

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.

2. The ordinance shall be applicable to all the University teaching departments/Institutes /Schools of this University.

Duration

3. The duration of the programme shall be of two academic sessions / years. The commencement and completion of the programme shall be so regulated that two long spells of vacation (summer / winter / staggered) are available to the learners for guided / supervised instruction and face to face contact sessions. Sand-witching the programme between two summer vacation will be an ideal proposition.

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 as per the approval granted from the respective authority / 100 seats. Multiples of this unit can also be set up.

Academic Year

5. There will be two academic cycles every year, one from July to June and second from January to December.

Eligibility

6. Candidates seeking admission to these courses must have the required qualification as specified below from any recognized Board or an equivalent body.
 - a. Senior Secondary (Class XII) or equivalent examination passed with fifty percent marks.
 - b. Two years teaching experience in a Government/Government recognized private primary / elementary school.

Admission Procedure

7. 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

8. The Diploma in Elementary Education (D.El.Ed.) course 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.
9. The course curriculum of the course shall be approved by the concerned Board of Studies and the Academic council of the University. Proposed D.El.Ed. Curriculum Structure is as follows:

S. No.	Course Title	Suggested Periods Per Week	Maximum Marks	External Marks	Internal Marks	Practicum
Year 1	Theory					
1	Childhood and the Development of Children	4-5	100	50	20	30
2	Contemporary Indian Society	4-5	100	75	25	
3	Education. Society. Curriculum and Learners	4-5	100	70	30	
4	Towards Understanding the Self	2-3	50	35	15	
5	Pedagogy across the Curriculum	2-3	50	35	15	
	Understanding Language and Early Literacy	4-5	100	70	30	
7	Mathematics Education for the Primary School Child	4-5	100	70	30	
8	Proficiency in English	2-3	50	35	15	
	Practicum					
	Creative Drama. Fine Arts and Education	2-3	40	-	40	
	Children's Physical and Emotional Health, School Health and Education	1-2	30	20	10	

Work and Education	1-2	30	-	30
School Internship: 25 - 35 days		100	-	100
Total Marks		850		

S. No.	Course Title	Suggested Periods per Week	Maximum Marks	External Marks	Internal Marks	Practicum
Year II	Theory					
1	Cognition, Learnings and the Socio-Cultural Context	4-5	100	50	20	30
2	Teacher Identity and School Culture	4-5	50	35	15	
3	School Culture, Leadership and Change	2-3	50	35	15	
4	Pedagogy of Environmental Studies	2-3	100	70	30	
5	Pedagogy of English Language	4-5	100	70	30	
6	Optional Pedagogic Courses a) Social Science Education b) Language Education c) Mathematics Education d) Science Education	4-5	100	70	30	
7	Diversity, Gender and Education	2-3	50	35	15	
	Practicum					
	Children's Physical and Emotional Health, School Health and Education.	3-4	40	30	10	
	Creative Drama, Fine Arts and Education	4-5	60	-	60	
	School Internship: 45-55 days		200	-	200	
	Total Marks		350			
	Grand Total		1700			

10. 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.

Medium Of Instructions And Examinations

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

Examination Scheme

12. No candidate shall be allowed to take the term-end Examination unless one has:

- Attended at least 75% of lectures / practical delivered.
- Paid all the fees due
- Obtained 'No Dues' certificate from the concerned Department/college.
- Submitted the job internship certificate / Project Report, as notified by the Director/ Head/ Principal.
- Received in-plant training as prescribed by the Director/ Head/ Principal.

13. A two-tier evaluation shall be used : continuous and comprehensive evaluation and term-end examinations. Due weightage shall be given to continuous and comprehensive evaluation including for participation and performance in the workshop. Assignments/project reports submitted by the learners shall be evaluated in a given time frame and returned to them along with constructive comments and suggestions so that they can improve their performance. The primary function of the evaluation of the assignments/projects should be to provide timely feedback to the learners to sustain their motivation. Evaluation of assignments, workshop-based activities, school-based activities and teaching practice should be conducted on a continuous basis. The external evaluation shall encompass questions on all the Units of syllabus and shall be assessed through Objective Type/Short Answer Type/Long Answer Type question. These questions will be decided/finalized by a Board of Examiners appointed by the examining body. The weightage for internal and external evaluation shall be in the ratio of 30.:70.

Promotion to Next Semester & Failed Candidate

14. A candidate may provisionally continue his/her studies in second year after the examinations of the first year in which he/she appeared is over.
15. If a candidate fails in not more than one paper in the first examination but clears all the remaining papers of that examination. He/she will be allowed to appear in the supplementary examination, which shall be conducted keep the term (ATKT) and promoted to the next year. Candidate shall be conducted within 45 days of the declaration of the result. After clear that paper the student is allowed to promote in the second year.

Provided further, that if a candidate fails in more than one paper in first year examination, he/she may be allowed to appear as an ex-student in the next examination of the same year.

A candidate will be awarded degree only in the year when he/she clears all the papers of both the year.

Allocation of Division

16. Division shall be awarded only after the second and final year examination, based on integrated performance of the candidate for all the two years. 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
48% or above but less than 60%	-	Second Division
Above 40% but less than 48%	-	Third Division

17. Kulpati Grace of one mark will be given for Pass in each year and for improvement in division in final year.

Merit Lists

18. Merit list of first 10 candidates in the order of merit shall be declared at the end of each batch from amongst the candidates who have passed in one attempt.
19. Final merit list shall be declared by the University only after the main examination of the Second and final year for each batch, on the basis of the integrated performance of both the year. The merit list shall include the first ten candidates securing at least First Division and passing all papers in single attempts.

Maximum Duration of Completion of Course

20. A candidate has to complete the entire course of Diploma in Elementary Education (D. El.Ed.) within a maximum period of four years from the session of first admission.

Examination Centers

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

General

22. 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.
23. 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.
24. In case of any dispute, the matter shall be decided under the Jurisdiction of District Court, Bhopal.

ORDINANCE NO. 21**ORDINANCE FOR THREE YEAR (SIX SEMESTER) DIPLOMA COURSES
(POLYTECHNIC ENGINEERING DIPLOMA)****Course & Faculty**

1. This ordinance shall be applicable to all three year (six semesters) diploma courses except those for which the university has separate ordinances. These courses shall be run on semester system.
 - a. At present the degrees covers under this ordinance are Diploma in Automobile Engineering, Diploma in Chemical Engineering, Diploma in Civil Engineering, Diploma in Computer Technology, Diploma in Computer Engineering, Diploma in Civil & Rural Engineering, Diploma in Construction Technology, Diploma in Dress Designing & Garment Manufacturing, Diploma in Digital Electronics, Electrical Engineering, Diploma in Electronics & Telecommunication Engineering, Diploma in Electronic, Electrical Power Systems, Diploma in Electronics & Communication Engineering, Diploma in Electronics & Video Engineering, Diploma in Electronics Engineering, Diploma in Garment Technology, Diploma in Instrumentation & Control, Diploma in Industrial Electronics, Diploma in Instrumentation, Diploma in Marine Engineering, Diploma in Mechanical Engineering, Diploma in Modern Office Practice, Diploma in Mining & Mine Surveying, Diploma in Production Engineering, Diploma in Production Technology.
 - b. These programmes are offered by the Faculty of Engineering & Technology and approved by the Board of Studies and Academic Council.
 - c. More Diploma programmes can be offered under this ordinance 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.