

**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.

### **Duration**

3. The duration of these courses of study shall extend over three years (Six Semesters).
4. The Full Time Regular Diploma Course in Engineering shall be for a period of three academic years. The Course will run on semester pattern and the semester courses will be of 16 weeks duration each.
5. The First Year Diploma Course (Semester I & II) of study is common for almost all branches of Engineering / Technology, except for Diploma course in Modern Office Practice and few other special courses.

### **Intake & Fees**

6. 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 / 60 seats. Multiples of this unit can also be set up.

### **Academic Year**

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

### **Eligibility**

8. The candidates who pass X Standard or equivalent examinations with Mathematics and Science subjects are eligible for admission into three years diploma course.
9. For Lateral Entry into the Second year (III Semester) of the three year diploma courses, the candidates shall be required to have passed the Higher Secondary Examination (Academic or Vocational) of 10 plus 2 pattern, with the following conditions :
  - (i) Academic Stream candidates should have compulsorily studied Maths, Physics & Chemistry at 10 + 2 level
  - (ii) Vocational Stream candidates should have studied either Maths or Physics or Chemistry as one of the subjects of study along with the related Vocational Subject (Theory & Practical) at 10 + 2 level.

Their intake is restricted to 50% (25% for Academic + 25% for Vocational) of the sanctioned intake of the I Year Diploma Courses. There is no age limit for the admission.

### **Admission Procedure**

10. 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 :
- The candidate does not fulfill the eligibility conditions .
  - The prescribed fees is not enclosed.
  - The application form is not signed by the candidate and his/her parent guardian, wherever required.
  - 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**

11. The diploma course in semester system 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.
12. The course curriculum of each course shall be based on the industries demands and approved by the Board of Studies and 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.
13. There will be 28 papers of 100 marks each. Each subject having practical component with viva of 50 marks and two project reports with viva of 100 marks (Viva will be 20%) distributed in different semester as under

Semester	Theory	Practical	Project Report
First	5	5	-
Second	5	5	-
Third	5	5	-
Fourth	4	4	1
Fifth	5	5	-
Sixth	4	4	1

### **Time Limit to complete the Diploma Course**

14. The following time limit to complete the Diploma course of 3 years duration and pass all the subjects pertaining to the course:

Students Admitted to First Year

6 Years

Students Admitted to Second Year (Lateral Entry) : 5 Years

### **Medium Of Instructions And Examinations**

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

### **Examination Scheme**

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

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

Clause (i) above shall not be applicable to private candidates

17. 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) 40 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 60 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%.

### **Promotion to Next Semester & Failed Candidate**

18. There shall be no supplementary or second examination in between the semester exam.

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

20. If a candidate fails in not more than one paper in any one semester examination but clears all the remaining papers of that examination. He/she will be allowed to keep the term (ATK1) and promoted to the next semester. Candidate shall be eligible to carry the backlog of one paper of each semester examination but in no case candidate shall be permitted to carry backlog of more than two papers at a time.

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

a) A candidate clears all the subjects of 1<sup>st</sup> semester examination or fails in one or more subjects of the same will be allowed to the admission in the 2<sup>nd</sup> semester.

- b) A candidate clears all the subjects of 2<sup>nd</sup> semester examination or fails in one or more subjects of the same will be allowed to the admission in 3<sup>rd</sup> semester.
- c) A candidate shall not be admitted in the 4<sup>th</sup>, 5<sup>th</sup> and 6<sup>th</sup> semester examination unless he/she has fully passed/cleared all the papers in the 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> semester examination respectively.

Provided further, that if a candidate fails in some papers of earlier semester and clears the final semester, his result will be with held. A candidate will be awarded degree only in the year when he/she clears the papers of earlier semesters. In such situation, mark sheet for each semester will be issued separately up to Fifth semester and a composite mark sheet will be issued in the Sixth semester once the candidate clears all the papers.

### **Allocation of Division**

22. Division shall be awarded only after the sixth and final semester examination, based on integrated performance of the candidate for all the last four semesters (Semester 3 to 6) on equal weightages. 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

23. Kulpati Grace of one mark will be given for Pass/ATKT in each semester and for improvement in division in final semester.

### **Merit Lists**

24. 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.
25. Final merit list shall be declared by the University only after the main examination of the Second and final semester for each degree, on the basis of the integrated performance of both the semester. 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**

26. A candidate has to complete the entire course of diploma within a maximum period of two years from the session of first admission.

### **Examination Centers**

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

### **General**

28. 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.
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