months	10th Pass
9	Certificate in Mobile & Telephone Instrument	3 Months	10th Pass
10	Certificate in Mobile And Telephone Instruments Repairing (CMTIR)	3 Months	10th Pass
11	Certificate in Motor & Transformer Winding	3 Months	10th Pass
12	Certificate in Radio And TV Technician (CRTT)	12 Months	12th Pass
13	Certificate in Refrigeration and Air-conditioning	6 Months	12th Pass
14	Certificate in Stenography (Hindi/ English)	6 Months	10th Pass
15	Certificate in Stereo & CD Player Repairing	6 Months	12th Pass
16	Diploma in Diesel Engine Repairing (DDER)	12 Months	10th Pass
17	Diploma in Electronic Equipment Maintenance	12 Months	10th Pass
Faculty of Computer Science & Applications			
1	Certificate in 'C' Programming	3 Months	10th Pass
2	Certificate in Computer Applications	3 Months	10th Pass
3	Certificate in 'C++' Programming	3 Months	10th Pass
4	Certificate in Client Server Technology (CCST)	3 Months	10th Pass
5	Certificate in Computer Hardware & Networking	6 Months	12th Pass
6	Certificate in Computer Networking (CCN)	3 Months	10th Pass
7	Certificate in Computer Programming	3 Months	10th Pass
8	Certificate in Computerized Fashion Designing (CCFD)	6 Months	10th Pass
9	Certificate in Computerized Financial Accounting	6 Months	10th Pass
10	Certificate in Desk Top Publishing (CDTP)	3 Months	10th Pass
11	Certificate in DTP With Computerized Design Development in Textile Printing	6 Months	10th Pass
12	Certificate in Java Programming (CJP)	3 Months	12th Pass
13	Certificate in Laptop Repairing (CLR)	6 Months	12th Pass
14	Certificate in Library Automation	3 Months	12th Pass
15	Certificate in Ms Office (CMO)	3 Months	10th Pass
16	Certificate in Multipurpose Computer Technician	6 Months	10th Pass

17	Certificate in Multipurpose Electronic Technician	12 Months	10th Pass
18	Certificate in Object Oriented Programming Language	3 Months	10th Pass
19	Certificate in Office Automation & Internet	3 Months	10th Pass
20	Certificate in Software Testing	6 Months	12th Pass
21	Certificate in Web Design, Animation & Advertisement	6 Months	12th Pass
22	Certificate in Web Designing	6 Months	10th Pass
23	Certificate in Word Processing (Hindi/ English)	6 Months	10th Pass
24	Diploma in Web Design	12 Months	10th Pass
Faculty of Media Studies			
1	Diploma in Television Video Production	12 Months	12th Pass
Faculty of Social Sciences			
1	Certificate in Human Rights	6 Months	Graduate
Faculty of Humanities and Languages			
1	Certificate in Communicative & Competitive Skills	3 Months	10th Pass
2	Certificate in Communicative English	3 Months	10th Pass
3	Certificate in Spoken English	3 Months	10th Pass
Faculty of Agriculture			
1	Certificate in Horticulture and Plant Nursery Management	6 Months	10th Pass
2	Certificate in Nursery Development, Management & Environmental Protection	6 Months	10th Pass
Faculty of Medical Sciences			
1	Certificate in Medical Laboratory Technology (CMLT)	12 Months	12th Pass
2	Certificate in Physiotherapy (CPT)	12 Months	12th Pass
3	Certificate in Public Health and Hygiene	6 Months	10th Pass
4	Certificate in Yoga	3 Months	12th Pass

ORDINANCE NO. 20

ORDINANCE FOR TWO YEAR DIPLOMA IN ELEMENTARY EDUCATION (D.El.Ed)

Course & Faculty

1. This ordinance shall be applicable to Two years Diploma in Elementary Education (D.El.Ed.) course.
 - a. This programme is offered by the faculty of Education after the approval of concerned Board of Studies and the Academic Council of the University.