

**उच्च शिक्षा विभाग**  
**मंत्रालय, वल्लभ भवन, भोपाल**

भोपाल, दिनांक 16 जून 2016

क्रमांक आर-175-सीसी-2016-अड़तीस.—मध्यप्रदेश निजी विश्वविद्यालय (स्थापना एवं संचालन) अधिनियम, 2007 की धारा 28 के अनुक्रम में, मालवांचल निजी विश्वविद्यालय, इन्दौर के प्रथम अध्यादेश क्र. 01 से 25, राज्य शासन के निर्देशों के अनुसार अधिनियम, 2007 की धारा 35 अनुसार प्रकाशित किया जाता है. संस्था के प्रथम अध्यादेश प्रकाशित होने की तारीख से प्रवृत्त होंगे.

प्रथम अध्यादेश क्र. 01 से 25.

मध्यप्रदेश के राज्यपाल के नाम से तथा आदेशानुसार,  
ए. एस. यादव, उपसचिव.

**THE FIRST ORDINANCES OF MALWANCHAL UNIVERSITY, INDORE**

2016

In exercise of the powers conferred by sub-section (1) of section 28 of the Madhya Pradesh Niji Vishwavidyalay (Sthapna Avam Sanchalan) Adhinyam, 2007 the Vice Chancellor makes the following First Ordinances:

**1. Short title and Commencement :**

- a. These Ordinances may be called the Malwanchal University First Ordinances, 2016.
- b. They shall come into force from such date as the Vice-chancellor may by an order specify and different dates may be specified for different First Ordinances.

**2. Definitions:**

In these Ordinances, unless the context otherwise requires:

- a. 'Act' means the Madhya Pradesh Niji Vishwavidyalay (Sthapna Avam Sanchalan) Adhinyam, 2007.
- b. "Ordinances" means the Malwanchal University First Ordinances, 2016.
- c. "Section", "Sub-section", "Item" shall mean section of the Act, Sub-section of the section and item of the Section or Sub-section respectively.
- d. Words and expression used but not defined in these ordinances shall have the meaning assigned to them in the Act and Statutes.
- e. "He" includes "She" and "His/Him" includes "Her".
- f. The provisions of the rules under this ordinance will prevail over all orders, codes, manuals, circulars, memos, procedures, policies, schemes and such other documents of the Institutes of the University.
- g. Unless the context otherwise requires, any abbreviations or shortened form of a word, shall represent and mean exactly that word as defined in the Act, Statutes, Ordinances and Regulations.
- h. The rules under this programme offered by the Institutions, run by the Malwanchal University and any matter relating and incidental thereto.

**Ordinance No .1****PROPOSED FACULTIES AND DEPARTMENTS OF MALWANCHAL UNIVERSITY**

The University shall have following faculties mentioned in column (1) & the Departments as mentioned in column (2) of the following table thereof:

S. No.	Faculty	Department
1.	Faculty of Medicine	Dept. of Medical Sciences - • Medicine • Surgery • Pediatrics • OBG • ENT • Ophthalmology • T.B. & Chest • Skin & V.D. • Psychiatry • Anesthesiology • Radio Diagnosis • Radio Therapy • Orthopedics • Anatomy • Biochemistry • Microbiology • P.S.M • Pathology • Physiology • Pharmacology • Forensic Medicine • Gastroenterology • Cardio Thoracic Surgery • Neuro Surgery • Paediatric Surgery • Plastic Surgery • Urology • Cardiology • Nephrology • Neurology • Endocrinology
2.	Faculty of Dental Science	• Dept. of Dental Sciences • Oral Medicine & Radiology • Oral Pathology & Oral Microbiology

		<ul style="list-style-type: none"> <li>• Public Health Dentistry</li> <li>• Paediatric &amp; Preventive Dentistry</li> <li>• Orthodontic &amp; Dentofacial Orthopaedics</li> <li>• Periodontology</li> <li>• Conservative Dentistry &amp; Endodontics</li> <li>• Oral &amp; Maxillofacial Surgery</li> <li>• Prosthodontics and Crown &amp; Bridge</li> </ul>
3.	Faculty of Ayush	<ul style="list-style-type: none"> <li>• Homeopathy</li> <li>• Ayurvedic medicine</li> <li>• Unani medicine</li> <li>• Yoga.</li> </ul>
4.	Faculty of Pharmacy	Dept of Pharmacy
5.	Faculty of Nursing	Dept. of Nursing <ul style="list-style-type: none"> <li>• Medical Surgical Nursing</li> <li>• Child Health Nursing</li> <li>• Community Health Nursing</li> <li>• Obstetrics &amp; Gynecology Nursing</li> <li>• Mental Health Nursing.</li> </ul>
6.	Faculty of Science	<ul style="list-style-type: none"> <li>• Biosciences</li> <li>• Bio-Technology</li> <li>• Chemistry</li> <li>• Mathematics</li> <li>• Physics</li> <li>• Nuclear Physics.</li> </ul>
7.	Faculty of Education & Physical Education	<ul style="list-style-type: none"> <li>• Adult and Continuing Education and Extension</li> <li>• Education</li> <li>• Physical Education</li> <li>• Teacher Training and Non-Formal Education (Institute of Teachers Education).</li> </ul>
8.	Faculty of Commerce	<ul style="list-style-type: none"> <li>• Commerce and Business Studies</li> <li>• BBM e-Banking &amp; Finance.</li> </ul>
9.	Faculty of Management	Dept. of Management <ul style="list-style-type: none"> <li>• Business Management</li> <li>• Hospital Management</li> <li>• Rural Management</li> <li>• Health Management.</li> <li>• Dept. of Hotel Management &amp; Catering Technology</li> </ul>
10.	Faculty of Engineering & Technology	Dept. Engineering & Technology <ul style="list-style-type: none"> <li>• Chemical Engineering</li> </ul>

		<ul style="list-style-type: none"> <li>• Civil and Structural Engineering</li> <li>• Computer Science &amp; Engineering</li> <li>• Electrical and Electronics Engineering</li> <li>• Electronics and Communication Engineering</li> <li>• Electronics &amp; Instrumentation Engineering</li> <li>• Food Engineering • Information Technology</li> <li>• Mechanical Engineering</li> <li>• Mining</li> <li>• Textile</li> <li>• Fire Technology &amp; Safety Engineering</li> <li>• Nano-technology</li> <li>• Food Technology.</li> </ul>
11.	Faculty of Architecture	<ul style="list-style-type: none"> <li>• Dept of Architecture</li> <li>• Planning &amp; Design.</li> </ul>
12.	Faculty of Law	Dept. of Law
13.	Faculty of Computer Science & Application	<ul style="list-style-type: none"> <li>• Computer Science &amp; Application</li> <li>• Animation &amp; Games.</li> </ul>
14.	Faculty of Mass Media	<ul style="list-style-type: none"> <li>• Advertising,</li> <li>• Public Relations.</li> <li>• Journalism</li> <li>• Printing and Media Technology</li> <li>• Mass Communication.</li> </ul>
15.	Faculty of Fine Arts	<ul style="list-style-type: none"> <li>• Applied Art</li> <li>• Art Education</li> <li>• Art History</li> <li>• Art Appreciation</li> <li>• Graphic Art</li> <li>• Painting</li> <li>• Sculpture.</li> </ul>
16.	Faculty of Arts & Social Sciences	<ul style="list-style-type: none"> <li>• Economics</li> <li>• Library and Information Science</li> <li>• Philosophy</li> <li>• Political Science</li> <li>• Population Studies</li> <li>• Psychology</li> <li>• Rural Development</li> <li>• Social Work</li> <li>• Sociology</li> <li>• Public Administration</li> <li>• Women Studies</li> </ul>



		<ul style="list-style-type: none"> <li>• History and Culture</li> <li>• Military Science.</li> </ul>
17.	Faculty of Life Sciences	<ul style="list-style-type: none"> <li>• Dept. of Botany</li> <li>• Zoology</li> <li>• Biochemistry</li> <li>• Microbiology</li> <li>• Life Science</li> <li>• Forensic Science.</li> </ul>
18.	Faculty of Humanities and Languages	<ul style="list-style-type: none"> <li>• English</li> <li>• Hindi</li> <li>• Urdu</li> <li>• Foreign Languages.</li> </ul>
19.	Faculty of Agriculture	<ul style="list-style-type: none"> <li>• Agronomy</li> <li>• Plant Breeding</li> <li>• Animal Husbandry</li> <li>• Horticulture</li> <li>• Plant Protection</li> <li>• Plant Pathology</li> <li>• Soil Science &amp; Agriculture Chemistry</li> <li>• Food Processing</li> <li>• Post harvest Technology.</li> </ul>
20.	Faculty of Performing Arts & Design	<ul style="list-style-type: none"> <li>• Dance</li> <li>• Instrumental Music</li> <li>• Musicology</li> <li>• Vocal music</li> <li>• Performing Arts</li> <li>• Visual Arts</li> <li>• Design</li> <li>• Fashion Design</li> <li>• Textile Design</li> <li>• Interior/Habitat Design</li> <li>• Industrial &amp; Products Design.</li> </ul>
21.	Faculty of Vocational courses	Dept. of Different Vocational Courses.
22.	Faculty of Paramedical Science	<ul style="list-style-type: none"> <li>• Dept. of Physio Therapy -</li> <li>• Dept. of other paramedical courses.</li> </ul>
23.	Faculty of Home Science –	• Dept. of Home Science.

**Addition of Institutes, Departments, Faculty and Program**

• Other Institutes, Teaching Departments, Faculty and Program as recommended by Academic Council and approved by the Governing Body; shall be added from time to time, after due approval of MPPURC.

**Ordinance No. 2****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 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 Malwanchal University.

**2.0 ADMISSION PROCEDURE:**

2.1 Admission in the University shall be made strictly on the basis of Merit as per the rules of Government of M.P.

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 character certificate signed by two responsible persons certifying to the good character of the applicant.
- 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 with this University shall be admitted to any course or study in an 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 31st July, and for special reasons with the approval of the Vice-Chancellor, by the 14th August of that year. Provided where, 31st July or 14th 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 30th 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 cancelled.

2.9 'The list of admitted students in medical & other related courses should also be made available to MCI DCI to as well as Director Medical : education dept. Govt. of M.P. and Admission & Fee Regulating committee constituted under M.P. Niji Vyavasayik Shikshan (Pravesh ka Viniyaman Avam Shulk ka Nirdharan) Adhinyam 2007 within One week from the last date of admission.'

2.10 The admission procedure as prescribed if any, by Medical Education department Government of M.P. and other Regulatory State & Central bodies for professional & technical courses will be followed.

**3.0 LATE ADMISSIONS:**

- 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 as 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 wishes 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. In such case student should :-  
i. Make payment of all fees due to the Institution up to the month of the application for the transfer certificate; and  
ii. 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 at all times be of good behavior, show diligence in studies, maintain decorum and dignity, take proper interest in co-curricular activities and observe all rules of discipline of the Institution of which he is a student and of the University.
- 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 absenteeism, 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 be necessary, a student temporarily from the Institution pending inquiry into his conduct in connection with an alleged offence.
- 5.5 The period, during which a student remains 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 ENROLLMENT 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 enrollment 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 enrollment paid by a student shall not be refunded under any circumstances.
- 6.4 The procedure for submission of application for Enrollment 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 have 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.



**Ordinance No .3****REGISTRATION OF STUDENTS AND THEIR ADMISSION TO THE COURSES OF STUDY AND TEACHING METHODOLOGY**

- (1) For registration / enrollment in the University courses of study, a candidate must apply on prescribed format and submit the application form along with the attested copy of the mark sheet of the qualifying examination and University fees. The registration form will be forwarded by the head of the Institute/ to the Registrar of the University.
- (2) On receipt of the registration form at the University Institute the candidates will be allotted a temporary registration number.
- (3) The registration application form will be subject to verification by the University and after due verification, the candidates will be given a permanent registration number.
- (4) The application for admission of the student can be sent directly or through guidance centre or post or can be applied online, Any student from India or abroad seeking admission in the University can interact online with University, Mode of instruction of teaching of such student shall be decided by the Academic Council of the University.
- (5) The Validity of the registration of student for different courses will be as under-

S. No.	Name of Courses	Maximum Validity Period (Year)
(1)	(2)	(3)
1	Certificate and one year Diploma course	2
2	Two year Degree and Masters Degree course	4
3	Three year Degree Course	6
4	Four year Degree Course	8
5	Four and Half years Degree Course	9
6	Three years Diploma Course	6

- (6) No person who has been convicted by a court of justice and is undergoing punishment or is under expulsion or rustication from another University shall be admitted to any course of study during the period for which the sentence is in operation.

- (7)
- (i) A student who is the University may apply for a change/Correction or alteration in one's own name or surname to the Registrar of the University with a fee as prescribed by University.
  - (ii) The Registrar, if he is satisfied with the reasonableness of the request, may pass order for change or correction of the name of the student.
  - (iii) The application for change or correction in the name shall be made through the Head of the Institution where the student is studying or will be supported by an affidavit and proof.
  - (iv) The fees deposited by the candidate is non- refundable.
- (8) Teaching Days: Each Institution enrolling student for the degree/ diploma course shell ensure that the numbers of actual teaching days are not less than 180 in an academic year (90 days in a semester)
- (a) Teaching methods of all the courses shall include one or more methods of teaching from class room Teaching, Assignment, Viva Voce, Lab Work, Seminar, Project Work Summer Training, Field Work, Presentation, Group Discussion etc.
  - (b) For better support to the students in conjunction with the traditional approaches, modern approaches based on information and communication technologies for teaching / learning will be adopted, these may include online teaching learning, material availability, webcasting, Podcasting, Online chatting with teachers, Online Discussion forums etc.

**Ordinance No. 4**  
**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 persuasion 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 along with 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. 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 In case of each application, the Head of the Institutions, shall certify that the candidate;
- 2.7.1 Possesses the minimum academic qualification as prescribed by Regulatory Body, for appearing at the examination to which he seeks admission.
- 2.7.2 Is a good conduct. 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 List A : These candidates who have full filled the minimum criteria of prescribed attendance

2.8.1 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 or condonation of shortage along with their recommendation.

2.8.2 List C: of those candidates, whose shortage of attendance exceeds 10 percent and who are to be debarred from appearing at the Examination.

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 Spots 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.**

**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 ex-student the norms of Statutory Bodies will always be followed.**

**3.3 An ex-student candidate for an examination shall:**

**3.3.1 Submit through the Head of the Institution, where he had pursued 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 there in.**

**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 paper of the examination. Fees shall be paid through crossed Bank Draft in favor of the Registrar of Malwanchal University Indore or any other manner prescribed by the Malwanchal 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 a part 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 perused 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 GENERAL CONDITIONS APPLICABLE TO ALL CANDIDATES

- 4.1 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.
- 4.2 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.
- 4.3 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.
- 4.4 The Controller of Examination shall issue an admission card in favor of a candidate if;



- 4.4.1 The application of the candidate is complete in all particulars in accordance with the provisions applicable to him/her and in order.
- 4.4.2 The candidate is eligible for admission to examination,
- 4.4.3 The fees as prescribed has been paid by the candidate.
- 4.5 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.
- 4.6 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:
- 4.6.1 The admission card was issued or permission was given through mistake and the candidate was not eligible to appear in the examination.
- 4.6.2 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.
- 4.7 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".
- 4.8 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.
- 4.9 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 in disciplined conduct or insolent behaviour towards the Superintendent or any invigilator, the candidate

may be excluded from the day of examination and if he/she persists in misbehaviour he may be excluded from the rest of the examination by the Superintendent of the Center.

4.10 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.

4.11 A candidate expelled on the any of the grounds mentioned above will not be allowed to appear in the subsequent papers.

4.12 In every case where action is taken by the Superintendent, 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 debaring 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.

- 4.13 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 after words 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 in the examination of the Vishwavidyalaya for one or more years, if it is discovered afterwards that the candidate had obtained admission to the examination by misrepresenting facts or by submitting false or forget

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.

4.14 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.

4.14.1 Examination Fee after deduction of 50%.

4.14.2 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.

4.15 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.

4.16 A candidate whose result has been declared may apply to the Registrar in the prescribed form within ten days of the declaration of his result for the revaluation 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 revaluation 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 revaluation of written

**papers in the University Examination in Under Graduate Courses only.**

- 4.17 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/-
- 4.18 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.
- 4.19 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/-
- 4.20 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.
- 4.21 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.
- 4.22 The Vice Chancellor may award one grace mark in case the candidate is failing by one mark or missing a Distinction/Division by one mark. Where the deficiency is not condoned, one mark shall nowhere be added. Provide that, the benefit under this paragraph shall not be allowed to enable a candidate to get the benefit under paragraph 4.20.
- 4.23 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.

- 4.24 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.
- 4.25 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.
- 4.26 The following shall be eligible to appear at the Supplementary Examination.
- 4.26.1 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.
- 4.26.2 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.
- 4.27 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.
- 4.28 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 declare to be so eligible and thereafter he shall be required to appear in all

the papers at the next examination.

- 4.29 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.
- 4.30 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.

**Ordinance No. 5****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 to 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 2.22.4 in the above list from among the teaching faculty. Care shall be taken to avoid teachers from the specialty 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 pro forma 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 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 will send a daily report on the number of examinees attending each of the examinations, absentee numbers & 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: - *00.0.0.0.* |

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 candidate 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 shall not be an Invigilator at such session of the examination.

2.27.21 It will 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, I pods, 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 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 Malwanchal University.
- 2.30.3 External Examiner shall a full time teaching faculty from Universities other than the Malwanchal 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 two 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 examination 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 sets will be 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 repots, 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 candidate's 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.
- 2.37.3.4 Controller shall be responsible to scrutinize the forms as per criteria of eligibility before issuing Admit cards.
- 2.37.3.5 Admit cards of the eligible candidates with the signature of Controller shall be sent to the respective Institutions for distributions not later, then 7 days before the commencement of examinations,

2.38. Malpractices and Unfair Means

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- 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 student 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 the 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 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 40 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 Re totaling and revaluation of written papers**

- 2.43.1 Provision of system of re totaling 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 re totaling 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 re totaling and/or revaluation.
- 2.43.4 Students who have passed the examination can also apply for re totaling 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 re totaling and Revaluation within one month from the last date of receipt of applications.
- 2.43.7 Controller shall notify the time and dates of re totaling 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 the candidates who have applied for re totaling. Signature of students shall be obtained. Results shall be modified, if the total is found different in re totaling.
- 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 envelope 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 the 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.



**Ordinance No. 6****FEEES OF EXAMINATION & RATES OF OTHER FEEES FOR VARIOUS SERVICES TO BE CHARGED BY THE UNIVERSITY**

1. The examination fees & rates of other fees, approved by the Finance Committee reviewed by M.P. Private University Regulatory Commission shall be payable by the students of the University Departments/Constituent Units for various examinations & other services.
2. A student, who due to sickness or otherwise is unable to present himself at an examination, shall not be entitled to receive a refund of his fee. Provided the VC, if he is satisfied about the genuineness, or merit of it, may order for adjustment of fee towards the immediate next examination.
3. Application for such adjustment from a candidate shall be accompanied by a Medical Certificate of illness, if applicable, not later than ten 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 above if he changes the faculty or his course unit in case of any examination.
4. Examination and fees-of a candidate whose application for appearing at an examination has been rejected for some reason, or who could not furnish his form within the prescribed date, necessary fees having been paid in University account, may be refunded after a deduction of a sum as specified by the University. Examination fee of a candidate who dies before appearing in the examination shall be refunded in full to his guardian or his successor.
5. The entire fees paid by a candidate, whose application for appearing at an examination is called on account of producing fraudulent documents or giving false particulars, or are debarred /detained from taking examination due to shortage of attendance or otherwise shall stand forfeited.

**Ordinance No. 7****Payment of Remuneration of Examination Work**

1. The rates of remuneration for all purposes for paper-setters/examiners/staff shall be as per decision of Board of Management of University.
2. The actual freight/postal/courier/other expenses incurred by the examiner will be paid by the University.
3. In case of a work for which no remuneration has been prescribed in University Rules, the rate then shall be determined by the Vice-Chancellor from time to time.
4. Notwithstanding anything stated in this Ordinance, for any unforeseen issues arising, and not covered by this Ordinance, or in the event of differences of interpretation, the Vice-Chancellor may take a decision after obtaining, if necessary, the opinion /advice of a Committee consisting of any or all the Directors of the institute. The decision of the Vice-Chancellor shall be final.

### Ordinance No. 8

#### 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 full 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 program.
- 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-Mas 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 1st July if the scholarship-holder joins 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 drawl 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: The scholarship-holder discontinues studies during the middle of a session; or 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 with 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 with.

#### **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. Pharma and other courses being run by the 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 having been 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, विष्वविद्यालय 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)----- (name of examination)
  - (ii)----- (name of faculty)
  - (iii) ----- (month/annual examination)
  - (iv) ----- (merit one & merit two 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.



**Ordinance No. 9****'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 or various conferences, continued education and quality improvement program 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 specialties).

### 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/Malwanchal 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.

#### 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. 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.

## SANCTIONING AUTHORITY

### I Sanction 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 Indore to the place of event and back.
- d. Eligible for re-imbursement 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-imbursement 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 Indore to the place of event and back.
- d. Eligible for re-imbursement 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-imburement 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 Indore to the place of event and back
- d. Eligible for re-imburement 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 repots 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.

**Ordinance No. 10****Disciplinary Action against the Students**

- (1) Every student in the University shall at all times be of good behavior, show diligence in studies, maintain decorum and dignity, take proper interest in co-curricular activities and observe all rules of discipline of the institutions of which he/she is a student and of the University.
- (2) (i) When a student has been guilty of breach of discipline within or outside the premises of University or an Institution, or persistent idleness or has been guilty of misconduct, the Head of the Institution at which such student is studying should inform the Vice-Chancellor/ Registrar depending upon the nature of gravity of the offence student may the nature and gravity of the offence-
- (a) Suspend such a student from attending classes for not more than a week at a time,
- or
- (b) Expel such a student from his institution;
- (c) Disqualify such a student from appearing at the next ensuing examination;
- or
- (d) Rusticate such a student. 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.
- (ii) The Head of the institution concerned shall have power to suspend for such time as may be necessary a student temporarily from the institution pending inquiry into his conduct in connection with an alleged offence.
- (iii) The period during which a student remains suspended for completion of an enquiry shall be reckoned in the calculation of his attendance for appearing at an examination provided he is found innocent.
- (iv) The rustication of a student from an Institution shall entail the removal of his name from the register of enrolled student. All students prosecuting a course of

studies at the University Teaching Departments shall observe a code of conduct as may be laid down by the Board of Management and also abide by all rule and regulations of the University framed and notified from time to time.

- (3) Any violation of the code of conduct or breach of any rule or regulation of the university by any student shall constitute an act of indiscipline and shall make him liable for disciplinary action against him.
- (4) The following acts, in particular, shall constitutes acts of gross indiscipline and any student indulging in any of them shall render himself liable for disciplinary action against him:-
- (i) Disobeying the teacher or misbehaving in the class;
  - (ii) Quarrelling or fighting in any University building or in the campus among them;
  - (iii) Quarrelling or fighting with a University employee or any employee of the University canteen, mess or any other public utility functioning in the campus;
  - (iv) Satirizing or writing or slogans or any material, making of skeletons or figures on any wall or portions of any building within the campus which is not authorized by the university administration.
  - (v) Behaving in the University campus or outside in a manner which is indecent or which is meant to annoy or hurt the teachers; officers or employees of the University.
  - (vi) Any other act which the discipline committee may determine and Vice-Chancellor may accept as an act of gross indiscipline.
  - (vii) However, all cases of indiscipline within hostel premises shall be dealt by the warden concerned. To deal with such incidents the warden shall have all the powers prescribed for the proctor in this ordinance,
- (5) There shall be a Proctorial Board consisting of a Proctor and such number of joint proctors as the Board of Management may decide from time to time.
- (6) The Proctor and Joint Proctor shall be appointed by Vice-Chancellor from amongst the teachers of the University ordinarily for a period not exceeding two years at a time.

- (7) **Power and Duties of Proctor:-** The Proctor shall take action in all matters which are referred to him for disciplinary action by any responsible person or constituted authority of the University, he may also take action in matters which come of his knowledge and which in his opinion call for disciplinary action.
- (8) The Proctor may delegate any of his powers to Joint Proctor. In the absence of Proctor the senior most Joint Proctor shall act as Proctor and shall have all such Powers to Proctor.
- (9) In the opinion of Proctor, the act of indiscipline requiring action if it is not of a serious nature, he may hold a summary inquiry and shall have powers to impose the penalties.
- (10) If in the opinion of Proctor, the breach of discipline if it of a serious nature he may refer the case for investigation by the Proctorial Board, Proctor and Joint proctor or any two Joint Proctor shall constitute the quorum for sittings of such investigation.
- (11) There shall be a Discipline Committee consisting of the following :- (I) Proctor Convener (ii) Dean, Student Welfare (iii) Professor in charge of Student Union (iv) Joint Proctors (v) Warden of the Hostels & Joint Wardens (vi) President of Student Society (if any) (vii) Two other student nominated by Vice-Chancellor. (viii) One of the Joint Proctor will be nominated by the Proctors as Secretary of the Discipline Committee.
- (12) The Discipline Committee shall ordinarily convene meeting once in each academic year and it shall review general situation regarding discipline in the university and make suggestions in this regard. Any specific cases of indiscipline may also be referred to the Discipline committee for giving its opinion regarding the action to be taken.
- (13) All punishment awarded to the students shall be recorded in a register to be maintained by the Proctor. The Register shall be permanent record of the university and shall contain such details as may be prescribed and approved by Board of Management.



- (14) Certificate regarding Character and Conduct of student of the University Teaching Departments may be issued to him by the Proctor. However, in the case of a student who has been awarded punishment three or more times by the Proctor himself or on the recommendation of the Proctor, the fact that he was so penalized shall be mentioned in the certificates of character and conduct to be issued by the Proctor. The Certificates of Character and Conduct issued by the Proctor shall be the only valid Certificates of the University in that regard.
- (15) If the Proctor finds that in any incident of disturbance or breach or peace, certain persons who are not in the rolls of the University are involved or are likely to be involved he may send recommendation to the Vice-Chancellor that the University campus be declared out of bounds for such persons. If the recommendation is accepted by the Vice-Chancellor a notification shall be sent to the District Magistrate and the other administrative authorities as the Vice-Chancellor may deem fit. So the notification issued under this paragraph in force entry into the campus of person/ debarred from entering the campus shall be an act of criminal trespass and shall be dealt with accordingly.
- (16) Notwithstanding anything stated in this Ordinance, for any unforeseen issues arising, and not covered by this Ordinance, or in the event of differences of interpretation, the Vice-Chancellor may take a decision after obtaining, if necessary, the opinion / advice of a Committee consisting of any or all the Directors of the Institutes. The decision of the Vice-Chancellor shall be final.

**Ordinance No. 11****Co-Operation and Collaboration with Other Universities and Institutions & University Teaching Department and Colleges under the University**

- 1 With reference to the decision of the sponsoring body of Malwanchal University, Indore takes over the management of following institutes as constituent University Institutes of the Malwanchal University Indore.

The following shall be the University Institutes:

1. Index Medical College Hospital & Research Centre, Indore
  2. Index Institute of Dental Sciences
  3. Index Nursing College
  4. Index Medical College Hospital & RC Indore (Paramedical Courses).
2. The University Teaching Department will be as mentioned in ordinance 1
3. The above mentioned departments/Institutes will be governed by the Malwanchal University, Indore and their decision shall be binding upon it. All administrative, Academic and financial powers would be vested with constituent Bodies, Boards and Authorities of the University. The College would work as a Teaching Department of the University.
4. As soon as the above mentioned institutes admitted to the privileges of the University as its Constituent institutes all its assets and liabilities, the movable/immovable property with entire land, roads and buildings etc. will stand as transferred to the University and will be treated as University property in all the records maintained by sponsoring body of Malwanchal University and concerning corporate account. The University will not be bound to pay any cost towards this property. The decision regarding sale, mortgage or major alteration of the existing movable and immovable property these institutes would be taken after the approval of the Sponsoring body.
5. All provision of this Para subject to the provision of relevant Act / Laws of the country/State. The departments of the above mentioned institutes would henceforth be called the University Teaching Department of the Malwanchal University, Indore. The Principal of the Institute will be the Director of the Institute.
6. Objects of declaring as Constituent University department/University Institute:-  
The following shall be object of declaring as constituent colleges/ Polytechnics

- a. To provide the desired quality Academic and Administrative Leadership for the further expansion of the institution.
- b. To create a desired environment and develop a framework to pursue a path of Excellence in Higher Education.
- c. To lay a firm and everlasting foundation for growth of Quality Technical Education in the Institution.
- d. To develop the institution as a model for Curriculum Innovation and Examination Reforms., development of professional and moral values in the faculty, students and the staff.
- e. To foster the growth of well informed knowledgeable and talented manpower to work in knowledge technology driven systems and enterprises.
- f. To facilitate synergic partnership with the Industries of the state and the country for further qualitative growth.
- g. For transforming technical education into a vibrant and dynamic system.
- h. To foster Research Culture and promote industrial consultancy.
- i. To foster international and national collaboration for academic programs for research and development

## 7. MANAGEMENT OF THE CONSTITUENT INSTITUTION

For all purposes, the sustenance and development of the constituent institution shall be a responsibility of the university. In fulfilling its responsibility, the Malwanchal University shall:-

- a. Recruit and develop faculty of the constituent institution,
- b. Investment in the development of the institution,
- c. Encourage revenue generation in the institution through various means,
- d. Formulate the institution budget and manage its finance
- e. Provide Good Governance to the institution

## 8. STATUS OF THE STUDENT'S COURSES

All the students admitted after proper functioning of the University as per the Act 2007 shall be treated as the students of the University, Constituent University department/University Institute, All the courses of the concerned institution admitted to the privileges of the university, shall be continued and treated as the courses of the University department/University Institute.

**Co-operation & Collaboration with other Universities & Institutes of Higher Education**

The Malwanchal University shall be signing MOU with National and International level Institute and Universities for Co-operation & Collaboration for higher Education. The Co-operation/ Collaboration Shall be for

- (1) Skill up gradation of Faculty members.
  - (1) Running for Twin Courses program at Graduate & Postgraduate Level.
  - (2) Exchange/partnership of different Degree Program.

9. Notwithstanding anything stated in this Ordinance, for any unforeseen issues arising, and not covered by this Ordinance, or in the event of differences of interpretation, the Vice-Chancellor may take a decision after obtaining, if necessary, the opinion / advice of a Committee consisting of any or all the Directors of the Schools. The decision of the Vice-Chancellor shall be final.

**Ordinance No. 12****Residence of Students**

The University Premises has Hostel facility for students. The Conditions for providing residence facility are as under:-

**GENERAL**

1. These rules may be called the rules for Hostels of the Malwanchal University, Indore (M.P.).
2. These rules shall be applicable to all the Hostels of the University

**ADMISSION**

3. Application for admission to hostel shall be made on the prescribed form to be obtained from hostel office/office of the DSW, on payment of fees as prescribed. The application form filled should reach hostel/DSW office before the prescribed date.
4. Incomplete or wrongly filled application forms shall not be considered.
5. Each applicant for admission shall furnish a character certificate from the Head of the institution last attended, along with application.
6. After an applicant has been admitted or readmitted he/she may be allotted a bed in a room by the warden.
7. Old hostellers seeking readmission must also apply for admission ensuring clearance of No Dues of previous year (if any), then deposit their readmission dues.
8. No student, who has failed or dropped out in the examination or warned for any disciplinary action shall be readmitted to the hostel.
9. The parents of the students shall submit a pass-port size colored photograph of the local guardian, duly signed by both (parent and guardian), to the hostel warden at the beginning of the semester/admission to the hostel to enable the hostel warden to identify the person when he/she comes to meet the ward in the hostel, or makes a request for taking the ward home.
10. No student shall be allowed to reside in any hostel after completion of his/her degree for which he/she was admitted. In the event of taking admission in other course in the university his/her admission in the hostel shall be considered a fresh.
11. Initially a bonafide student may be considered for admission for one session only and in case of unsatisfactory conduct, re-admission in the university shall not be considered.

12. Hostel rooms shall have to be vacated during summer vacation for maintenance. In exceptional cases student may be permitted to stay on payment of special charges to be decided by the Hostel Management Committee.
13. Students shall not be allowed to keep any furniture other than those provided by the hostel in their rooms without prior permission of the warden.
14. Music systems/radio/T.V. are not allowed in the rooms, however it may be permitted with earphone attachment.
15. Students shall cooperate in keeping the Hostels and their surroundings clean by ,not disposing of garbage and waste materials here and there but in dustbins at designated places.
16. Hostellers shall be responsible for the security of .their own property. They must not leave their room/box unlocked in their absence. Luxury items are strongly discouraged and the management is not responsible for security/safety problems arising out of this.
17. In case of any emergency during the night, the hostellers shall contact the hostel warden for help. Girls may contact the warden through, the Ayah/Chowkidar of the hostel. Local guardians/parents of girl hostellers may telephone the hostel warden and not the girls directly after 7: 00 pm in case of emergency.

#### **FEES, RENTS & OTHER CHARGES**

18. Hostellers shall pay a monthly rent as prescribed by the University for the term for which they have been admitted or readmitted. In addition to the above every student readmitted shall pay admission fee. Late fees shall be charged after the date fixed to deposit the fees notified by the University. A student, if admitted after beginning of the session, shall pay the admission fee and university dues and room rent from the commencement of academic year up to and including the fee for the month in which he has been admitted (not less than six month).
19. Every students admitted or readmitted to' the hostel shall pay caution money refundable at the time on leaving the hostel on completion of the course/degree.
20. In case, the study course is not completed within the stipulated period and the hosteller is required to extend his/her stay in the hostel for completing the course he/she may be allowed to continue his/her stay in the hostel on the recommendation of the course coordinator and concerned warden with payment of hostel in multiples of a semester. This facility however shall not be provided to the students who are required to prolong their stay on account of repeat examination.

**CANTEEN**

21. The facility of mess /canteen shall be provided by the University on payment basis; cooking is strictly prohibited in the hostel.

22. Every hosteller shall be required to pay monthly mess charges in advance as notified by the Hostel Committee. **HOSTEL ROOM AND ALLOTMENT**

23. The following priority is fixed for providing accommodation in the University Hostel. (a) Undergraduate boys/girls and whose parents are residing in rural areas and students belonging to economically weaker sections of the society shall be given preference over other boys/girls. (b) Physically Handicapped Students. (c) SCs / STs / OBCs Students. • (d) Students pursuing professional courses that require longer hour practical or fieldwork shall have priority over others. (e) Local students (staying within 15 kilometers from the campus), research scholars and married students shall not be allowed due to space limitation in the hostel. (f) All Hostel students residing in the hostel shall be required to submit an undertaking as per Proforma approved by Dean Student welfare. **ATTENDANCE**

24. Attendance shall be taken in hostel every evening at an appointed time. Absence without prior information to warden, at the time of attendance is an offense. The warden shall adversely deal with any attempt of proxy or wrong entry in the attendance register. The roll call hours will be as follows-

25. Attendance time for girls during summer -19: 00 h and for winter 18: 00 h.

26. Attendance time for boys - 21: 00 h. **HOSTEL MANAGEMENT COMMITTEES**

27. There shall be Hostel Management Committee, Standing committee for Hostellers Discipline and a Hostel Committee appointed by the Vice-Chancellor for the help of the warden for smooth running of the hostel. The term of the committee shall be one year, which may be extended by the Vice- Chancellor for another year. (a) Hostel Management Committee The Committee shall comprise:

  
 ...

- |       |   |            |
|-------|---|------------|
| (i)   | Dean Student Welfare-                         | - Chairman |
| (ii)  | Chief Warden and all Wardens                  | - Member   |
| (iii) | One Student's representative from each Hostel | - Member   |
| (iv)  | One Dean nominated by the Vice-Chancellor     | - Member   |

**(a) Hostel Disciplinary & Anti Ragging Committee**

There shall be a Hostellers Disciplinary & Anti Ragging Committee to deal with students indiscipline, misconduct & ragging cases defined in the Hostel ordinance:

- |       |   |            |
|-------|---|------------|
| (i)   | Dean Student Welfare-                     | - Chairman |
| (ii)  | One Dean nominated by the Vice-Chancellor | - Member   |
| (iii) | Warden of concerned hostel                | - Member   |
| (iv)  | Chief Proctor                             | - Member   |

**(b) Hostel Committees**

There shall be a Hostel Committee in every hostel nominated / elected by the warden with the consent of hostellers for smooth running of day-to-day affairs of the hostel. The Committee shall consist of the following-

- |       |   |                   |
|-------|---|-------------------|
| (i)   | Hostel Warden   | - Chairman        |
| (ii)  | One hostel student representative approx. for 20-25   | - Member members. |
| (iii) | One hostel Prefect and one-Associate Prefect for various functions like food, health and. extracurricular activities. | -Member           |

**MISCONDUCT & INDISCIPLINE INCLUDING RAGGING**

28. Gambling of any kind and use of liquor/drugs and smoking etc. is strictly prohibited in the hostel and campus.
29. Guests of the opposite sex shall not be entertained in the hostel. The Hostellers however may be permitted to meet their relatives at pre-permitted place during designated time.
30. Pornographic literature and exotic posters/displays etc. are not permitted in the hostels.



31. No hosteller shall be allowed to change the room allotted in the hostel without prior permission of the warden. The warden may order at any time change of rooms or mutual exchange of rooms without assigning any reasons.
32. Use of electric heater & iron etc. are not allowed in the hostel. Heavy fine may be imposed for violation of this rule.
33. Hostellers are strictly prohibited to keep firearms with them. No pets such as dog etc. are permitted to be kept in the hostel by the hostellers.
34. In exigencies all hostellers shall vacate their room at given order/time by the. Vice-Chancellor/Registrar for any reason whatsoever and hand over the charges of their rooms to the warden failing which warden shall be authorized to break open the locked room. The University shall accept no responsibility for the private property of the concerned students found in the rooms.
35. Hostellers shall not give shelter to any outsider, anyone found guilty on this account shall be severely punished including removal from the hostel of accommodation the University.
36. No meeting shall be held in the hostel premises without the prior permission of the warden.
37. No notice is allowed to be exhibited on a Notice Board or circulated to the hostellers unless it has been signed or countersigned by the warden /D.S.W/Registrar/V.C.
38. Hostellers shall not cause damage or interfere in any manner with the Notice Board of the hostel. A breach of this rule shall be severely dealt with.
39. No Incidence of ragging should to be there in the hostels. **There will be Zero Tolerance for Ragging.**  
**Note:** For notification or communication to the hostellers a notice by the warden on the hostel Notice Board shall be considered adequate. Hostellers should watch the Notice Board regularly and follow general or specific instructions given from time to time. For matters common to all, the hostellers or students, the display shall be on the Notice Board of the Dean of Students Welfare Hostel Office. No separate notice would be sent to them.

#### **DISCIPLINARY ACTION**

40. Every hosteller shall maintain a high standard of discipline, have respect for the tradition of the university and conduct in a dignified manner within and outside the hostel. They should do nothing, which may cause noise, disturbance or distraction in studies or may be deemed irregular in any way.
41. The warden shall keep a conduct register exclusively for recording the misconduct of the students along with details of punishment, warnings etc. While the register will

have one page for one student for noting misconduct, it should have another page to note down good conducts/acts in the nature of Good Samaritan.

42. Resort to any form of strike by the hostellers without following the legally provided remedial channels/procedures shall be deemed as a serious breach of discipline and the student shall ipso facto stand expelled from the hostel/university.
43. Any indiscipline or misconduct committed by the hosteller or group of hostellers shall be brought to the notice of Hostel Disciplinary Committee for taking appropriate action.
44. Depending upon the gravity of the misconduct committed by the hosteller matter can be brought to the notice of the Chief Proctor or Registrar or Vice-Chancellor who may pass order in writing for taking appropriate action.
45. In case the situation in the hostel deteriorates to a level that requires protection, the Chief Proctor in consultation with DSW/Warden may call the security to get the Hostel vacated by the Hostellers. Such action taken however shall be brought to the notice of the Registrar Vice-Chancellor in writing.
46. Any hosteller found guilty of indiscipline, defiance of orders, rowdy behavior or any other misconduct is liable to be fined up to Rs. 1000/- and/or instant removal or expulsion or rustication from the hostel/university.
47. No student shall be permitted to appeal against the decision of the warden to any authority other than Hostel Management Committee. If the appeal is against the decision of the Hostel Management committee, it should be made to the Vice-Chancellor.
48. Notwithstanding anything stated in this Ordinance, for any unforeseen issues arising, and not covered by this Ordinance, or in the event of differences of interpretation, the Vice-Chancellor may take a decision after obtaining, if necessary, the opinion / advice of a Committee consisting of any or all the Directors/Head of the Institutes. The decision of the Vice-Chancellor shall be final.

**Ordinance No. 13****BACHELOR OF MEDICINE AND BACHELOR OF SURGERY (M.B.B.S.)****1.0 AIMS & OBJECTIVES****1.1 AIMS**

- 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.
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.
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 endeavor to have acquired basic training in different aspects of medical care.
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.

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.
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.
7. The medical graduate of modern scientific medicine shall endeavor to become capable of functioning independently in both urban and rural environment. He/she shall endeavor to give emphasis on fundamental aspects of the subjects taught and on common problems of health and disease avoiding unnecessary details of specialization.
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.
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 analyze information and to correlate them.

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.
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.
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.
13. Clinics shall be organized 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.
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.

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 compartmentalization of disciplines so as to achieve both horizontal and vertical integration in different phases.
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.
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.
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 1/2 years Bachelor of Medicine and Bachelor of Surgery (MBBS) Course.
19. Institution shall insure that adequate financial and technical inputs are provided.
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.
21. The Institution shall have a curriculum committee which would plan curricula and instructional method which will be regularly updated.
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. 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.
2. Learn every aspect of National policies on health and devote himself/herself to its practical implementation.
3. Achieve competence in practice of holistic medicine, encompassing promotive, preventive, curative and Rehabilitative aspects of common diseases.
4. Develop scientific temper, acquire educational experience for proficiency in profession and promote healthy living.
5. Become exemplary citizen by observation of medical ethics and fulfilling social and professional obligations, so as to respond to national aspirations.
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.
7. Be competent to practice preventive, promotive, curative and rehabilitative medicine in respect to the commonly encountered health problems.
8. Appreciate rationale for different therapeutic modalities; be familiar with the administration of the "essential drugs" and their common side effects.
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.
10. Possess the attitude for continued self learning and to seek further expertise or to pursue research in any chosen area of medicine.

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.
12. Be familiar with the basic factors which are essential for the implementation of the National Health Programs 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.
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.
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.
15. Be able to work as a leading partner in health care teams and acquire proficiency in communication skills.
16. Be competent to work in a variety of health care settings.
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.



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 4½ 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 4½ 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, Orthopaedics 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.

**2.1.2.4** 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).

**2.1.2.5** After passing pre-clinical subjects, one and half 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.

2.1.2.6 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.

2.1.2.7 The University shall organize admission timings and admissions process in such a way that teaching in first semester starts by 1st of August each year.

2.1.2.8 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		1st professional examination (during second semester)
3	4	5	II 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 Ist 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 IIIrd Professional Part I examination unless he passes all subjects of IInd Professional examination.**

**2.2.3 Passing in IIIrd Professional (Part I) examination is not compulsory before entering for 8th & 9th semester training, however passing of IIIrd Professional (Part I) is compulsory for being eligible for IIIrd 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.**

Total Subject	Table							Total (weeks)
	3 <sup>rd</sup> Semes-ter (weeks)	4 <sup>th</sup> Semes-ter (weeks)	5 <sup>th</sup> Semester (weeks)	6 <sup>th</sup> Semester (weeks)	7 <sup>th</sup> Semes-ter (weeks)	8 <sup>th</sup> Semes-ter (weeks)	9 <sup>th</sup> Semester (weeks)	
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
<b>Total</b>								
(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 Radio-diagnosis 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 Program 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

<b>2.3.5.1</b>	<b>COMPULSORY</b>	
	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

*Ol 10 11*

~ 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 31<sup>st</sup> 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/Biotechnology and 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 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)/Biotechnology 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. 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 test.

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 test by securing not less than 50% marks in Physics, Chemistry and Biology/Bio-technology taken together, conducted as per direction of the Supreme Court/MCI & Medical Education Dept. Govt. of M.P. The Selection of students will be done as per guidelines & policy of Hon'ble Supreme Court/ GOI/MCI/Medical Education Dept. Govt. of M.P.
- 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 fulfills 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 recognized 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 11<sup>th</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 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 1<sup>st</sup> 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 Malwanchal 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 1st 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 30th 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:
- 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 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 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 program 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 examiner ship 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 be held 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 Professional :- Pat I- in the Seventh Semester of Phase III, in the subjects of Ophthalmology, Oto-rhyno-laryngology and Community Medicine.
- 7.8.4 Third Professional :- Pat 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 1st Professional is compulsory before proceeding to Phase II training.

- c) A student who fails in the lnd professional examination, should not be allowed to appear llrd Professional Pat I examination unless he passes all subjects of lnd Professional examination.
- d) Passing in llrd Professional (Part-1) is compulsory for being eligible for llrd Professional (Part II) examination

## 7.9 Distribution of marks to various disciplines:

### 7.9.1 First Professional examination:(Pre-clinical Subjects):-

#### 7.9.1.1. Anatomy:

Theory-Two papers of 50 marks each {One applied question of 10 marks in each paper}	100marks
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}	100marks
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}	100marks
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 {One applied question of 10 marks in each paper)	40 marks each
Oral (Viva)	80marks
Practical	15 marks
Internal assessment (Theory-15; Practical-15)	25 marks
Total 150 marks	30 marks

**7.9.2.2 Microbiology**

Theory-Two papers of (One applied question of 10 marks in each paper)	40 marks each
Oral (Viva)	80 marks
Practical	15 marks
Internal assessment (Theory-15; Practical-15)	25 marks
Total 150 marks	30 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-0) 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 1st 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 llnd Professional examination.

7.10.4 Passing in llrd Professional (Pat-1) is compulsory for being eligible for llrd Professional (Pat II) examination

7.11 Division and Merit list

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

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

7.11.2 The merit shall be declared by the university after the declaration of result of 3rd 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 1st 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 I 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:

<b>A,</b>	<b>Pre-Clinical Subjects</b>	<b>(Phase-1-First and Second Semester)</b>
	Anatomy	650 Hrs.
	Physiology	480 Hrs.
	Biochemistry	240 Hrs.
	Community Medicine	60 Hrs.
<b>B,</b>	<b>Para-Clinical Subjects</b>	<b>(Phase-II-5th to 7th Semester)</b>
	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 Hrs 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 4<sup>th</sup> 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-specialties.

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 Radio diagnosis.

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 Fairly Welfare Planning.

**Ordinance No. 14****M.D., M.S. (Broad Specialty)  
DM & MCh. (Super Specialty)****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****Broad Specialty****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. Anesthesiology
12. Dermatology, Venereology & Leprosy
13. Respiratory Medicine
14. Psychiatry
15. Radiodiagnosis
16. Radiotherapy
17. Emergency Medicine
18. Immuno Hematology and Blood Transfusion
19. Infectious diseases
20. Physical Medicine Rehabilitation
21. Geriatrics

**M.S.**

1. General Surgery
2. Obstetrics & Gynecology
3. Orthopaedics
4. Ophthalmology
5. E.N.T.

**Super Specialty**

DM	MCh
• Gastroenterology	• Cardio Thoracic Surgery
• Cardiology	• Neuro Surgery
• Nephrology	• Paediatric Surgery
• Neurology	• Plastic Surgery
• Endocrinology	• Onco Surgery
	• Urology

**1.0 AIMS & OBJECTIVES****1.1 AIMS**

The goal of postgraduate medical education (Broad & Super Specialty) 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 specialty, 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 specialty in the context of the health needs of the community and the national priorities in the health section.

- 1.2.2 Practice the specialty 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 specialty.
- 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 specialty concerned on the basis of clinical assessment, and appropriately selected and conducted investigations.
- 1.2.6 Plan and advice measures for the prevention and rehabilitation of patients suffering from disease and disability related to the specialty.
- 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 behavior 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 (Broad & Super Specialty) 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 program so that he or she can direct the efforts towards the attainment of these competencies.

### 1.4 COMPONENTS OF THE POSTGRADUATE CURRICULUM: (Broad & Super Specialty)

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 (Broad & Super Specialty) shall be three completed years including the period of examination. Provided that in the case of students having a recognized two year postgraduate diploma course in the same subject, the period of training, including the period of examination, shall be two years in Broad Specialty.
- 2.2 Timing of Examinations:- The examinations shall be organized 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., DM & M.Ch. 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: A. Candidate for M.D./M.S. degree must be

3.1.1 An M.B.B.S. degree of any University recognized by the Medical Council of India.

3.1.2 Completed one year of Internship by 30th March of calendar year of admission.

3.1.3 Eligibility Criteria: B. Candidate for DM/M.Ch. degree must possess MD/MS Degree in the subject as per MCI Norms.

3.2 Selection of Students: Students for Postgraduate medical courses (Broad & Super Specialty) shall be selected strictly on the basis of their academic merit:

3.2.1 The merit as determined by 'Common Entrance Test' conducted as per direction of the Supreme Court/MCI & Medical Education Dept. Govt. of M.P. The Selection of students will be done as per guidelines & policy of Hon'ble Supreme Court/ GOI/MCI/Medical Education Dept. Govt. of M.P. Provided that wherever entrance test for Postgraduate admission (Broad & Super Specialty) 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 (Broad & Super Specialty) 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 1st May of respective year & DM/M.Ch. Course shall commence from 1<sup>st</sup> Aug 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 program 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 program 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 specialty and exposure to the applied aspects of the subject relevant to clinical specialties.
- 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 specialties.

## 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 / Asst. 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 recognized 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 examiner ship 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. Provided, that an examinee should obtain minimum 40% marks in each theory paper.

## 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.

**Ordinance No. 15**  
**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.
- 1.2 GOALS OF EDUCATION AND TRAINING:**  
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 compartmentalization 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 programs.
- 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.
- 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.
- 1.2.9** The graduate should also understand the concept of community oral health education and be able to participate in the rural health care delivery programs existing in the country.

**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 analyze 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 the 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 Shall be 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 programs to update knowledge and professional skills from time to time.
- 2.3.5 To help and to participate in the implementation of national health programs.

### 3.0 COURSE STRUCTURE:

#### 3.1 INFRASTRUCTURE:

The infrastructure like staff, equipment, instruments, materials, books and journals, space and clinical materials 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 31<sup>st</sup> 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 educational 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 practical tests in these subjects and also English as 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 preuniversity or an equivalent examination. The preprofessional/ pre-medical examination shall include practical tests 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 practical tests in three subjects provided the examination is a "University Examination" and candidate has passed 10+2 with English at a level not less than 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 tests in each of these subjects and English.

### 3.4 ELIGIBILITY

3.4.1 The candidate must have passed in the subjects 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 test, by securing not less than 50% marks in Physics, Chemistry & Biology taken together conducted as per direction of the Supreme Court/DCI & Medical Education Dept. Govt. of M.P. The Selection of students will be done as per guidelines & policy of Hon'ble Supreme Court/ GOI/DCI/Medical Education Dept. Govt. of M.P.

In respect of candidates belonging to scheduled castes, scheduled tribes or any other categories notified by the Government, the marks obtained in Physics, Chemistry & Biology taken together in

**qualifying examination and competitive entrance test 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 for 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 test conducted as per direction of the Supreme Court/DCI & Medical Education Dept. Govt. of M.P. The Selection of students will be done as per guidelines & policy of Hon'ble Supreme Court/ GOI/DCI/Medical Education department Govt. of M.P.
- 4.2 The minimum percentage of marks for eligibility for admission to BDS 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.

#### 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 student 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 Malwanchal University to any other Recognized Institute in India or Students from any other Recognized Institute in India to Malwanchal 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 program 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.

7.3 Subjects of Study - First Year:

7.3.1 General Human Anatomy, Embryology, Osteology, Histology including Medical Genetics.

7.3.2 General Human Physiology and Biochemistry, Nutrition and Dietetics.

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 Subjects of Study - 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 Subjects of Study - 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 Subjects of Study - Fourth Year

7.6.1 Orthodontics & Dentofacial orthopedics



- 7.6.2 Oral Medicine & Radiology
- 7.6.3 Paediatric & Preventive Dentistry
- 7.6.4 Periodontology
- 7.6.5 Oral & Maxillofacial Surgery
- 7.6.6 Prosthodontics and Crown & Bridge
- 7.6.7 Conservative Dentistry and Endodontics
- 7.6.8 Public Health Dentistry

#### 8.0 COURSE COMMENCEMENT:

- 8.1 The B.D.S. course shall commence with effect from 1st 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 30th 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
- 10.3 Clinical examination
- 10.4 Viva voce

#### 11.0 INTERNAL ASSESSMENT EXAMINATION:

- 11.1 Minimum of 3 periodical internal assessment examinations shall be conducted in each subject.
- 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 For repeater students, no amendment will be made in the final internal assessment marks once submitted in the university examination.

**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 Prosthodontics and Crown & Bridge 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 forward 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 re-valuation in the university examination and to minimize human error and extenuating circumstances. There shall be two mechanisms as prescribed by the Malwanchal University from time to time.

13.2 The facility of retotaling and revaluation shall be permissible only for written theory papers and not for Viva voce or 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 totaling 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-valuated 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 The HOI shall certify the progress and conduct of the candidates based on the periodical assessment and monitoring.

### 15.0 EXAMINERS FOR THE UNIVERSITY EXAMINATIONS:

#### APPOINTMENT OF EXAMINERS

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 Associate Professor or above in a Dental/ Medical Institution approved/ recognized by the DCI / MCI.
- 15.7 In case of General Human Physiology and Biochemistry, Nutrition and Dietetics, if Internal examiner is from Physiology, External examiner should be from Biochemistry or vice versa.
- 15.8 In case of General 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 examiner is from Prosthodontics, external examiners should be from Conservative Dentistry or 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.
- 16.0 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, 2<sup>nd</sup> B.D.S. professional examination at the end of second year, 3<sup>rd</sup> B.D.S. professional examination at the end of third, 4th BDS professional examination at the end fourth year.
- 16.2 There shall be two examinations in each academic year (Regular and 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 A candidate failed (or not allowed to appear due to any reason) in one or more subjects examinations, is not entitled to be promoted to the next higher class till the candidate clears all the subjects of the concerned year.

16.4.1 Any candidate not allowed to appear for examination due to shortage of attendance must make up the lagging attendance in the concerned subject to be eligible to appear in the next examination.

**SUBJECTS IN EACH PROFESSIONAL EXAMINATION:**

16.5 1<sup>st</sup> year B.D.S. Examination:

16.5.1 General Human Anatomy, Embryology, Osteology, Histology including Medical Genetics.

16.5.2 General Human Physiology and biochemistry, nutrition and dietetics

16.5.3 Dental Anatomy, Embryology and Oral Histology

16.6 2<sup>nd</sup> year B.D.S. Examination:

A candidate who has not successfully completed the 1<sup>st</sup> B.D.S. examination cannot appear in the 2<sup>nd</sup> 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 Dentistry - Only Practical and Viva Voce

16.6.5 Pre-Clinical Prosthodontics & Crown & Bridge- Only Practical and Viva Voce

16.7 3<sup>rd</sup> Year B.D.S. Examination

A candidate who has not successfully completed the 2<sup>nd</sup> B.D.S. examination cannot appear in the 3<sup>rd</sup> 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 4<sup>th</sup> Year B.D.S. Examination:

A candidate who has not successfully completed the 3<sup>rd</sup> B.D.S. examination cannot appear in the 4<sup>th</sup> year B.D.S. Examination.

16.8.1 Oral Medicine and radiology

16.8.2 Public Health Dentistry

16.8.3 Orthodontics & dentofacial orthopaedics

16.8.4 Periodontology

16.8.5 Prosthodontics and Crown & Bridge

16.8.6 Conservative Dentistry and Endodontics

16.8.7 Oral and Maxillofacial Surgery

16.8.8 Paediatric & Preventive Dentistry

**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 35 marks each.

- 17.2 In the subjects of General Human Physiology and Biochemistry, Nutrition and Dietetics, and Pathology & Microbiology each paper will be divided into two parts with Physiology in part A and Biochemistry in part B, similarly General Pathology in part A and Microbiology in part B with 35 marks each.
- 17.3 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:

Each subject in every year of B.D.S. shall have a maximum of 200 marks, with theory being 100 marks and practicals / clinicals being 100 marks, except Preclinical Prosthodontics and Pre-clinical Conservative dentistry in 2<sup>nd</sup> B.D.S. which shall have a maximum of 100 marks respectively as practicals and viva voce only.

##### 20.1 Theory:

DIVISION	MARKS
Theory written exam	70

Viva Voce	20
Theory Internal assessment	10
<b>TOTAL</b>	<b>100</b>

## 20.2 Practical / Clinical:

DIVISION	MARKS
Practical exam	90
Practical Internal assessment	10
<b>TOTAL</b>	<b>100</b>

20.3 Only practical and viva voce in university examinations:  
Pre-clinical Prosthodontics & Crown & Bridge in 2<sup>nd</sup> B.D.S.:

DIVISION	MARKS
Practical Exam	60
Viva voce	20
Practical Internal assessment	20
<b>TOTAL</b>	<b>100</b>

20.4 In 1<sup>st</sup> year B.D.S., the subject General Human Physiology and biochemistry, nutrition and dietetics, shall have the following marks distribution for Physiology and Biochemistry respectively:

DIVISION	MARKS
Theory written exam	35
Viva Voce	10
Theory Internal assessment	5
<b>TOTAL</b>	<b>50</b>

DIVISION	MARKS
Practical exam	45
Practical Internal assessment	5
<b>TOTAL</b>	<b>50</b>

21.0 SCHEME OF WRITTEN PAPERS AND PRACTICAL/  
CLINICAL EXAMINATIONS IN VARIOUS SUBJECTS:

- 21.1 In theory written papers, each section A & B shall respectively have long essay questions and short notes.
- 21.2 In 1<sup>st</sup> year B.D.S., the subject General Human Physiology and biochemistry, nutrition and dietetic, section A shall be allotted to Physiology and section B to Biochemistry.
- 21.3 In 2<sup>nd</sup> year B.D.S., the subject General pathology and Microbiology, section A shall be allotted to General Pathology and section B to Microbiology.
- 21.4 All subjects shall have the following scheme:

**22.0 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 Malwanchal University.

**23.0 TEACHING SCHEDULE:**

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

S. NO.	SUBJECT	LECTURE HOURS	PRACTICAL HOURS	CLINICAL HOURS	TOTAL HOURS
1.	General Human Anatomy, Embryology, Osteology, Histology including Medical Genetics	100	175	-	275
2.	General Human Physiology	120	60	-	180
	Biochemistry, Nutrition and Dietetics	70	60	-	130
3.	Dental Materials	80	240	-	320
4.	Dental Anatomy, Embryology, and Oral Histology	105	250	-	355
5.	Dental Pharmacology and Therapeutics	70	20	-	90
6.	General Pathology	55	55	-	110
	Microbiology	65	50	-	115
7.	General Medicine	60	-	90	150
8.	General Surgery	60	-	90	150
9.	Oral Pathology and Oral Microbiology	145	130	-	275
10.	Oral Medicine and Radiology	65	-	200	265
11.	Paediatric & Preventive Dentistry	65	-	200	265
12.	Orthodontics & Dentofacial Orthopaedics	50	-	200	250
13.	Periodontology	80	-	200	280
14.	Oral & Maxillofacial	70	-	360	430



S. NO.	SUBJECT	LECTURE HOURS	PRACTICAL HOURS	CLINICAL HOURS	TOTAL HOURS
	Surgery				
15.	Conservative Dentistry and Endodontics	135	200	460	795
16.	Prosthodontics & Crown & Bridge	135	300	460	895
17.	Public Health Dentistry	60	-	290	350
	TOTAL	1590	1540	2550	5680

#### 24.0 CURRICULUM OF DENTAL INTERNSHIP PROGRAMME

- 24.1 The duration of Internship shall be one year.
- 24.2 All parts of Internship shall be done in a Dental College duly recognized / approved by the Dental Council of India for the purpose of imparting education and training to Dental graduates in the country.
- 24.3 The Interns shall be paid stipendiary allowance during the period of an internship not extending beyond a period of one year.
- 24.4 The internship shall be compulsory and rotating as per the regulations prescribed for the purpose.
- 24.5 The degree-BDS shall be granted after completion of internship.
- 24.6 Determinants of Curriculum for internship for Dental Graduates:  
The curricular contents of internship training shall be based on:
- 24.6.1 Dental health needs of the society.
- 24.6.2 Financial, material and manpower resources available for the purpose.
- 24.6.3 National Dental Health Policy.
- 24.6.4 Socio-economic conditions of the people in general.
- 24.6.5 Existing Dental as also the primary health care concept for the delivery of health services.
- 24.6.6 Task analysis of what graduates in Dentistry in various practice settings, private and government service actually perform.
- 24.6.7 Epidemiological studies conducted to find out prevalence of different dental health problems, taking into consideration the magnitude of dental problems, severity of dental problems and social disruption caused by these problems.
- 24.7 Objectives
- 24.7.1 To facilitate reinforcement of learning and acquisition of additional knowledge:
- 24.7.1.1 Reinforcement of knowledge.
- 24.7.1.2 Techniques & resources available to the individual and the community; Social and cultural setting.

- 24.7.1.3 Training in an phased manner, from a shared to a full responsibility.
- 24.7.2 To facilitate the achievement of basic skills: attaining competence vs. maintaining competence in:
- 24.7.2.1 History taking.
- 24.7.2.2 Clinical Examination.
- 24.7.2.3 Performance and interpretation of essential laboratory data.
- 24.7.2.4 Data analysis and inference.
- 24.7.2.5 Communication skills aimed at imparting hope and optimism in the patient.
- 24.7.2.6 Attributes for developing working relationship in the Clinical setting and Community team work.
- 24.7.3 To facilitate development of sound attitudes and habits:
- 24.7.3.1 Emphasis on individual and human beings, and not on disease/symptoms.
- 24.7.3.2 Provision of comprehensive care, rather than fragmentary treatment.
- 24.7.3.3 Continuing Dental Education and Learning of accepting the responsibility.
- 24.7.4 To facilitate understanding of professional and ethical principles:
- 24.7.4.1 Right and dignity of patients.
- 24.7.4.2 Consultation with other professionals and referral to seniors/institutions.
- 24.7.4.3 Obligations to peers, colleagues, patients, families and Community.
- 24.7.4.4 Provision of free professional services in an emergent situation.
- 24.7.5 To initiate individual and group action, leading to disease prevention and dental health promotion, at the level of individuals, families and the community.
- 24.8 Content (subject matter):  
The compulsory rotating paid Dental Internship shall include training in:
- 24.8.1 Orthodontics & Dentofacial orthopedics
- 24.8.2 Oral Medicine & Radiology
- 24.8.3 Paediatric & Preventive Dentistry
- 24.8.4 Periodontology
- 24.8.5 Oral & Maxillofacial Surgery
- 24.8.6 Prosthodontics and Crown & Bridge
- 24.8.7 Conservative Dentistry and Endodontics
- 24.8.8 Public Health Dentistry
- 24.8.9 Oral Pathology and oral microbiology

**24.9 General Guidelines:**

- 24.9.1** It shall be takes oriented training. The interns should participate in various institutional and field programmes and be given due responsibility to perform theactivities in all departments of the Dental Colleges and associated institutions.
- 24.9.2** To facilitate achievement of basic skills and attitudes the following facilities should be provided to all dental graduates:
- 24.9.2.1** History taking examination, diagnosis, charting and recording treatment plan of case presentation of cases in a group of Seminar.
- 24.9.2.2** Care and sterilization of instruments used.
- 24.9.2.3** Performance and interpretation of essential laboratory tests and other relevant investigations.
- 24.9.2.4** Data analysis and inference.
- 24.9.2.5** Proper use of antibiotics, anti-inflammatory and other drugs, as well as other thereapeutive modalities.
- 24.9.2.6** Education of patients, their relatives and community on all aspects of dental health car while working in the institution as also in the field.
- 24.9.2.7** Communication aimed at inspiring hope, confidence and optimism.
- 24.9.2.8** Legal rights of patients and obligations of dental graduate under forensicjurisprudence.

**24.10 Elective Posting:**

The interns shall be posted for 15 days in any of the dental departments of their choice mentioned in the foregoing.

**24.11 Departments of Postings:**

- 24.11.1** Oral Medicine and Radiology
- 24.11.2** Paediatric & Preventive Dentistry
- 24.11.3** Orthodontics & Dentofacial Orthopaedics
- 24.11.4** Periodontology
- 24.11.5** Oral & Maxillofacial Surgery
- 24.11.6** Conservative Dentistry and Endodontics
- 24.11.7** Prosthodontics & Crown & Bridge
- 24.11.8** Public Health Dentistry
- 24.11.9** Oral Pathology & Oral Microbiology
- 24.11.10** Elective

**Ordinance No. 16****MASTER OF DENTAL SURGERY (MDS) COURSE 03 Years Course****1.0 AIMS**

The aims of postgraduate training in various specialties is to train M.D.S. student who will:

- 1.1 Practice respective specialty efficiently and effectively, backed by scientific knowledge and skill.
- 1.2 Exercise empathy and caring attitude and maintain high ethical standards.
- 1.3 Continue to evince keen interest in continuing professional education in the specialty and allied specialties irrespective of whether in teaching or practice.
- 1.4 Willing to share the knowledge and skills with any learner, junior or a colleague.
- 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:**

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 (psychomotor domain), human values, ethical practice and communication abilities.

**2.1 KNOWLEDGE:**

- 2.2.1 Demonstrate understanding of basic sciences relevant to specialty.
- 2.2.2 Describe etiology, pathophysiology, 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.
- 2.2.5 Update knowledge by self study and by attending courses, conferences and seminars relevant to specialty.
- 2.2.6 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.

**2.2 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.

**2.3 HUMAN VALUES, ETHICAL PRACTICE AND COMMUNICATION ABILITIES:**

- 2.3.1 Adopt ethical principles in all aspects of practice.
- 2.3.2 Professional honesty and integrity are to be fostered.
- 2.3.3 Patient care is to be delivered irrespective of social status, caste, creed or religion of the patient.
- 2.3.4 Develop communication skills, in particular and skill to explain various options available in management and to obtain a true informed consent from the patient.
- 2.3.5 Provide leadership and get the best out of his team in a congenial working atmosphere.
- 2.3.4 Apply high moral and ethical standards while carrying out human or animal research.
- 2.3.5 Be humble and accept the limitations in his knowledge and skill and to ask for help from colleagues when needed.
- 2.3.6 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, materials, 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/SPECIALITIES FOR THE MDS DEGREE**

- 4.1 Prosthodontics and Crown & Bridge
- 4.2 Periodontology
- 4.3 Oral & Maxillofacial Surgery
- 4.4 Conservative Dentistry and Endodontics
- 4.5 Orthodontics & Dentofacial Orthopedics
- 4.6 Oral Pathology & Microbiology
- 4.7 Public Health Dentistry
- 4.8 Paedodontics & Preventive Dentistry
- 4.9 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 date as per DCI norms with respect to date 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.
- 5.2 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 or the duration of the postgraduate training under Malwanchal University. Provided he/she 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:**

Students for MDS course shall be selected strictly on the basis of their academic merit based on:

- 6.1 The merit as determined by the Common entrance test conducted as per direction of the Supreme Court/DCI & Medical Education Dept. Govt. of M.P. The Selection of students will be done as per guidelines & policy of Hon'ble Supreme Court/ GOI/DCI/Medical Education Dept. Govt. of M.P.
- 6.2 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.
- 7.4 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 each year 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 student shall take part actively in learning and teaching activities designed by Malwanchal University:
- 9.2 Lectures: There shall be some didactic lectures in the specialty and in the allied fields. The postgraduate departments should encourage the guest lectures in the required areas to strengthen the training programs. It is also desirable to have certain integrated lectures by multidisciplinary teams on selected topics.
- 9.3 Journal clubs: 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.
- 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 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 programs either in the form of lectures or group discussions.
- 9.11 Continuing dental education programs: Each postgraduate department shall organize these programs on regular basis involving the other institutions. The trainees shall also be encouraged to attend such programs 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 program to rotate the trainees in related disciplines.
- 9.14 Dissertation: The Malwanchal 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 program 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 program conducted by the department such as journal reviews, seminars, etc. 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 Departments.

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 hypodissertation, 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 on 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:
- 13.1.2.6.2 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
  - 13.1.2.6.12 As per regulatory body / international standards and specifications.
- 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 annexures. It should be neatly typed in 1.5 line spacing or double line spacing on one side of paper (A4 size, 8.3" x 11.7") and bound properly as specified by the guide and Head of the Department. Spiral binding or any form of loose 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 Seven printed hard copies and one soft copy of dissertation thus prepared and duly certified by the Guide, and Head of the Department 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 examiners and 2 external examiners) appointed by the University.
- 13.1.2.10 Approval of dissertation work by all the four examiners in writing is 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, due clearance and as specified.
- 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. Such candidates whose dissertation has not been approved, shall rectify the deficiencies as pointed out by the examiner and re-submit specified 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, latest by three months before commencement of next or subsequent examination. 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 qualifications 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 Malwanchal University, Indore.
- 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 Malwanchal University, Indore.
- 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 mentioned earlier.
- 15.1.2 Progress and conduct: Every candidate shall have participated in seminars, journal review meetings, symposia, conferences, case presentation, preclinical exercises, clinical work, didactic lectures and academic and research based work during each year as designed by the concerned department.
- 15.1.3 Work diary and Logbook: Every candidate shall maintain work diary and logbook for recording his / her participation in the training program conducted by the department and work done by the candidate. The work diary and logbook shall be verified and certified by the Head of the Department and Head of the institution.
- 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 the above mentioned.

#### 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 as scheduled by the University each year and supplementary examination shall be held at a difference of 6 months 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 attempts or a maximum of years from the date of first appearance in the examination as per DCI norms.
- 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 specialty.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 skills.
- 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 Theory**

PAPER	DETAILS	MARKS
1	Applied basic sciences	75
2	Concerned specialty	75
3	Concerned specialty	75
4	Essay on any one topic in concerned specialty (Choice shall be given for the essay)	75
	<b>TOTAL</b>	<b>300</b>

16.5.2 **PART-B: Practical/ Clinical & Viva voce**

DETAILS	MARKS
Practical & Clinical Examination	200
Viva-voce	100

<b>TOTAL</b>	<b>300</b>
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### THE SCHEME OF TYPE OF QUESTIONS IN WRITTEN PAPERS

- 17.1 Each paper shall be of 3 hours duration and shall carry maximum of 75 marks.
- 17.2 Paper-1, paper-2 and paper-3 each shall contain long essay questions and short notes.
- 17.3 Paper-4 shall contain one essay. It shall have two essay topics. The candidate shall answer any one of the two.
- 17.4 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 50% out of maximum total 300 marks.

### TITLES AND CONTENTS OF WRITTEN PAPERS IN VARIOUS SPECIALITIES:

#### 18.1 Prosthodontics and Crown & Bridge:

PAPERS	DETAILS	MARKS
1	Applied basic sciences: Anatomy, Physiology, Pathology and Dental Materials	75
2	Removable prosthodontics and oral implantology	75
3	Fixed partial prosthodontics	75
4	Essay	75
	<b>TOTAL</b>	<b>300</b>

#### 18.2 Periodontology:

PAPERS	DETAILS	MARKS
1	Applied basic sciences: Anatomy, Physiology, Biochemistry, Pathology and Pharmacology	75
2	Etiopathogenesis	75
3	Clinical Periodontology and Oral Implantology	75
4	Essay	75
	<b>TOTAL</b>	<b>300</b>

#### 18.3 Oral & Maxillofacial Surgery:

PAPERS	DETAILS	MARKS
1	Applied basic sciences: Applied Anatomy, physiology and Pathology	75

2	Minor oral Surgery and Trauma	75
3	Maxillofacial Surgery and oral implantology	75
4	Essay	75
	<b>TOTAL</b>	<b>300</b>

18.4 Conservative Dentistry and Endodontics:

PAPERS	DETAILS	MARKS
1	Applied basic sciences: Applied Anatomy, Physiology, Pathology and Dental Materials	75
2	Conservative dentistry & Aesthetic Dentistry	75
3	Endodontics	75
4	Essay	75
	<b>TOTAL</b>	<b>300</b>

18.5 Orthodontics & Dentofacial Orthopedics:

PAPERS	DETAILS	MARKS
1	Applied basic sciences: Anatomy, Physiology, Pathology, Genetics, Physical anthropology & Dental materials	75
2	Diagnosis and treatment planning.	75
3	Clinical Orthodontics and Mechanotherapy	75
4	Essay	75
	<b>TOTAL</b>	<b>300</b>

18.6 Oral Pathology & Microbiology, and Forensic Odontology:

PAPERS	DETAILS	MARKS
1	Applied basic sciences: Anatomy, Physiology, Pathology and Research methodology	75
2	Oral pathology, Microbiology, Forensic Odontology and Oncology	75
3	Laboratory Techniques and Diagnosis	75
4	Essay	75
	<b>TOTAL</b>	<b>300</b>

## 18.7 Public Health Dentistry:

PAPERS	DETAILS	MARKS
1	Applied basic sciences: Anatomy, Physiology, Pathology and Research methodology	75
2	Public Health	75
3	Dental Public Health	75
4	Essay	75
	TOTAL	300

## 18.8 Pediatric &amp; Preventive Dentistry:

PAPERS	DETAILS	MARKS
1	Applied basic sciences: Anatomy, Physiology, Pathology, Microbiology, nutrition and Dietics	75
2	Clinical pediatric dentistry	75
3	Preventive and community dentistry as applied to pediatric dentistry	75
4	Essay	75
	TOTAL	300

## 18.9 Oral Medicine and Radiology:

PAPERS	DETAILS	MARKS
1	Applied basic sciences: Anatomy, Physiology, Pathology and pharmacology	75
2	Diagnosis, diagnostic methods and imageology and Applied Oral Pathology	75
3	Oral medicine, therapeutics and laboratory investigations	75
4	Essay	75
	TOTAL	300

## D PRACTICAL / CLINICAL EXAMINATION:

## 19.1 General:

19.1.1 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 the student's ability to make relevant and valid observations, interpretations and inferences 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.

19.1.2 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.

19.1.3 There shall be no practical examinations in Applied Basic Medical subjects.

19.1.4 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.

19.1.5 Specific time will be allotted for every exercise and every division of examination.

19.1.6 Marks distribution:

DETAILS	MARKS
Practical / clinical exercise	200
Viva voce, dissertation presentation, pedagogy	100
TOTAL	300

19.1.7 Display and discussion of work performed by candidate during training period.

## 19.2 PROSTHODONTICS, CROWN & BRIDGE

19.2.1 Marks distribution:

DETAILS	MARKS
Steps of CD prosthesis, steps FPD prosthesis, treatment planning and designing of RPD prosthesis, treated cases presentation with postoperative records	200
Viva voce, dissertation presentation, pedagogy	100
TOTAL	300

19.2.2 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.

19.2.3 Presentation of treated cases with postoperative records, during training period

19.2.3.1 CD (complete denture)

19.2.3.2 RPD (removable partial denture)

19.2.3.3 FPD (fixed partial denture) including single tooth and surface restoration

19.2.3.4 ISP (implant supported prosthesis)

19.2.3.5 Occlusal rehabilitation

- 19.2.3.6 TMJ
- 19.2.3.7 Maxillofacial Prosthesis
- 19.2.4 Present actual treated patients complete denture(CD) prosthesis and insertion
- 19.2.4.1 Discussion on treatment plan and patient review
- 19.2.4.2 Tentative jaw relation records
- 19.2.4.3 Face Bow transfer
- 19.2.4.4 Transferring it on articulators
- 19.2.4.5 Extraoral tracing and securing centric and protrusive/ lateral record
- 19.2.4.6 Transfer in on articulator
- 19.2.4.7 Selection of teeth
- 19.2.4.8 Arrangement of teeth
- 19.2.4.9 Waxed up denture trial
- 19.2.4.10 Fit, insertion and instruction of previously processed characterized, anatomic complete denture prosthesis
- 19.2.4.11 All steps will include chair side, lab and viva voce
- 19.2.5 Fixed Partial Denture (FPD)
- 19.2.4.1 Case discussion and selection of patients for FPD
- 19.2.4.2 Abutment preparation isolation and fluid control
- 19.2.4.3 Gingival retraction and impressions
- 19.2.4.4 Cementation of provisional restoration
- 19.2.6 Removable Partial Denture (RPD)
- 19.2.5.1 Surveying and designing of partial dentate cast
- 19.2.5.2 Discussion on components and material selection including occlusal scheme.
- 19.2.7 Viva Voce:  
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.
- 19.2.8 Dissertation presentation:  
The candidate shall present his / her dissertation and all examiners shall conduct viva voce and discussion on the same.
- 19.2.9 Pedagogy Exercise:  
A topic will be given to each candidate in the beginning of clinical examination. He/ she is asked to make a presentation on the topic.
- 19.3 PERIODONTOLOGY
- 19.3.1 Marks distribution:

DETAILS	MARKS
Periodontal surgery, cases presentation, postoperative review	200
Viva voce, dissertation presentation, pedagogy	100
<b>TOTAL</b>	<b>300</b>

- 19.3.2 Case discussion: Long and short cases
- 19.3.3 Periodontal surgery: Periodontal flap surgery on previously prepared case in one quadrant of the mouth after getting approval from the examiners.
- 19.3.4 Postsurgical review and discussion of the cases treated.
- 19.3.5 All the examiners shall participate in all the aspects of clinical examinations/ viva voce
- 19.3.6 Presentation of treated cases with postoperative records, during training period.
- 19.3.7 Viva Voce:  
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.
- 19.3.8 Dissertation presentation:  
The candidate shall present his / her dissertation and all examiners shall conduct viva voce and discussion on the same.
- 19.3.9 Pedagogy Exercise:  
A topic will be given to each candidate in the beginning of clinical examination. He/ she is asked to make a presentation on the topic.

#### 19.4 ORAL & MAXILLOFACIAL SURGERY

##### 19.4.1 Marks distribution:

DETAILS	MARKS
Disimpaction of mandibular impacted third molar and minor oral surgical procedures under local anaesthesia, including cyst enucleation or any similar procedure to exhibit professional skills. Minor & major cases presentation	200
Viva voce, dissertation presentation, pedagogy	100
<b>TOTAL</b>	<b>300</b>

- 19.4.2 Minor Oral Surgery:  
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.

19.4.3 Major and minor cases presentation.

19.4.4 Presentation of treated cases with postoperative records, during training period.

19.4.5 Viva Voce:

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.

19.4.6 Dissertation presentation:

The candidate shall present his / her dissertation and all examiners shall conduct viva voce and discussion on the same.

19.4.7 Pedagogy Exercise:

A topic will be given to each candidate in the beginning of clinical examination. He/ she is asked to make a presentation on the topic.

## 19.5 CONSERVATIVE DENTISTRY & ENDODONTICS

19.5.1 Marks distribution:

DETAILS	MARKS
Molar endodontics, cast post and core, Class-II inlay	200
Viva voce, dissertation presentation, pedagogy	100
TOTAL	300

19.5.2 Clinical Exercise:

Cast post and core procedure as specified by examiners.

19.5.3 Presentation of treated cases with postoperative records, during training period.

19.5.4 Viva Voce:

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.

19.5.5 Dissertation presentation:

The candidate shall present his / her dissertation and all examiners shall conduct viva voce and discussion on the same.

19.5.6 Pedagogy Exercise:

A topic will be given to each candidate in the beginning of clinical examination. He/ she is asked to make a presentation on the topic.

## 19.6 ORTHODONTICS

## 19.6.1 Marks distribution:

DETAILS	MARKS
Myofunctional appliance case, treated cases discussion with postoperative records, long case and short case discussion, preclinical orthodontic wire bending and appliances, stage mechanics, bonding and arch wire fabrication	200
Viva voce, dissertation presentation, pedagogy	100
<b>TOTAL</b>	<b>300</b>

## 19.6.2 Myofunctional Case:

Selection of case for functional appliance and recording of construction bite. Fabrication and delivery of the appliance the next day.

## 19.6.3 Multiband exercise:

Stage with auxiliary springs or bonding of straight wire appliance (SWA) brackets and construction of suitable arch wire.

## 19.6.4 Presentation of treated cases with postoperative records, during training period.

## 19.6.5 Long cases discussions.

## 19.6.6 Viva Voce:

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.

## 19.5.4 Dissertation presentation:

The candidate shall present his / her dissertation and all examiners shall conduct viva voce and discussion on the same.

## 19.5.5 Pedagogy Exercise:

A topic will be given to each candidate in the beginning of clinical examination. He/ she is asked to make a presentation on the topic.

## 19.7 ORAL PATHOLOGY &amp; MICROBIOLOGY

## 19.7.1 Marks distribution:

DETAILS	MARKS
Clinical hematology, cytology and smear preparation, paraffin sectioning, Hematoxylin & Eosin staining, histopathology slide discussion, long & short cases presentation	200
Viva voce, dissertation presentation, pedagogy	100
<b>TOTAL</b>	<b>300</b>

## 19.7.2 Long and short cases presentation:

- Detailed case history taking, clinical evaluation, investigations advised, diagnosis, treatment planning.
- 19.7.3 Presentation of cases with postoperative records, during training period.
- 19.7.4 Clinical Hematology: As specified by examiners.
- 19.7.5 Smear Preparation: Cytology or microbial smear and staining.
- 19.7.6 Paraffin sectioning.
- 19.7.7 Hematoxylin & Eosin Staining
- 19.7.8 Histopathology slide discussion.
- 19.7.9 Viva Voce:  
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.
- 19.7.10 Dissertation presentation:  
The candidate shall present his / her dissertation and all examiners shall conduct viva voce and discussion on the same.
- 19.7.11 Pedagogy Exercise:  
A topic will be given to each candidate in the beginning of clinical examination. He/ she is asked to make a presentation on the topic.

## 19.8 PUBLIC HEALTH DENTISTRY

### 19.8.1 Marks distribution:

DETAILS	MARKS
Long and short cases presentation, Preventive oral health care procedures, health care problem solving of a given community situation, Critical evaluation of a given research article	200
Viva voce, dissertation presentation, pedagogy	100
<b>TOTAL</b>	<b>300</b>

- 19.8.2 Clinical examination of patients representing the community, including history taking, 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.
- 19.8.3 Presentation of treated cases with postoperative records, during training period.
- 19.8.4 Performing preventive oral health care procedures as per treatment plan.
- 19.8.5 Critical evaluation of a given research article published in an international journal.

19.8.6 **Problem solving:** A hypothetical oral health situation existing in a community is given with sufficient data. The student as specialist in community dentistry is expected to suggest practical solutions to the existing oral health situation of the given community.

19.8.7 **Viva Voce:**

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.

19.8.8 **Dissertation presentation:**

The candidate shall present his / her dissertation and all examiners shall conduct viva voce and discussion on the same.

19.8.9 **Pedagogy Exercise:**

A topic will be given to each candidate in the beginning of clinical examination. He/ she is asked to make a presentation on the topic.

## 19.9 PEDODONTIA & PREVENTIVE DENTISTRY

19.9.1 **Marks distribution:**

DETAILS	MARKS
Pulpectomy, crown preparation for stainless steel crown, band adaptation for fixed space maintainer	200
Viva voce, dissertation presentation, pedagogy	100
<b>TOTAL</b>	<b>300</b>

19.9.2 **Presentation of treated cases with postoperative records, during training period.**

19.9.3 **Pulpectomy including rubber dam application, access opening, working length radiography, obturation on a primary molar.**

19.9.4 **Crown preparation on a primary molar for stainless steel crown and cementation of the same.**

19.9.5 **Band adaptation for fixed type of space maintainer and impression making and space maintainer delivery on primary molar**

19.9.6 **Viva Voce:**

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.

19.9.7 **Dissertation presentation:**

The candidate shall present his / her dissertation and all examiners shall conduct viva voce and discussion on the same.

19.9.8 **Pedagogy Exercise:**

A topic will be given to each candidate in the beginning of clinical examination. He/ she is asked to make a presentation on the topic.

## 19.10 ORAL MEDICINE & RADIOLOGY

### 19.10.1 Marks distribution:

DETAILS	MARKS
Spotters, long and short cases presentation, radiology exercises including intraoral periapical (IOPA), occlusal, extraoral radiographs.	200
Viva voce, dissertation presentation, pedagogy	100
<b>TOTAL</b>	<b>300</b>

19.10.2 Spotters and discussion.

19.10.3 Presentation of treated cases and radiographs with postoperative records, during training period.

19.10.4 Long and short cases presentation.

19.10.5 Radiology Exercises including technique and interpretation:

19.10.5.1 Intraoral periapical (IOPA) radiographs

19.10.5.2 Occlusal Radiographs

19.10.5.3 Extraoral Radiographs

19.10.6 Viva Voce:

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.

19.10.7 Dissertation presentation:

The candidate shall present his / her dissertation and all examiners shall conduct viva voce and discussion on the same.

19.10.8 Pedagogy Exercise:

A topic will be given to each candidate in the beginning of clinical examination. He/ she is asked to make a presentation on the topic.

## 20.0 RE-VALUATION OF ANSWER BOOKS:

There shall be no provision of re-totalling / revaluation of written and practical/ clinical papers as the papers are valued by the four expert examiners.

## 21.0 CRITERIA FOR DECLARING AS PASS:

21.1 A candidate shall be declared to have passed the University examination if:

21.1.1 Dissertation is approved by the examiners in that year or previous years.

21.1.2 He/ she secures a minimum of 50% marks in aggregate of all the theory written papers.



- 21.1.3 Secures a minimum of 50% marks in aggregate of practical/ clinical examination and viva voce examination.
- 21.2 Candidates passing the MDS examination shall be declared to have passed the examinations in the following categories:
- 21.2.1 Second class if he/ she secures above 50% and below 75% marks in aggregate.
- 21.2.2 First Class if he/ she secures above 75% of marks in aggregate.
- 21.3 A candidate who is declared successful in the MDS examination shall be granted a degree of "Master of Dental Surgery" in the specialty.

## 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 ELIGIBILITY OF EXAMINERS:

- 23.1 He/ she should possess PG qualification and teaching experience of more than 4 years after obtaining postgraduate qualification in the same specialty.
- 23.2 A person who is not an active postgraduate teacher in the subject cannot 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 examinership for an 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

EVALUATION SHEET - JOURNAL REVIEW PRESENTATION						
Name of Trainee:						Date:
Name of Faculty Observer:						
Topic:						
SL.NO.	ITEMS FOR OBSERVATION DURING PRESENTATION	POOR	BELOW	AVERAGE	GOOD	VERY GOOD
	SCORE=	0	1	2	3	4
1.	Article chosen					
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					
	TOTAL SCORE=					
						Signature of Faculty Observer

## 24.2 CHECKLIST - 2

## MODEL CHECKLIST FOR EVALUATION OF SEMINAR

EVALUATION SHEET - SEMINAR PRESENTATION						
Name of Trainee:						Date:
Name of Faculty Observer:						
Topic:						
SL.NO.	ITEMS FOR OBSERVATION DURING PRESENTATION	POOR	BELOW	AVERAGE	GOOD	VERY GOOD
	SCORE=	0	1	2	3	4
1.	Whether relevant publications consulted					
2.	Whether crossreferences have been consulted					
3.	Completeness of preparation					
4.	Clarity of presentation					
5.	Understanding of subject					
6.	Ability to answer questions					
7.	Time scheduling					
8.	Appropriate use of audio-visual aids					
9.	Overall performance					
10.	Any other observation					
	TOTAL SCORE=					
						..... Signature of Faculty Observer

## 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)

EVALUATION SHEET – CLINICAL WORK IN OPD						
Name of Trainee:					Date:	
Name of Unit Head:						
Topic:						
SL.NO.	ITEMS FOR OBSERVATION DURING PRESENTATION	POOR	BELOW	AVERAGE	GOOD	VERY GOOD
	SCORE=	0	1	2	3	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.	Rapport with patients					
9.	Overall quality of clinical work					
	TOTAL SCORE=					
..... Signature of Unit Head						

Malwanchal University, Indore

## 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)

EVALUATION SHEET – CLINICAL WORK IN OPD						
Name of Trainee:						Date:
Name of Unit Head:						
Topic:						
SL.NO.	ITEMS FOR OBSERVATION DURING PRESENTATION	POOR	BELOW	AVERAGE	GOOD	VERY GOOD
	SCORE=	0	1	2	3	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.	Rapport with patients					
9.	Overall quality of clinical work					
	TOTAL SCORE=					
..... Signature of Unit Head						

## 24.5 CHECKLIST – 5

## MODEL CHECKLIST FOR EVALUATION OF TEACHING SKILLS

EVALUATION SHEET – TEACHING SKILLS			
Name of Trainee:			Date:
Name of Faculty Observer:			
Topic:			
SL.NO	ITEMS FOR OBSERVATION DURING PRESENTATION	STRONG POINT	WEAK POINT
1.	Communication of the purpose of the talk		
2.	Evokes audience interest in the subject		
3.	Introduction		
4.	Sequence of ideas		
5.	Use of practical examples 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 audio-visual aids appropriately		
..... Signature of Faculty Observer			

## 24.6 CHECKLIST - 6

## MODEL CHECKLIST FOR DISSERTATION PRESENTATION

EVALUATION SHEET- DISSERTATION PRESENTATION						
Name of Trainee:						Date:
Name of Faculty Observer:						
Topic:						
SL.N O.	ITEMS FOR OBSERVATION DURING PRESENTATION	POOR	BELOW	AVERAGE	GOOD	VERY GOOD
	SCORE=	0	1	2	3	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					
	TOTAL SCORE=					
..... Signature of Faculty Observer						

## 24.7. CHECKLIST - 7

CONTINUOUS EVALUATION OF DISSERTATION WORK BY GUIDE/  
CO-GUIDE

EVALUATION SHEET - DISSERTATION WORK						
Name of Trainee:					Date:	
Name of Faculty Observer:						
Topic:						
SL.N O.	ITEMS FOR OBSERVATION DURING PRESENTATION	POOR	BELOW	AVERAGE	GOOD	VERY GOOD
	SCORE=	0	1	2	3	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					
	Others					
	TOTAL SCORE=					
..... Signature of Faculty Observer						



24.8 CHECKLIST - 8  
OVERALL ASSESSMENT SHEET

OVERALL ASSESSMENT SHEET											
											Date: .....
SL. NO.	FACULTY MEMBER	NAME OF TRAINEES 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 : Sum of all the scores of checklist 1 to 7  
A, B, ..... : Name of the trainees

## 25.0 TABLES IN LOG BOOK

## 25.1 TABLE - 1

ACADEMIC ACTIVITIES ATTENDED		
Name of Trainee:		Admission year:
College:		
DATE	TYPE OF ACTIVITY - SPECIFY: SEMINAR, JOURNAL CLUB, PRESENTATION, UG TEACHING	ATTENDED / PARTICIPATED

.....  
Signature of Guide Signature of HOD

25.2 TABLE - 2

## ACADEMIC PRESENTATIONS MADE BY THE TRAINEE

ACADEMIC PRESENTATIONS MADE		
Name of Trainee:		Admission year:
College:		
DATE	TOPIC	TYPE OF ACTIVITY - SPECIFY: SEMINAR, JOURNAL CLUB, PRESENTATION, UG TEACHING

25.3 TABLE - 3

## DIAGNOSTIC AND OPERATIVE PROCEDURES PERFORMED

DIAGNOSTIC AND OPERATIVE PROCEDURES PERFORMED				
Name of Trainee:				Admission year:
College:				
DATE	NAME	O.P. NO.	PROCEDURE	CATEGORY Q,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

**Ordinance No. 17****BACHELOR OF SCIENCE IN NURSING (B. SC NURSING)****04 years degree course****IMS & OBJECTIVES****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.

## 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 program.

- 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 31s' of the year of admission.

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4.3 The admission in Basic B.Sc. (N) 1st year shall be based on the merit in the common entrance test or qualifying examination as per guidelines of Medical Education Dept Govt. of M.P., Bhopal.

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) 1st 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 throughout 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	75
2	Nutrition & Biochemistry	3	25	75	75
3	Nursing Foundation	3	25	75	75
4	Psychology	3	25	75	75
5	Microbiology	3	25	75	75
6	English	3	25	75	75
7	Introduction to Computer		25	75	75
<b>Practical No.</b>	<b>Practical and Viva Voce</b>				
1	Nursing Foundation		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)-	3	25	75	100
10	Pharmacology, Pathology & Genetics	3	25	75	100
11	Community Health Nursing		25	75	100
12	Communication and Educational Technology	3	25	75	100
Practical No.	Practical and Viva Voce				

2	Medical Nursing (Adult geriatrics)-	-Surgical including	100	100	75
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### 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

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Practical No	Practical and Viva Voce				
3	Medical -Surgical Nursing (Adult including geriatrics)		50	50	100
4	Child Health Nursing Mental 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	3	25	75	100
16	Community Health Nursing - II	3	25	75	100
17	Nursing Research & Statistics	3	25	75	100
18	Management and Nursing Services and Education	3	25	75	100
Practical No	Practical and Viva Voce				
3	Midwifery and		50	50	100

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	Obstetrical				
	Community Health Nursing -		50	50	100

- 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 -1 (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.

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 4th attempt of 1st 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 1st 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 1st 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 1st 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 1st year main examination and fails in any of the subjects will be permitted to appear in midsession supplementary examination and there after provisionally along with failed 1st year subject, but if any candidate fails in 1st year subject the candidate's 1st 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 midsession 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 subjects.
- 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 specialty shall be considered.

#### 12.0 REVALUATION / RE-TOTALING

12.1 Revaluation and re-totaling 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-totaling shall be declared as per prevailing revaluation/re-totaling rules and regulation of the Malwanchal 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
ii	Gazetted holidays	=	3 weeks
v.	Examination (Including preparatory)	=	4 weeks
v.	Available weeks	=	37 weeks
vi.	Hours per week	=	40 Hours
vii.	Practical	=	30hoursper week

		$(5 \times 6 = 30)$
viii. Theory	=	10 hours per week $(2 \times 5 = 10)$
IX. Internship	=	48 hours per wk $(8 \times 6 = 48)$
x. Hours available per academic year	=	1480 $(37 \text{ week} \times 40 \text{ hours})$

## 14.2 Distribution of Hours

### FIRST YEAR

Subject	Theory (in hrs) Class and lab	Practical (in hrs) practical	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

## SECOND YEAR

Subject	Theory (in hrs) Class and lab	Practical (in hrs) practical	(In hrs)
---------	----------------------------------	---------------------------------	----------

1.Sociology	60		
2.Pharmacology	45		
2.Pathology	30		
3.Genetics	15		
4.Medical Surgical Nursing (Adult including geriatrics)-	210	720	
5.Community Health Nursing	90	135	
6.Communication and Educational Technology	60+30		
7.Library work / Self Study			50
8.Co- curricular Activities			35
Total hours	540	855	85
Total hours = 1480 hrs			

**THIRD YEAR**

Subject	Theory (in hrs) Class and lab	Practical (in hrs) practical	(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) practical	(In hrs)
1. Midwifery and	-	180	

Obstetrical Nursing			
2. Community Health Nursing -II	90	135	
3. Nursing Research & Statistics	60+30	-	
4. Management of Nursing Services	225	-	
Total hours	225	315	
Total hours = 540 hrs			

### INTERNSHIP (INTEGRATED PRACTICE)

Subject	Theory	Practical (in hrs)	(In week)
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
Total Hours	--	1150	
Total hours = 1690 hrs			

#### 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



**Ordinance No. 18****BACHELOR OF SCIENCE IN NURSING (POST BASIC B. SC (NURSING))  
02 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 at basic level 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**

1. On completion of B.Sc. Nursing (Post-Basic) degree program the graduates will be able to:
2. Demonstrate competency in techniques of nursing based on concepts and principles from selected areas of nursing physical, biological and behavioral sciences.
3. Participate as members of health team in the promotive preventive, curative and restorative health care delivery system of the country.
4. Assess health states, identify nursing needs, plan, implement and evaluate nursing care for patients /clients that contribute to health of individuals, families and communities.

5. Demonstrate leadership qualities and decision-making abilities in various situations.
6. Demonstrate skills in communication and interpersonal relationship.
7. Demonstrate managerial skills in community health settings
8. Recognize the need for continued learning for their personal and professional development.
9. Demonstrate skills in teaching to individuals and groups in community health settings. Practice ethical values in their personal and professional life
10. Participate in research activities and utilize research findings in improving nursing practice.

## 2.0 COURSE STRUCTURE

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

2.1 The duration of Post Basic B.Sc. (N) course shall extend over a period of two years consisting named below:

- i. Post Basic B.Sc. (N) First Year
- ii. Post Basic B.Sc. (N) Second Year

## 3.0 ACADEMIC QUALIFICATION FOR ADMISSION

### 3.1 Post Basic B. Sc. (N)

Passed the Higher Secondary or Senior Secondary or Intermediate or 10+2 or an equivalent examination recognized by the university for this purpose. Those who have done 10+1 in or before 1986, will be eligible for admission.

Obtained a certificate in General Nursing and Midwifery and registered as R.N.R.M. with the State Nurses Registration Council. A male nurse, trained before the implementation of the new integrated course besides being registered as a nurse with State Nurses Registration Council, shall produce evidence of training approved by Indian Nursing Council for a similar duration in lieu of midwifery in any one of the following areas:

O.T. Techniques  
Ophthalmic Nursing  
Leprosy Nursing  
TB Nursing  
Psychiatric Nursing  
Neurological and Neuro surgical Nursing  
Community Health Nursing  
Cancer Nursing  
Orthopedic Nursing  
Candidates shall be medically fit.  
Students shall be admitted once in a year.

#### 4.0 CRITERIA FOR SELECTION

- 4.1 The candidate who fulfill the aforesaid academic qualification for admission
- 4.2 The admission in Post Basic B.Sc. (N) 1st year shall be based on the merit in the common entrance test or qualifying examination as per guidelines of Medical Education Dept. Govt. of M.P., Bhopal.
- 4.3 Candidate shall be medically fit.

#### 5.0 COURSE DURATION

- 5.1 The duration of Post Basic B.Sc. (Nursing) course shall be two years including internship.
- 5.2 The duration of each academic year of Post Basic B.Sc. (Nursing) shall be not less than 10 month.

5.3 The maximum period to complete the course successfully should not exceed 04 years from the date of admission.

## 6.0 COURSE COMMENCEMENT

6.1 The commencement Post Basic B.Sc. (N) 1st year shall start during the period of July/August of every year.

6.2 Vacation shall be granted maximum eight weeks duration between 02 academic years.

6.3 Teaching of Anatomy, Physiology, Pharmacology & Pathology will be integrated with clinical subjects.

6.4 The subject to be studied in different academic year of Post 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 throughout the course of the study.

### 7.2 Scheme of Examination

#### Post Basic B.Sc. Nursing – 1<sup>st</sup> year

Subject	Theory Examination		Total Marks
	Internal Assessment	Univ. Exam.	
Nursing Foundation	15	35	50
Nutrition and Dietetics	15	35	50
Biochemistry & Biophysics	25	75	100
Psychology	25	75	100
Maternal Nursing	25	75	100
Child Health Nursing	25	75	100
Microbiology	25	75	100

Dr. (Signature)

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Medical & Surgical Nursing	25	75	100
180	520	700	
English	25	75	100

Subject	Practical Examination		Total Marks
	Internal Assessment	Univ. Exam.	
Medical & Surgical Nursing (No syllabus given)	50	50	100
Maternal Nursing (No syllabus given)	50	50	100
Child Health Nursing (No syllabus given)	50	50	100
<b>Total</b>	<b>150</b>	<b>150</b>	<b>300</b>

### Post Basic B.Sc. Nursing – 2nd year

Subject	Theory Examination		Total Marks
	Internal Assessment	Univ. Exam.	
Sociology	25	75	100
Community Health Nursing	25	75	100
Mental Health Nursing	25	75	100
Introduction to Nursing Education	25	75	100
Introduction to Nursing Administration	25	75	100
Introduction to Nursing Research & Statistics	50	--	50
<b>Total</b>	<b>175</b>	<b>375</b>	<b>550</b>

Subject	Practical Examination		Total Marks
	Internal Assessment	Univ. Exam.	
Community Health Nursing	50	50	100
Mental Health Nursing	50	50	100
Research Project	50	-	50

1

Total	150	100	250
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### 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 Minimum pass marks shall be 40 % for English only.

7.3.4 Maximum number of candidate for practical examination should not exceed 20 per day.

7.3.5 All practical examinations must be held in the respective clinical areas.

### 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 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 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 Post Basic B.Sc. (N) Course if, candidate fails in 4th attempt of 1st year.

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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 1st year subjects.

7.5.4 Only failed subjects, will have to be repeated in midsession supplementary or Supplementary examination with the main annual examination.

7.5.5 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 Minimum pass marks shall be 50% in each of the theory and practical papers separately.

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).

8.4 Maximum number of attempts permitted for each paper shall be three including first attempt.

8.7 A Candidate has to secure minimum of 33% in qualifying subject for passing.

## 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.

D. O. N. S.

**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 specialty shall be considered.**

## **12.0 REVALUATION / RE-TOTALING**

**12.1 Revaluation and re-totaling 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-totaling shall be declared as per prevailing revaluation/re-totaling rules and regulation of the Malwanchal 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 & DISTRIBUTION OF HOURS

#### FIRST YEAR

S. No.	Subject	Theory Hours	Practical Hours
1	Nursing Foundation	45	-
2	Nutrition & Dietetics	30	15
3	Biochemistry & Biophysics	60	-
4	Psychology	60	15
5	Maternal Nursing	60	240
6	Child Health Nursing	60	240
7	Microbiology	60	30
8	Medical & Surgical Nursing	90	270
9	English (Qualifying)	60	-

	<b>Total</b>	<b>525</b>	<b>810</b>
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Note: Hindi/local language as per the need of the institution.

### SECOND YEAR

S. No.	Subject	Theory Hours	Practical Hours
10	Sociology	60	-
11	Community Health Nursing	60	240
12	Mental Health Nursing	60	240
13	Introduction to Nursing Education	60	75
14	Introduction to Nursing Administration	60	180
15	Introduction to Nursing Research & Statistics	45	120
	<b>Total</b>	<b>345</b>	<b>855</b>

**Ordinance No. 19****MASTER OF SCIENCE IN NURSING (M. Sc. NURSING)****02 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 program, 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 here in after 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
  - ji. M.Sc. (N) 11nd 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 as per guidelines of Medical Education Dept Govt. of M.P., Bhopal.

## **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 1st 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 throughout 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	75			
Clinical Specialty -1	3	25	75		100	100
<b>Total</b>		<b>100</b>	<b>300</b>		<b>150</b>	<b>150</b>

### Second Year

Subjects	Theory			Practical		
	Hours	Internal	External	Hours	Internal	External
Nursing Management	3	25	75			
Dissertation & Viva					100	100
Clinical Specialty -1	3	25	75		100	100
<b>Total</b>		<b>50</b>	<b>150</b>		<b>200</b>	<b>200</b>

**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 11nd 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 specialty.
- 7.3.12 The examination should be held in clinical area only for clinical specialties.
- 7.3.1 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 Techniques Weightage
- 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 specialty holding Ph.D. / M, Phil or M. Sc. Nursing with a minimum of 3 years experience in teaching in the Post Graduate Program 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 Malwanchal 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 notable 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 Available 52 weeks

i.	Vacation	4 weeks
ii	Examination	2 weeks
v.	Gazetted holidays	3 weeks
v.	Total weeks available	43 weeks
vi.	40 hours per week	1720 hours
vii.	Total hours for 2 years	3440 hours

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 Specialty -1	150	650
	<b>Total</b>	<b>600</b>	<b>1100</b>

**SECOND YEAR**

<b>Paper No.</b>	<b>Subject</b>	<b>Theory</b>	<b>Practical</b>
5	Nursing Management	150	150
6	Nursing Research (Dissertation)		300
7	*Clinical Specialty – II	150	950
	<b>Total</b>	<b>300</b>	<b>1400</b>

\* Clinical Specialty - 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.



**Ordinance No. 20****M.Sc. MEDICAL BIOCHEMISTRY**  
**(03 Years Course)****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 firsthand 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 -1 Theory (Foundation course)

Paper-1 : 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- Applied and Clinical Biochemistry.  
Paper- I Vitamins, Hormones and Nutrition.  
Paper- II 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) Pat-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 BDS 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 M.Sc. course shall be done strictly on merit basis. This will be based on academic performance in qualifying examination by counseling / interview and scrutiny as per guidelines of Medical Education Dept Govt. of M.P., Bhopal.
- 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 1st July 2010). No upper age limit for female candidates. Relaxation in age shall be as per Government Rules.

**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 program 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 examiner ship 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 Appendix-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 be held 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

<b>Paper II:</b>	Principles of Biochemistry	-100 marks
b.	Practical examination & Viva voce (60 + 40)	-100 marks
c.	Internal Assessment	-100 marks
<hr/>		
-	<b>Total</b>	<b>400 marks</b>

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) Part2 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

<b>Thesis</b>	-	<b>100 marks</b>
<b>Paper-I</b>	-	<b>100 marks</b>
<b>Paper-II</b>	-	<b>100 marks</b>
<b>Paper-III</b>	-	<b>100 marks</b>
<b>Practical &amp; Viva voce (60 + 40)</b>		<b>100 marks</b>
<b>Internal Assessment</b>	-	<b>100 marks</b>
<hr/>		
<b>Total</b>		<b>600 marks</b>

### 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 Ist 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 1st and 2nd part of M.Sc. Medical Biochemistry University examinations. There shall be only three divisions as follows—

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

7.11.2 The merit shall be declared by the University after the declaration of result of 2nd 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 1st division and passing all M.Sc. 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.
- 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.**

**Ordinance No. 21****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 firsthand 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 Program 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 healthcare 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 Pat-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) Pat- 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/ BDS 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 M.Sc. course shall be done strictly on merit basis. This will be based on academic performance in qualifying examination by counseling / interview and scrutiny as per guidelines of Medical Education Dept Govt. of M.P., Bhopal.
- 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 1st 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, practical's, 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 student's participation in learning participation in learning process during the academic year shall be evaluated.

Some examples are as follows:

- Preparation of subject for student's 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/action 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 coordinator of the whole examination program 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 examiner ship 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 Practical's 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 dear 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 shot 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, - 100 marks  
Physiology, Pathology,  
Biochemistry and  
Immunology in relation  
to Microbiology

<b>Paper II :</b>	<b>Basic principles of Microbiology</b>	<b>- 100marks</b>
a)	Practical examination &	-100 marks
b)	Viva voce (60+40marks)	
	Internal Assessment	-100 marks
	<b>Total</b>	<b>400 marks</b>

7.8.2 Note: The student will be admitted to pat 2 only after the student passes the part 1 examination.

7.9 The examination in M.Sc. (Medical Microbiology) Pat 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 Pat - 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. Pat- 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 81 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-1	-	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 Ist pat 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 practical's 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 Pat II University examination and shall be based on the aggregate marks obtained by the candidate at his /her successful attempts at the 1st and 2nd part of M.Sc. Medical Microbiology University examinations. There shall be only three divisions as follows—



- 1st division with honors 75 % and above
- 1st division 60 % and above but below 75%
- 2nd division 50 % and above but below 60%

7.11.2 The merit shall be declared by the University after the declaration of result of 2nd Part of M.Sc. 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 1st division and passing all M.Sc. 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 She/he 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.

**Ordinance No. 22****BACHELOR OF PHYSIOTHERAPY (BPT)  
04 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 04 years (Four academic years and Six months internship) course here in after called 04 years 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-1 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 Rotatory Internship Program.

- 2.3 Each academic year shall consist of 240 teaching days.
- 2.4 Compulsory Rotatory 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 31st 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.

Common Entrance Test (CET), conducted by the University/ any designated agency as per guidelines of Medical Education Dept. Govt. of M.P., Bhopal.

3.5 On admission, every candidate shall have to get fitness certificate from Malwanchal 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. One 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 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 Processor 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 03 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 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 1 month(including Pediatrics to Geriatrics cases)Orthopedic wards and OPD 1 month	1 month
2	Neurology and Neurosurgery wards(including 1 month Neuro ICU) and O ;	1 month
3	Neurology and Neurosurgery wards(including 1 month Neuro ICU) and O ;	1 month
4	Cardio-respiratory Medicine & Surgery ward and 1 month OPD	1 month
5	General Medicine and Pediatric wards (including 1 Month NICU and ICCU ) and OPD	1 month
6	General Surgery wards (including Burns, OBG) 1 Month	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	Max. Marks
		Time	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	Max. Marks		Max. Marks
1.	Biochemistry & Pharmacology	3hrs.	80	-	20	50	-	-	-	100
2.	Pathology & Microbiology	3hrs.	80	-	20	50	-	-	-	100
3.	Gen.surgery/ Obs/ Gynae/ 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	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	Max. Marks
		Time	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.

**Ordinance No. 23****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:
  - a) DMLT-1 year
  - b) 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 31st 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, as per guidelines of Medical Education Dept Govt. of M.P., Bhopal.

#### **3.5 On admission, every candidate shall have to get fitness certificate from Malwanchal 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 (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 Rotary Clinical Training**

For DMLT II 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 hospitals.

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-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 She/he 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 She/he 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 subject

## 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

**Ordinance No. 24****BACHELOR OF SCIENCE IN MEDICAL LABORATORY TECHNOLOGY (BMLT)  
03 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 03 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-1 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.

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

3.1 Admission to the First year 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 31st 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, as per guidelines of Medical Education Dept Govt. of M.P., Bhopal.

3.5 On admission, every candidate shall have to get fitness certificate from Malwanchal 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 6months.

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 BMLT 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 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 MOC from the HOI 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 within 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**

<b>SUBJECT HAVING MAXIMUM MARKS 100</b>		
<b>TYPE OF QUESTION</b>	<b>NUMBER OF QUESTION</b>	<b>MARKS OF EACH QUESTION</b>
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.

**Ordinance No. 25****BACHELOR IN PHARMACY (B. PHARMA.) 04 Years 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: Knowledge and understanding

- i Skills and
- ii 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. Pharma. 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 program of PCI and AICTE to upgrade knowledge and professional skills.
- e. To help and to participate in the implementation of National Health Program.

## 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.Pharma.

2.1 The duration of B. Pharma course shall extend over a period of four years consisting of eight semesters named below;

- i B.Pharma I Semester,
- ii. B.Pharma II Semester,
- iii. B.Pharma III Semester,
- iv. B.Pharma IV Semester,
- v. B.Pharma V Semester,
- vi. B.Pharma VI Semester,
- vii. B.Pharma VII Semester,
- viii. B.Pharma VIII Semester.

2.2 Each semester shall be spread over for not less than sixteen weeks.

2.3 The student admitted in B. Pharma 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. Pharma I semester shall be based on the merit in common entrance test or qualifying examination as per guidelines of Medical Education Dept. Govt. of M.P., Bhopal.
- 3.3 **Lateral Entry:** Minimum qualification for direct admission to second year of B. Pharma 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. Pharma I, III, V, VII semesters shall commence from July every year while B. Pharma 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. Pharma 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 vivavoce.

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.Pharma. I semester, B.Pharma II semester.
- b. During second year : B.Pharma. I semester, B.Pharma IV semester.
- c. During third year : B. Pharm. V semester, B.Pharma VI semester.
- d. During fourth year : B.Pharma VII semester, B.Pharma 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 practical's.

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. Pharma 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. Pharma 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. Pharma VI semester students an educational study tour to visit important manufacturing organization 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. Pharma 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.

## 5.6 PROFESSIONAL TRAINING

5.7.1 A candidate shall have to undergo Professional Training in Industry/Hospital Pharmacy/Community Pharmacy/Pharmaceutics R&D units after the examination of the VI semester for a period of at least four weeks. The report of the Professional Training shall be submitted by the candidate in triplicate, duly certified by the organization he/she underwent 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 practical's.
- 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

6.4 The question paper shall contain 4 exercises as below;

- i. Major Experiment - 20 Marks
- ii. Minor Experiment- 10 Marks
- ii. Synopsis/Quiz/Spotting -15 Marks iii. 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 Malwanchal 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 Malwanchal 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. Pharma and /or M. Pharma course can be appointed as Question Paper Setter/Moderator/Head Evaluator for semester theory examinations.

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

**Malwanchal University Indore**  
**Course of study and Scheme of Examination**  
**Bachelor of study pharmacy**  
**1-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
Total		15	20	10				1000

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

Note: L: Lecture, P: Practical

**Malwanchal University Indore**  
**Course of study and Scheme of Examination**  
**Bachelor of study 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

**Malwanchal University Indore**  
**Course of study and Scheme of Examination**  
**Bachelor of study 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



**Malwanchal University Indore**  
**Course of study and Scheme of Examination**  
**Bachelor of study pharmacy**  
**IV-Semester**

Duration of Theory Papers: 3 Hours.

Minimum Pass Marks:

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
	Total	15	16	09				900

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

Note: L: Lecture, P: Practical

**Malwanchal University Indore**  
**Course of study and Scheme of Examination**  
**Bachelor of study 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

**Malwanchal University Indore**  
**Course of study and Scheme of Examination**  
**Bachelor of study 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

**Malwanchal University Indore**  
**Course of study and Scheme of Examination**  
**Bachelor of study 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

**Malwanchal University Indore**  
**Course of study and Scheme of Examination**  
**Bachelor of study 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