

## उच्च शिक्षा विभाग

मंत्रालय, वल्लभ भवन, भोपाल

भोपाल, दिनांक 8 अगस्त 2018

क्र. आर-205-सी.सी.-2018-अड़तीस.—मध्यप्रदेश निजी विश्वविद्यालय (स्थापना एवं संचालन) अधिनियम, 2007 की धारा 28 (1) के अनुक्रम में, सरदार पटेल निजी विश्वविद्यालय, बालाघाट के प्रथम अध्यादेश क्र. 01-65 राज्य शासन के निर्देशों के अनुसार अधिनियम, 2007 की धारा 35 अनुसार प्रकाशित किया जाता है. संस्था के उक्त अध्यादेश प्रकाशित होने की तारीख से प्रवृत्त होंगे.

प्रथम अध्यादेश क्रमांक-01-65

मध्यप्रदेश के राज्यपाल के नाम से तथा आदेशानुसार,  
वीरन सिंह भलावी, अवर सचिव.

# SARDAR PATEL UNIVERSITY

BALAGHAT, MADHYA PRADESH

ORDINANCE No. 1, of 2018

## ADMISSION, ENROLLMENT AND MIGRATION

### 1.0 DEFINITIONS:

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

1.1 "Equivalent" examinations mean an examination which has been conducted by;

1.1.1 Any recognized Board of Higher Secondary Education, or

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

1.1.3 Any other foreign qualifications considered equivalent by appropriate authority.

1.2 "Qualifying examination" means an examination the passing of which makes a student eligible for admission to a particular year in Course of study leading to Bachelor's or post-graduate degree or diploma or certificate of Sardar Patel University, Balaghat (M.P.).

### 2.0 ADMISSION PROCEDURE:

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

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

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

2.3.1 The School / College Leaving Certificate / Transfer Certificate signed by the Head of the Institutions last attended by the student. The School / College Leaving Certificate / Transfer Certificate is not mandatory for all one year Diploma/Certificate/PG Diploma Course.

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





2.3.3 If an applicant for admission, as aforesaid, has passed the qualifying examination from a Board other than the Board of Secondary Education, Madhya Pradesh, or a University other than this University, he shall submit in addition to the School / College Leaving Certificate or Transfer Certificate, an Eligibility or a Migration Certificate from the Secretary, or Registrar of such Board or University as the case may be together with immigration fee as prescribed.

2.3.4 Any other document as required by Concerned Institution.

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

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

Provided that, the Head of an institution may, in his/her discretion, admit a student to the institution till 30 September, and for special reasons with the approval of the Vice-Chancellor, date can be extended of that year.

Provided where, 30 September is a holiday, the next working day will be the last date in each case. In institutions for Medicine, Dentistry, Pharmacy and Engineering (Undergraduate) the corresponding last date of admission shall be 30 September or as prescribed by Apex Body.

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

2.9 The list of admitted student in medical & other related courses should also be made available to MCI, DCI to as well as Director Medical Education deptt. Govt, of M.P. and Admission & Fee Regulation Committee constitute under M.P. Niji Vyavasayik Shikshan Sansthan (PraveshkaViniyaman Avam Shulkka Nirdharan) Adhiniyam 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 there after shall be permitted.

### 4.0 TRANSFER OF STUDENT:

4.1 No student shall be allowed to migrate from one institution to another under the jurisdiction of this University without a Transfer Certificate. No such transfer shall in any case be permitted after the date on which the application of a student for admission to the ensuing examination has been forwarded to the University.

4.2 Subject to the provision contained in para (1) above a student, who during an academic session desires to leave the constituent institution of which he has become a member shall give notice in writing to the Head of the Institution of his intention to leave stating reasons thereof and further stating the name of the institution if any, which he wished to join.

4.3 If the change is to another Institution, the Head of the Institution shall consider the reasons given to justify such a change. If they are strong enough to justify such a change, he may pass order accordingly. On such orders being passed, the student in question shall:

- 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.

When the student has made all the aforesaid payments, the Head of the Institution shall issue a Transfer Certificate.

A student seeking transfer from one Institution to another under the jurisdiction of this University shall not be required to pay such instalment of Tuition fees as he has already paid in the Institution from which he is transferring.

#### 5.0 DISCIPLINE:

5.1 Every student in the University shall all times be of good behaviour, show diligence in student, maintain decorum and dignity, take proper interest in co-curricular activities and observe all rules of discipline of the Institution of which he is student and of the University.

5.2 When a student has been guilty of breach of discipline within or outside the precincts of the University or an Institution, or persistent 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 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 enrolment form and it shall be accompanied by the prescribed enrolment fee. Such application shall be submitted through Head of Institution of the College/University 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 written in the Register of Enrolled Students.
- ii. The fee for enrolment paid by a student shall not be refunded under any circumstances.
- 6.4 The procedure for submission of application for Enrolment of students by colleges shall be as follows;
- i. Application on the prescribed form from students, together with the necessary fees, migration certificate, eligibility certificate, if necessary, shall reach the University Registrar within two weeks from the last date of admission of the academic year in which the student is admitted.
- ii. On the payment of late fee as prescribed, the Vice Chancellor may permit the enrolment of student whose application, enrolment fee or the migration certificate have been submitted after the due date if the Vice Chancellor is satisfied that the delay in submission is not due to any lack of diligence on the part of the student.
- 6.5 No person, who is under sentence, expulsion or rustication from another University, shall be admitted to any course of study during the period for which the sentence/expulsion/rustication is in operation.
- 6.6 A student who is enrolled in the University may apply for a change/correction in one's own name or surname to the Registrar of the University with the prescribed fee (not refundable).

- 6.7 Any change, addition or modification, shall be recorded in the University Register in red ink under the attestation of the Registrar and a certificate to that effect shall be issued to the applicant.
- 6.8 Under no circumstances shall any alteration be made in the University certificate, diploma degree, and other document issued in favour of the applicant prior to the order for a change/correction in the name
- 6.9 In all subsequent documents, certificates, diplomas and degrees of the University, the former as well as the new name shall be entered and all correspondence shall be carried on in like manner.
- 6.10 Name of the student will only be changed provided procedure as per law and prevailing rules / regulations has been followed.

**7.0 MIGRATION:**

Migration of students from the University to another may be granted on any genuine grounds such as completion of studies, death of parents / near relative or on medical grounds. However, the migration in professional colleges will be governed by Rules/Regulation of Statutory Bodies, such as MCI, DCI, INC, IPC, NCTE, BCI etc.

**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. 2, of 2018****REGISTRATION OF STUDENT 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 submitted directly in University with all supporting documents or through guidance centre or can be applied through 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 course will be as under-

S.No.	Name of Courses	Maximum Validity Period(Years)
1	Certificate and one year Diploma course	2
2	Two year Degree and Masters Degree course	4 & 5 & 7
3	Three year Degree Course	6
4	Four year Degree Course	8
5	Integrated Post Graduate Course	10 & 12
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 of 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 are non- refundable.
- (8) Teaching Days Each Institution enrolling student for the degree/ diploma course shall ensure that the numbers of actual teaching days are not less than 180 in an academic year (90 days in a semester)
- (9) (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. 3, of 2018****EXAMINATION IN GENERAL****PART-I****Definitions**

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

- (i) "Regular candidates" means a person who has pursued a regular course of study in a University Teaching Department School of studies or college and seeks admission to an examination of the University as such.
- (ii) "Ex-student candidate" means a person who was admitted to an examination as a regular candidate and was not declared successful or was not able to appear in the examination though admission card was correctly issued to him by the University. and seeks admission again to the said examination.
- (iii) "A Regular Course of study" means a candidate appearing as regular student for any examination are required to attend seventy five percent of lectures delivered and of the practical classes held separately in each subject of the course of study.

**NOTE:** In this Ordinance, unless provided otherwise, lectures, shall include tutorials and seminars.

- (iv) "Forwarding Officer" means in case of an ex-student candidate, the Director/Dean where the candidate has pursued a regular course of study.
- (v) "Attested" means attested by the Director/Dean, or by any authority nominated by the Director/Dean or University.

**PART- II****Admission of regular candidate to an examination of the University.**

2. No regular candidate shall be admitted to an examination of the university unless he/she :-
  - 2.1 Has been enrolled as a student in a university Teaching Department, School of Studies or colleges in accordance with the provisions of the Ordinance.
  - 2.2 Possesses the minimum academic qualification for admission to the examination to which he seeks admission and has pursued a regular course of study for that examination.
  - 2.3 A Regular candidate migrating from another University or Board of Secondary Education sends his/her original migration certificate with his/her enrolment application form on the date prescribed in the Ordinance for enrolment of students and their admission to course of study together with the migration and immigration fees as prescribed by the University.
  - 2.4 The Controller Exam may on the specific recommendation of the Director/Dean, and if he is satisfied that an admission card has been lost or destroyed, grant a duplicate admission card on payment of further fees as prescribed by University such card shall show in a prominent place the word duplicate.
  - 2.5 Where a candidate offers an additional subject paper 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/paper.
3. In computing the attendance for fulfillment of the condition regarding a regular course of study :-
  - 3.1 Attendance at lectures delivered and practicals, if any, held during the academic session shall be counted.
  - 3.2 Attendance at any lecture delivered or in practical held within fourteen days preceding the first day of written examination which shall be treated as preparation leave, shall not be counted.
  - 3.3 Attendance kept by a regular candidate in higher class shall be counted towards the percentage of attendance for the examination of lower class to which he may revert as a result of his failure to pass in the examination.
  - 3.4 Attendance at NCC/NSS Camp during the session shall be taken as full attendance at lectures/practicals on each such day camp and the day of journey to such camp.

- 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 participating therein.
- 3.6 For special reasons such as prolonged illness deficiency in percentage of attendance not exceeding fifteen percent i.e. upto ten percent and a further five percent of the total number of lectures delivered and practical held in each subject may be condoned by the Director/Dean and by the Kulpati respectively.
4. Except as otherwise provided, a regular candidate for an examination shall on or before the last date notified by the RGPV :-
- 4.1 Submit an application for an admission to the examination in the prescribed form duly affix his/her latest passport size photograph at the appropriate place, through the principal of the college/Head of the University Teaching Department or School of Studies indicating the subject or subjects in which he desires to present himself for the examination.
- 4.2 Pay along with the application, the fee prescribed for the examination concerned.
- 4.3 Application submitted by regular candidate together with the examination fee shall be forwarded by the Principal of the College/Head of the University Teaching Department of School of Studies so as to reach the university on or before the last date prescribed for the purpose by the University.
- 4.4 In case of each application, the Principal of the College/Head of the University Teaching Department or School of Studies shall certify that the candidate :
- (a) Possesses the minimum academic qualification for appearing at the examination to which he/she seeks admission.
- (b) Is of good conduct.
- 4.5 The Principal of a college or the Head of University Teaching Department or School of Studies may detain a regular candidate from taking an examination if he does not pay outstanding dues, or does not return the college property and all the articles and uniform issued to him for sports or NCC or does not pay the cost thereof in case of loss, by 15 days preceding the examination or if the conduct of the student has been unsatisfactory between the time of submission his application form to the University for admission to the examination and the date of the commencement of the examination.

**PART-III**

5. General conditions applicable to all candidates.
  - 5.1 No candidate shall appear in more than one degree examination or for the Master's degree in one and the same year.
6. For a candidate who has passed a part of the Bachelor's degree examination or a part of a Master's degree examination of another University may, on the recommendation of Chairman Board of studies concern and Dean of the faculty concern be admitted with the permission of Kulpati 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.
7. No person who has been expelled or rusticated from any college or University or has been debarred in appearing at a University examination shall be admitted to any examination during the period for which the sentence is in operation.
8. An application for admission to an examination received by the University after the last date notified by the University, after the last date notified by the University but not later than fifteen days after such last date may be entertained on payment of a late fee prescribed by the university but not later than the fifteen days before the commencement of examination.
  - 8.1 Notwithstanding anything contained in the ordinances relating to admission of candidates to an examination of the University, the Vice-Chancellor may, in special cases to an examination is not due to lack of diligence on the part of the candidate and that it would be a great hardship to the candidate if his application is rejected, allow an application which is otherwise complete in all respects to be entertained with the late fee prescribed by the University even though the same is received after the expiry of the period of fifteen days mentioned in the forgoing paragraph.
9. The University shall issue an admission card in favour of a candidate, if :-
  - 9.1 The application of the candidate is complete in all respect in accordance with the provisions applicable to him and in order.
  - 9.2 The candidate is eligible for admission to examination, and the fees as prescribed have been paid by the candidate.
  - 9.3 Where the practical examination is held earlier than the examination in theory paper, a candidate shall not be deemed to have been admitted to the examination until he is issued an admission card for appearing in the examination.

- 9.4 The admission card issued in favour of a candidate to appear at an examination may be withdrawn if it is found that :-
- (a) The admission card was issued or permission was given through mistake or the candidate was not eligible to appear in the examination.
  - (b) Any of the particulars given or document submitted by the candidate in or with the application for enrollment admission to a college, teaching department or School of Studies or an examination is false or incorrect.
- 9.5 The Registrar may on the recommendation of Principal/Superintendent Exam concern that an admission card has been lost or destroyed, grant a permission to issue a duplicate admission card on payment of a further fees prescribed by the University. Such card shall shown in a prominent place the word "Duplicate".
10. A candidate shall not be entered in to the Examination hall unless he produces the admission card before the Superintendent of the Examination Centre or the invigilator or satisfies such officers that it shall be produced. A candidate shall produce his admission card whenever required by the Superintendent or the invigilator. The Superintendent and Invigilator shall have all powers to exercise check on unfair means including those of search and seizure.
11. In the Examination Hall the candidate shall be under the disciplinary control of the Superintendent of the center and he shall obey his instructions.
- 11.1 In the event of a candidate disobeying the instructions of the Superintendent or his ~~indiscipline~~ conduct or insolent behavior towards the Superintendent or any invigilator, candidate may be excluded from that days examination and if he persists in misbehavior he may be excluded from the rest of the examination by the Superintendent of the center.
  - 11.2 If a candidate acts in a violent manner or uses force or makes a display of force towards the Superintendent or any invigilator at the centre or in its precincts endangering the personal safety or either of them or acts in a manner likely to the authorities in the discharges of their duties, the Superintendent may expel the candidate from the center and he may take police help.
  - 11.3 If a candidate brings any dangerous weapon within the precincts of the examination centre he may be expelled from the centre and/or handed over to the police by the Superintendent.
  - 11.4 A candidate expelled on any of the grounds mentioned in (15.2) or (15.3) above will not be allowed to appear in the subsequent papers.

- 11.5** In every case where action is taken by the Superintendent under (11.1), (11.2) or (11.3) above a full report shall be sent to the University and the Executive Council may according to the gravity of the offence further punish a candidate by canceling his examination and/or debarring him from appearing at the examination 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.
- 11.6** If a candidate is found guilty of using or attempting to use or having used unfair means at an examination
- 11.6.1** Such as copying from some book or note 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 failure of an examinee to handover his answer-book to Superintendent/invigilator or taking away his own answer book, walks out of the examination hall or in any other manner whatsoever, the Executive Council or the Committee appointed for the purpose by the Executive Council may cancel his nature of the offence.
- 11.6.2** The Executive Council may cancel the examination of a candidate and/or debar him from appearing at an examination of the Vishwavidyalaya for one or more years, if it is discovered afterwards that the candidate was in any manner guilty of misconduct in connection with his examination and/or was instrumental in or has abetted the tampering of Vishwavidyalaya records including the answer books, marks-sheet, result charts, degree, diplomas and the like.
- 11.6.3** The Executive Council may cancel the examination of a candidate and/or debar him from appearing at an examination of the Vishwavidyalaya for one or more years, if it is discovered afterwards that candidate has obtained admission to the examination by misrepresenting facts or by submitting false or forged certificate/documents.
- 11.6.4** When the University intends to award any of the aforesaid penalties under clause (11.6.1), (11.6.2) or (11.6.3) 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.

11.6.5 A list of such candidates so disqualified shall be circulated to all the universities in India requesting them not to admit the students during the period of their disqualification.

12. Any candidate, who has appeared at an examination conducted by the University, may apply to the Registrar for the scrutiny of his marks in the written papers in any subject and rechecking of his result, Such application must be made so as to reach the Registrar within 20 days after the declaration of result.

12.1 Such application must be accompanied by fees as prescribed by the University.

12.2 The result of the scrutiny shall be communicated to the candidate.

12.3 If as a result of scrutiny it is found that the examinee should be declared as having passed or placed in a higher division the result of the candidate shall be revised accordingly.

13. A candidate whose result has been declared may apply to the Registrar for revaluation of any of his answer books in the prescribed form within 20 days of the declaration of his result for the revaluation any of his answer book.

Provided that no candidate shall be allowed to have the answer books of more than two papers revalued. Provided also that no revaluation shall be allowed in case of scripts of practicals, field work, sessional work tests and thesis submitted in lieu of paper at the examination.

14. 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 as prescribed by University.

15. No person who is under sentence of expulsion or rustication from a University Teaching Department School of Studies or college or from the University or is debarred from appearing at 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.

16. Duplicate copies of the following certificates shall be granted on payment of the fee prescribed by the University, viz:-

- (i) Marks list
- (ii) Migration Certificate.
- (iii) Provisional Certificate.

Provided further that duplicate copy of Migration Certificate shall not be granted except in cases in which the Registrar 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 not utilized the Original Migration Certificate for appearing at an examination and has lost the same or that the same has been destroyed and that the applicant has real need for a duplicate.

17. Duplicate of University Degrees, Diplomas 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 lost his degree/diploma or that it has been destroyed, and the applicant has real need for a duplicate. In such cases, a duplicate of the degree/diploma may be granted on receipt of a fee as prescribed by the University.
18. The names of first ten successful candidates in each final examination who obtain first division shall be declared in order of merit, as provided in the concerned ordinances.
19. Notwithstanding anything contained in the concerned ordinance, with a view to moderate hard-line cases in the examination, the following rules shall be observed:-
  - 19.1 Deficiency upto 5 marks be condoned to the best advantage of the candidate for passing the examination, provided the candidate fails in maximum of two theory, or one theory and one practical or two practicals. This facility shall be available only to those candidates who appear at the semester examination in full (i.e. in all theory, practical and sessionals in the first attempts).
  - 19.2 The Vice-Chancellor may award one grace mark in case the candidate is failing by one mark or missing a division by one mark where the deficiency is so condoned, one mark shall nowhere be added.
  - 19.3 A candidate fails to complete the PG/UG/Diploma course in the maximum duration of the course, as specified in concerned Ordinance, can avail the facility of one mercy attempt, by submitting the application form (as prescribed by University) within one year after the maximum duration of the course (in continuation of the Academic Year). The number of subjects should not be more than ten (Five Theory and Five Practicals).All application forms will be scrutinized by a committee consisting of
  - (1) Vice-Chancellor
  - (2) Two Executive Council Members – nominated by Vice-Chancellor
  - (3) Dean of the concerning faculty
  - (4) One Professor of the concerning subject.



The committee will scrutinize the application forms & submit their report to Vice-Chancellor. On the recommendation of the Committee, the Vice-Chancellor may permit the applicant to avail the one mercy attempt facility. If a candidate fails to complete the PG/UG/Diploma course after availing one mercy attempt, he/she will not be eligible to appear in any university examination in future.

20. 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/syllabus for the examination concerned.

#### **Part-IV**

##### **Examination Fee**

The Examination fees for various courses under semester system examination pattern will be decided by the university from time to time. The Board of Management of the University can change any of the fees or conditions for the examination as and when the situation so warrants. The decision of vice chancellor will be final in all regards.

**ORDINANCE No. 4, of 2018****THE CONDUCT OF UNIVERSITY EXAMINATIONS****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.

**EXAMINATION CENTERS AND MANPOWER**

- 2.1 Controller of Examinations in consultation with the Registrar shall identify centres to conduct the University, Theory, Practical/ Clinical examinations in various institutions/Department of university for different courses and obtain VC's approval.
- 2.2 The examination centres for Theory examinations shall have adequate space and furniture for making arrangement for seating students allotted to the centre.
- 2.3 The examination centre 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 held in the respective departments of the University.
- 2.5 Each constituent department of University 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 the Practical/ Clinical examinations in various centre.
- 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 centres 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 centre 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 examiner, 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, Centre 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 misbehaviour, 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 misbehaviour.
- 2.16 Whoever instigates or abets the commission of acts mentioned above shall also be liable for the same action as provided for the person who acts in the manner.
- 2.17 The Controller, may from time to time appoint flying Squad to see that the conduct of the Examination is strictly according to the rules and procedure laid down, free from malpractice.
- 2.18 The squad may consist of two officers, not below the rank of Professors and shall be drawn from other Institutions in the University.
- 2.19 The squad shall record in writing, the malpractice, deficiencies, if any and obtain signature of Chief Superintendent before sending the report the Controller for further action.
- 2.20 If the report alleges very serious breach of rules, the University may take such action as may be necessary including postponement or cancellation, wholly or in part, of the examination at the centre, 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 Centre (in normal course-Head of the Institution) at each centre for the purpose of conducting Theory Practical /Clinical examinations.
- 2.22 Authorized Manpower required conducting the theory examinations.
- 2.22.1 The Chief Superintendent for each Centre Superintendent for the centre.
- 2.22.2 Asst. Superintendent for the Center.
- 2.22.3 Invigilators-One invigilator for every 20 students.
- 2.22.4 Supporting staff.
- 2.22.5 Examination clerk to prepare the data, stationery, and attendance Sheets, packing material etc.
- 2.22.6 Clerk to help in sorting, packing and sealing of packets of answer books.
- 2.22.7 Water boys/ women - one each in Hall/ room.
- 2.23 Chief Superintendent shall appoint the personnel mentioned under 2.22.2 to 2.22.5 in the above list from among the teaching faculty. Care shall be taken to avoid teachers from the speciality of subject of examination and relatives of the examinees. Copy of appointment order shall be communicated to the Controller of Examinations.

- 2.24 Chief Superintendent shall appoint the personnel mentioned under 2.21.5 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 conducting Practical/clinical examinations.**
- 2.26.1 The chief superintendent for each centre.
- 2.26.2 Internal and external examiners.(appointed by the Controller)
- 2.26.3 Not more than two expert assistants from among the teaching staff in each subject to help in organizing, marking attendance, etc. as required by the examiners. The expert assistant shall neither interfere in the actual examination process nor valuation of any part of assignments and awarding of marks.
- 2.26.4 One technical assistant (Staff nurse in case of clinical examinations) to Organize patients, material and instruments.
- 2.26.5 Not more than two attenders.
- 2.27 **Duties and Responsibilities of Chief Superintendent**
- 2.27.1 Chief Superintendent shall be Head the center to conduct the Theory/ practical/ clinical examinations in proper, peaceful and fair manner as per the rules stipulated by the University.
- 2.27.2 He / She shall be responsible and custodian of the Seal of the Institution.
- 2.27.3 He / She shall be responsible and custodian of all the related confidential documents including question papers, answer books, marks sheets, blank proformas etc.
- 2.27.4 He/she is authorized to appoint the personnel as mentioned in Section 2.22.2 to 2.22.5.
- 2.27.5 He/she shall oversee the proper seating arrangement for the examinee candidates. Minimum of 3 ft distance shall be maintained between two candidates on either side.
- 2.27.6 He / she shall arrange to physically check the Examination Hall / room before commencement of examination for any hidden books and writing material.
- 2.27.7 He / she shall be responsible for arrangement and ensure the attendance of personal assigned the duties on the particular day.
- 2.27.8 He/she shall ensure-proper and timely distribution of Answer books and Question papers to the examinees in each hall/room.

- 2.27.9 He/ She shall ensure that the answer books collected from the students are arranged in proper order and sealed in tamper proof bags.
- 2.27.10 He / She shall be responsible for return of these bundles to Controller at the earliest, preferably on the same day.
- 2.27.11 He / She shall ensure that the practical / clinical examinations are held in fair as per the stipulations and within prescribed time.
- 2.27.12 He / She shall ensure that the stationery including answer books, mark award sheets for practical / clinical examinations are provided to the internal examiner.
- 2.27.13 He / She shall ensure that the answer sheets of practical/ clinical examinations arranged in order and sealed in tamper proof bags.
- 2.27.14 He / She shall arrange to send the mark award lists after the examination to the controller at the earliest, preferably same day.
- 2.27.15 He / she shall ensure that no person other than persons on duty shall enter the hall/room. Even the teachers of concerned subject shall not be allowed.
- 2.27.16 The Superintendent shall, wherever necessary, send a confidential Report to the Controller of Examination about the conduct of examination, mentioning there in the performance of the Invigilators and the general behaviour of the examinees.
- 2.27.17 He /She shall send a daily report on the number of examinees attending each of the examinations, absentee numbers and such other information relating to the examination being held at the Centre 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 Centre Superintendent shall have the power to expel an examinee from Examination/s on subsequent days, on any of the following grounds: -
- 2.27.19.1 That the examinee created a nuisance or serious disturbance at the examination centre.
- 2.27.19.2 That the examinee showed a seriously aggressive attitude towards an Invigilator or a member of the staff entrusted with the Exams. 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 teacher of the subject of the written Examination at any session shall not be an Invigilator at such session of the examination.

2.27.21 It shall be the duty of the Centre 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 Invigilator

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

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

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

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

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

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

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

- 2.29.8 He / she shall permit the examinee to leave the hall after 30 minutes only, if the examinee does not wish to continue writing. However their answer book and question paper shall be retained.
- 2.29.9 He / she may permit the student for attending nature calls once for not more than 5 minutes.
- 2.29.10 He / she shall ensure supply of drinking water within the hall/room.
- 2.29.11 He / she shall keep on making rounds in the examination hall/room and ensure that the invigilators also do the rounds regularly to keep watch on copying / malpractice.
- 2.29.12 He / she shall ensure that the candidates fill up the first page properly and additional sheets are tagged securely.
- 2.29.13 He / she shall ensure that the students' sign in attendance sheets and entries of number of additional sheets issued to the examinees are entered against their respective names. Proper account of additional answer sheets shall be maintained. Unused additional answer books and main answer books of absentee students shall be handed over to the Chief Superintendent.
- 2.29.14 He/she shall be responsible for collection and arrangement of answer books in serial order after completion of examination, which shall then be handed over to the Chief Superintendent.
- 2.29.15 In cases of copying or malpractice, he / she shall ensure that proper recording and action as stipulated under the section of Malpractice given in the subsequent paras are followed to.
- 2.29.16 He / She shall follow any other guidelines issued by the Chief Superintendent from time to time.

### 2.30 Examiners

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



**2.31 Panel of Examiners**

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

**2.32 Theory Question Papers**

- 2.32.1 The process of procuring Question papers for theory examinations shall be initiated 6 months in advance.
- 2.32.2 Controller shall short list three names from the panel of External examiners as paper setters for setting of Theory question paper.
- 2.32.3 He /She shall get three full question papers from above three papers setters.
- 2.32.4 He / She shall supply syllabus, scheme of question and marks and Acceptance and Declaration forms to the examiner. Acceptance and Declaration shall be obtained in a form to the effect that the examiner is ready to accept the examiner ship as paper setter as well as declare commitment to maintain Confidentiality. He / She also certify whether any of relatives (Blood) are appearing for the examination or not.
- 2.32.5 He / She shall make arrangement to procure adequate number (Three Minimum) of sets of question papers 6 months in advance of commencement of each examinations to maintain availability of adequate number sets of question papers as reserve.

**2.33 Scrutiny and Moderation of Theory Question papers**

- 2.33.1 Controller of Examination shall nominate one Examiner from the panel in each subject as Moderator and get it approved by Vice- Chancellor.
- 2.33.2. He / She shall get the question papers scrutinized by the respective Moderator in confidential room either in the presence of himself /herself or his/her authorized nominee.
- 2.33.3 The responsibility of Moderator is to scrutinize the question paper of his / her subject.

- 2.33.4 Moderators shall not carry personal bags/ briefs, and any writing materials while entering the room of moderation.
- 2.33.5 Moderator can correct the spellings; ensure that framing of questions within the prescribed syllabus. Ensure proper distribution marks and questions in sections.
- 2.33.6 Moderators shall be authorized to correct spellings and make minor changes. If the questions are found to be repeated, the Moderator can replace one duplicate question with a new question. Questions which are outside the syllabus also shall be replaced by another question.
- 2.33.7 Such changes if any shall be recorded in Confidential Register maintained for such purpose.
- 2.33.8 After completing the scrutiny a fresh copy shall be typed and prepared then and there itself by computer operator of confidential section and both the copies shall be sealed in secure envelope and stored in secure locker in the custody of Controller.
- 2.33.9 Controller shall be in custody of at least six sets of such moderated question papers at a given time. The sets shall be stored securely in safe custody.
- 2.33.10 Account of number of sets with details of Examinations/ subjects shall be maintained in the Question paper Register. Status of seal shall be certified by the moderator and controller on the each envelope.
- 2.33.11 One set, preferably from older lot shall be used for each examination.
- 2.33.12 These are replaced by new sets of Question papers from time to time.
- 2.34 Printing of required number of Question papers at the time of Theory Examination.**
- 2.34.1 Printing of question papers in all the subjects of each Examination shall be done 4 to 6 days prior to the commencement of respective Examination,
- 2.34.2 One set of question paper in the subject, preferably from old lot shall be taken out from the safe custody by the Controller himself /herself or in charge functionary, if Controller is on leave.
- 2.34.3 The certificate of status of seal shall be verified and certified again at the time of removal of envelope from the safe custody and the same shall be recorded in the Question paper Register.
- 2.35 Printing and safe custody of question papers**
- 2.35.1 The Controller shall arrange, under personal supervision the printing of the required number of question papers based on the number of students appearing in the ensuing examination and additional number of 50 papers.

- 2.35.2 Pack of 10-20 question papers shall be sealed in the pre-labelled 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 centres.
- 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 of examination.
- 2.36.3 Such stationary required shall be kept in stock, ready for accounting and distribution to various Institutions to-conduct Examinations.
- 2.36.4 Other stationary like, examination application forms, Admit cards, mark award sheets, attendance sheets, daily reports of examinations, Malpractice reports, reports of Vigilance squad etc shall be made readily available in stock in advance.
- 2.36.5 Controller shall be responsible for distribution and proper accounting of stationary in various constituent institutions/Department.
- 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 HOD 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 Controller shall be responsible to scrutinize the forms as per criteria of eligibility before issuing Admit cards.
- 2.37.4 Admit cards of the eligible candidates with the signature of Controller shall be sent to the respective Institutions for distributions not later than 7 days before the commencement of examinations.

**2.38 Malpractices and Unfair Means**

- 238.1 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.
- 2.38.1 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 to the Chief Superintendent.
- 2.38.2 Group B- Creation of a nuisance or serious disturbance at the examination centre 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.
- 2.38.3 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.
- 2.38.4 Group D- Indulging in malpractice and unfair means like copying and possessing of weapons in the hall/room. Such candidates may be booked for malpractice and the matter may be reported to the Controller for further enquiry and action.

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

- 2.39.1 If any student is found to possess any written slips, papers, books, printed matter, any written matter on admit card, or on any part of body, or answer sheets of other students, he/she shall be booked for indulging in unfair means and malpractice.
- 2.39.2 If the answer sheet of any other is found in possession of offender, both the students shall be booked for malpractice.
- 2.39.3 He /she shall be made to stop writing further and place all the material on the desk, inform the Chief Superintendent about the case.
- 2.39.4 The Asst. Supdt./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 answers 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 enquiry committee, consisting of 2-3 senior faculty members, for the purpose to conduct enquiry within the prescribed time framework.
- 2.40.2 Enquiry committee may summon the offender student, invigilators and others who are witness to the incident and wish to record their statement.
- 2.40.3 While deciding on gravity of malpractice and quantum of penalty the enquiry committee shall examine whether the student has used the material to copy in his/her answers. If so how much.
- 2.40.4 Gravity and nature of Malpractice shall be decided by the committee and may recommend the penalty.
- 2.40.5 If found guilty of charges by the enquiry committee, penalty shall be decided by the VC. In general penalty may include
- 2.40.5.1 Penalty recommended by the committee.
- 2.40.5.2 Cancellation of all the papers in the examinations.
- 2.40.5.3 Debar from appearing in examination for 1-2 years.
- 2.40.5.4 Any other as deemed fit by the VC.
- 2.41 Coding and Decoding**
- 2.41.1 Controller shall appoint Coders from among the teaching staff of the University, on temporary basis as and when required to code the theory papers.
- 2.41.2 Controller shall arrange to code the answer books received from the Chief Superintendents of various centres to maintain the secrecy of Identity of the examinee.
- 2.41.3. The coder shall make bundles containing 50 answer books, one question paper and mark award sheets in each sealed bundle for valuation.
- 2.413 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 centres well before commencement of practical/clinical examinations for valuation by the authorized examiner/examiners.
- 2.41.5 Chief Superintendents of centres shall get the answer books valued by the examiners in a common centre 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 envelope 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 faculties 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 Department.
- 2.42.6 Controller shall also arrange for printing and lamination of mark cards of individual students and send the same to the respective Departments.

#### **2.43 Re-totalling and revaluation of written papers**

- 2.43.1 Provision of system of Re-totalling 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-totalling and/ or Revaluation in one or more subjects shall apply for the same in prescribed form along with prescribed fee within 15 days from the date of declaration of results,

- 2.43.3 Students who have failed can apply for retotaling and/or revaluation.
- 2.43.4 Students who have passed the examination can also apply for retotaling and/or revaluation for any revision and improvement in their marks / class. However their original marks and result become VOID and will be replaced by new marks and result after revaluation.
- 2.43.5 All the applications shall be submitted to the office of controller along with Demand draft of prescribed fee.
- 2.43.6 Office of the controller shall complete the process of Re-totalling and Revaluation within one month from the last date of receipt of applications.
- 2.43.7 Controller shall notify the time and dates of retotaling to enable the students to attend the same.
- 2.43.8 Student shall be made to view the answer books individually and totalling shall be done by the University official in the presence of candidate. Old and new marks shall be entered on the marks sheet prepared for candidates who have applied for retotaling. Signature of students shall be obtained. Results shall be modified, if the total is found different in re-totalling.
- 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.
- 2.43.13 If the average marks obtained in revaluation by two examiners, is more than 20% of marks secured by the candidate earlier, then shall be revaluated by third examiner, for recasting the results.
- 2.43.14 Fresh results of all the students who have applied, shall be recomputed and notified by the controller after due approval by Vice- Chancellor and revised mark sheet will be issued.

**ORDINANCE No. 5, of 2018**  
**CONDITIONS FOR GRANT OF AWARD OF FELLOWSHIPS,**  
**SCHOLARSHIPS, STIPEND MEDALS AND PRIZES**

**1.0** 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.

Deans will be nominated by Vice-Chancellor for a period of two years by rotation.

**2.0** Subject to the general conditions applicable to all Fellowships and Scholarships as laid down in paragraph 4 below, the value, duration and conditions of award shall be such as are laid down by the University from time to time.

**3.0** The value and duration of Research or other Scholarships Instituted by the University shall be laid down by the Board of Management in consultation with the Academic Council.

**4.0** The award of fellowships, research and other scholarships shall be made subject to the following conditions.

**4.1** The fellow/scholar will do whole time research work under an approved guide on a subject approved by the Committee.

**4.2** The fellow/scholar shall not accept or hold any appointment paid or otherwise or receive any emoluments, salary, stipend, etc from any other source during the tenure of the award nor shall he/she engage himself in any profession or trade during that period. He / She may, however, undertake teaching assignment of not more than nine hours a week in the Institution, where he/she will work at the stipend as Decided-in-rules.



- 4.3. The fellow/scholar shall not join any other course of study or appear in any examination after commencing work under the fellowship/scholarship programme.
- 4.4. Unless permitted by the guide to work for a specified period at some other place, the fellow/scholar shall be required to attend the Institution where he/she is to work, on all working days.
- 4.5. If any information submitted by the fellow/scholar in his/her application is found to be incorrect, incomplete or misleading, the award may be terminated by the Board of Management after giving him/her an opportunity of being heard.
- 4.6. If at any time it should appear to the Vice Chancellor that the progress or conduct of the fellow/scholar has not been satisfactory, the fellowship/scholarship may be suspended or withdrawn.
- 4.7. (i) Leave for a maximum of (21 days earned leave + 12 days casual leave) 33 days in a year in addition to general holidays may be taken by a fellow/scholar with the approval of the guide and the sanction of the Vice Chancellor. The general holidays, however, do not include the vacation period of e.g. summer, Dusherra, Diwali, X-Max vacations. No other leave with fellowship/scholarship shall be admissible.
- (ii) The fellow/scholar may, in a special case, be allowed by the Vice-Chancellor leave without fellowship/ for a period not exceeding three months during the tenure of the award on the recommendation of the guide.
- 4.8. The fellow/scholar shall be required to pay the fees prescribed by the Institution where he works.
- 5.0. Post-graduate scholarship Instituted by the University shall ordinarily be tenable for two academic sessions i.e. twelve months in the first year and 10 months in the second year on condition that the scholarship holder produces a certificate of efficiency in studies from the Head of the Department in the subject of study or the Head of the Institution.
- 6.0. The scholarship shall be tenable from the 1<sup>st</sup> July if the scholarship-holder join the college within one month of the date of the opening of the college after the summer vacation and pays the tuition fee from the commencement of the session. In any other case, it shall be tenable from the date on which the candidate joins the college.
- 7.0. The payment of scholarship shall be made only on receipt of scholar's receipted bills duly countersigned by the Head of the Institution where the candidate studies. No scholarship shall be drawn for a month unless the scholarship holder has attended the Institution regularly in that month.

- 8.0 The 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:
- (i) The scholarship-holder discontinues studies during the middle Of a session; or
  - (ii) The scholarship-holder, after he has been given a reasonable Opportunity to explain his conduct, is in the opinion of the Board of Management guilty of a breach of para 13 of this Ordinance; and if the Board of Management so directs, the Scholarship-holder shall also be liable to refund the amount of scholarship drawn by him.
- 13.2 The order of termination shall be passed by the Vice Chancellor and shall be final.

**Award of University Medals and Prizes :**

- 1.0 The University shall award with a view to augmenting academic interest and activities among the students. Gold and silver medals every year on the basis of results of annual examinations, subject to the provisions here in after appearing.
- 2.0 2.1 The quantum of gold or Silver as the case may be, to be used for a medal shall be such as are approved by the Governing Body and permissible under the central Gold control Act.

- 2.2 The expenditure on the preparation and award of medals shall be met from the Fund of the University for which necessary provision shall be made in the annual budget or from endowment fund created for this purpose.
- 2.3 If in a year the actual cost of the award of Medals exceeds the budgetary provision, the Governing Body shall lay down the manner in which the excess expenditure is to be met.
- 3.0 3.1. University Gold & Silver medals shall be awarded only on the basis of the results at University examinations.
- 3.2 Only such successful examinees of the year shall be eligible in accordance with the provisions of paragraph 04 following as have secured (i) First division in the case of a Bachelor's degree examination and (ii) First division in the case of a Master's degree examination, for award of Gold and Silver medals.
- 4.0 A gold and a silver medal shall be awarded for each of the following examinations in all branches to successful candidates as mentioned below:-
- 4.1 A gold medal and a silver medal to the two successful candidates who have been placed in First division and have secured respectively highest and second highest percentage of Marks from among the candidates appeared at the M.B.B.S, BDS, B.TECH., B.Sc.(Nursing), BPT, B.Pharmacy and other courses run being by University. However the candidate must have passed all semester examinations of the consecutive years in single and first attempt. To decide the Gold Medal marks obtained by the candidates from the first university to final university examination will be computed.
- 4.2 A gold medal and a silver medal to the two candidates who have placed in First division and have secured respectively, highest and second highest percentage of Marks from among the successful candidates of degree of the (i) MDS. (ii) MD/MS. (iii) MBA (iv) M.CA and other postgraduate 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.

**ORDINANCE No. 6, of 2018****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, on persistent idleness or has guilty of misconduct, the head of the institution at which such student is studying should inform the Vice-Chancellor Registrar. The Vice-Chancellor, department upon the nature of gravity of the offence student may.
    - (a) Suspend such a student from attending classes for 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 reason 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 provide he is found innocent.
  - (iv) The rustication of a student from an institution shall entail the removal of his name from register of enrolled student.

3. All students pursuing a course of student at the University teaching department 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 to time.
4. Any violation of the code of conduct of 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.
5. The following acts in particular shall constitute acts of good indiscipline and any student indulging in any of them shall tender 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) Quarreling or fighting with a University employee or any employee of the University canteen, mess or any other public utility functioning in the campus.
  - (iv) Stirring or writing or slogans or any material, making of skeletons of figures on any wall or portion 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 hunt the teacher 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 concern. To deal with such incident the warden shall have all the powers prescribed for the proctor in this ordinance.
6. There shall be a Proctorial Board consisting of a proctor and such number of joint proctor as the Board of Management may decide from time to time.
7. Proctor and joint proctor shall be appointed by Vice-Chancellor from amongst the teachers of the University ordinarily for a period not exceeding two year at a time.

#### **Power and duties of Proctor**

8. 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 to him knowledge and which in his opinion call for disciplinary action.

9. The Proctor may 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.
10. In the opinion of Proctor, the act of indiscipline required action if it is not of a serious nature, he may hold a summary inquiry and shall have powers to impose the penalties.
11. If in the opinion of Proctor, the breach of discipline is of a serious nature he may refer the case for investigation to the Proctorial Board, proctor and Joint proctor or any two joint proctors shall constitution the quorum for sitting of such investigation.
12. 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
  - (vii) Two other student nomination by vice-Chancellor
  - (viii) One of the joint Proctor will be nominated by the proctor as secretary of the discipline committee.
13. ~~All punishment~~ awarded to the students shall be recorded in a register to be maintain by the proctor. The register shall be permanent record of the University and shall contain such details as may be prescribed and prospered by board of Management.
14. Certificate regarding character and conduct of student of University teaching department may be issued to him by the Proctor. However, in the case of a student who has been award punishment 3 or more times by the Proctors himself or on the recommendation of the proctor, the fact that he was show penalized shall be mentioned in the certificate of character and conduct to be issued by the proctor. The certificate of character and conduct issued by the proctor shall be the only valid certificate of the university in the regard.
15. If the proctor finds that in any incident of disturbance of breach or peace certain presence who are not in the roles of the university are involved or are likely to be involved he may send to the vice-chancellor that the university campus be declare bounds for such persons, if the recommendation is accepted by the vice-chancellor a notification shall be send to the district magistrate and the other administrative authorities as the vice-chancellor may

deem fit. So the notification issued under this paragraph enforce entry into the campus of person debarred from entering the campus shall be an act of criminal and shall be dealt with accordingly.

16. The discipline committee shall ordinary convenes meeting case in a such academic year and if shall review general situation regarding discipline in the university and make suggestion in this regards any specific cases of indiscipline may also be referred to the discipline committee for given its opinion regarding the action to be taken.
17. Notwithstanding anything stated in this Ordinance, for any unforeseen issues arising and not covered by this Ordinance or in the event of difference of interpretation, the vice-chancellor may take a decision after obtaining, if necessary, the opinion/ advice of a Committee consisting of any or all Directors of the Schools. The decision of the Vice-Chancellor shall be final.



**ORDINANCE No. 07, of 2018****Credit Based Grading System****1. Applicability**

The provisions of this ordinance shall apply to Sardar Patel University Balaghat.

**2. Grading System**

- 2.1. A University may, in due course of time decide to replace the absolute system of grading adopted in a particular course by the credit based grading system following approval of the Executive Council.
- 2.2. The conversion from grade to an equivalent percentage in a given academic program shall be according to the following formula applicable to credit base grade system:

$$\text{Percentage marks scored} = \frac{\text{CGPA obtained by the student}}{\text{Maximum CGPA}} \times 100$$

**3. Credit Based Grading System (For Professional Courses):**

- 3.1 Each course, along with its weightage in terms of units and equivalent credits shall be recommended by the concerned Board of Studies and shall be approved by the Academic Council and the Executive Council. Only approved courses can be offered during any semester.
- 3.2 In each semester, there shall be at least two Mid-term Examination (Internal) and one End- semester Examination (External).
- 3.3 A Candidate with a backlog subject can appear in the examination of that paper whenever it is scheduled, subject to his/her fulfilling other conditions as laid down in respective ordinances of University.
- 3.4 The marks to be awarded as internal assessment shall be based on continuous evaluation of theory, practical, seminar, assignments, class work, mid-term etc. The weightage of

marks to be accorded to each of the aforementioned sub-division shall be decided by the concerned Board of Studies.

- 3.5 Each Student, registered for a course, shall be awarded grade by the concerned faculty/faculties of the specific subject/paper. The grade awarded to a student depends upon his performance in various examinations, assignments, laboratory work, Class work, midterm etc.

The grades to be used and their numerical equivalents are as follows:

#### Credit Based Grading system

Grade	Grade Points	Description of performance
A <sup>+</sup>	10(91-100)	Outstanding
A	9(81-90)	Excellent
B <sup>+</sup>	8(71-80)	Very Good
B	7(61-70)	Good
C <sup>+</sup>	6(51-60)	Average
C	5(41-50)	Satisfactory
C	5(50 only)	Satisfactory ( for M. Pharma.)
C	5(46-50)	Satisfactory ( for B. Arch.)
D	4(40 only)	Marginal (for PG Course except M. Pharma.)
D	4(31- 40)	Marginal ( for UG & Diploma Course)
D	4.5(45 only)	Marginal (For B. Arch.)
F	0	Fail
I	0	Incomplete.
W	0	Withdrawal

**Minimum Grade Point Required for Promotion in Higher Course shall be 5.0.**

Rule – The semester grade points average (SGPA) is calculated as follows:-

$$SGPA = \frac{\sum_{i=1}^n C_i P_i}{\sum_{i=1}^n C_i}$$

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

Cumulative grade point average (CGPA)

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

$SG_j$  = SGPA earned the  $j^{\text{th}}$  semester.

$NC_j$  = Total credit allotted to  $j^{\text{th}}$  semester.

$j = 1, \dots, n$  represents the number of semesters in a given course.

- 3.6** Student may be awarded grade "I" (Incomplete) in courses, if he has missed a minor part of the course requirement, but has done all other parts satisfactorily. A student is not entitled for "I" grade simply because he has failed to appear in some examinations. Minor in this context shall imply tutorial/assignment or any other class work defined by the University as minor from time to time. An "I" Grade cannot be given for research units. An "I" grade award to any student must be converted to an appropriate later grade. Student awarded an "I" grade shall automatically be converted to a "F" grade, if he fails to make up such examination.
- 3.7** In one semester the number of credit offered to the candidates may be from 20-40 credits as decided by the concerned Board of Studies.
- 3.8** For award of the degree a candidate should have secured minimum CGPA from a total of credits allocated for the course, as recommended by the concerned Board of Studies.

3.9 The final examination grade sheet at the end of final semester examination of the course will show the Cumulative Grade Point Average (CGPA), percentage and division also. The division will be allotted according to the rule recommended by the concerned Board of Studies and approved by the Academic Council and the Executive Council of the University.

**4. Promotion to Higher Semester Under Credit Based Grading System:-**

- I. The criteria for continuation of study is as follows:
  - a. To clear a particular subject the required grade and grade point is D (4.0)
  - b. For promotion to next higher class, the required Cumulative Grade Point Average (CGPA) at the end of even semester is 5.0 and Cumulative Grade Point Average (CGPA) for completion of course/degree is also 5.0. For calculating CGPA, in a given year at the End of even semester, the marks obtained in the odd & even semester of that year shall only be considered.
  - c. The criteria for promotion to the next higher odd semester shall be governed by concerned ordinance of University.

The concerned Board of Studies shall however be empowered to modify/change any of the above criteria which shall however require approval of the Academic Council and the Executive Council of the University.

**5. Preparation of Merit List Under Credit Based Grading System:**

The merit list shall be prepared after conversion of the grade scored by the students into equivalent marks as per the provisions contained in section 2.2 of this ordinance.

**ORDINANCE No. 8, of 2018****UNIVERSITY TEACHING DEPARTMENTS/SCHOOLS UNDER UNIVERSITY**

- I. With reference to the decision of the sponsoring body of Sardar Patel University, Balaghat, taking over the management of following institute which are situated in the University Campus of the University as constituent University Institute of the Sardar Patel University, Balaghat (M.P.) subject to the provision of the Madhya Pradesh Niji Vishwavidyalaya (~~Schopana~~ Avam Sanchalan) Adhiniyam 2007, as amended from time to time.

The following shall be the University Schools

- (i) School of Science
- (ii) School of Education
- (iii) School of Commerce
- (iv) School of Management & Research
- (v) School of Engineering and Technology
- (vi) School of Computer Science & Applications
- (vii) School of Arts & Social Science
- (viii) School of Law & Research
- (ix) School of Homeopathic Medical Science & Research
- (x) School of Pharmaceutical Science & Research
- (xi) School of Vocational Studies
- (xii) School of Architecture & Planning
- (xiii) School of Paramedical Education & Research
- (xiv) School of Library Science & Information Technology
- (xv) School of Medical Science & Research
- (xvi) School of Hotel Management & Catering Technology
- (xvii) School of Hospital Management
- (xviii) School of Ayurveda Science & Research
- (xix) School of Agriculture Science, Technology & Research
- (xx) School of Media & Journalism
- (xxi) School of Dental Science & Research
- (xxii) School of Fashion Design & Technology

2. The above mentioned Schools will be governed by the Sardar Patel University Balaghat (M.P.) and their decision shall be handing upon it. All administrative, academic and Financial Power would be vested with constituent Bodies, Board and Authorities of the University. The Schools would work as a Teaching Department of the University.
3. As soon as the above mentioned Schools admitted to the privileges of the University as its Constituent Schools all its assets and liabilities, the movable/immovable property with entire land, road and building etc. will stand as transferred to the University and will be treated as University property in all the records maintained by sponsoring body of Sardar Patel University, Balaghat (M.P.) and concerning corporate account. The University will not be bound to pay any cost toward 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. All provision of this Para is subject to the provision of relevant Act/Laws of the country/State.
4. The departments of the above mentioned Schools would henceforth be called the University. The teaching department of the Sardar Patel University, Balaghat (M.P.) the Principal of the institute will be the Director of the School.
5. Object of declaring as Constituent University department/ University Schools:-
  - a. To provide the desired environment and develop a framework to pursue a path of Excellence in Higher education.
  - 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 Schools.
  - d. To develop the Schools as a model for Curriculum innovation and Examination reforms, development of professional and moral values in the School, student 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 programme for research and development.

**6. MANAGEMENT OF THE CONSTITUENT SCHOOLS**

For all purpose, the sustenance and development of the constituent Schools shall be a responsibility of the university. In fulfilling responsibility, the **Sardar Patel University, Balaghat (M.P.)** shall :

- a. Recruit and develop of the constituent Schools.
- b. Investment in the development of the Schools.
- c. Encourage revenue generation in the Schools through various means.
- d. Formulate the Schools budget and manage its finance provide good Governance to the Schools.

**7. STATUS OF THE STUDENT'S COURSE**

The entire student admitted after proper functioning of the University as per ACT 2007 shall be treated as the student of the University, Constituent University department/ University Schools.

All the course of the concerned institute admitted to the privileges of the university, shall be continued and treated as the course of the university department/University Schools.

**ORDINANCE No. 9, of 2018****MASTER OF TECHNOLOGY****(M.TECH.)**

**1.0** This ordinance shall be applicable to candidate admitted for Master degree courses in Engineering / Technology. The duration of course is Two Years, spread to four semesters in the case of full time candidate and Three Years, spread to six semesters in case of part time candidates. Each semester would be approximately of six months duration including vacation/ preparatory leave / examination / industrial training etc.

**2.0** The Post Graduate course in Engineering / Technology leading to the Degree of Master of Technology (M.Tech.) of the university. The course will be in the following subject :

Mechanical Engineering, Automobile Engineering, Civil Engineering, Electrical Engineering, Computer Science, Information Technology, Thermal Engineering, Microwave Engineering, Software Engineering, Very large Scale Integrated System Engineering (VLSI), Digital Electronics and Advanced communication, Electronics Engineering, Instrumentation Engineering, System Management Engineering, Energy Management Engineering, Future Studies & Planning Engineering, Power System Engineering, Bio Informatics Engineering, Network Management & Information System, Information System, Information Architecture & Software Engineering, Bio -Technology Engineering, Astronomy and space, Environment Engineering, Industrial Pollution and control Engineering, Master of Architecture, Printing and Media Engineering, Production Engineering, Irrigation Engineering, Transport Engineering, Structural Engineering, Chemical Engineering, Agricultural Engg., Industrial Engineering & Management, Energy Technology, Construction Technology & Management (CTM).

**3.0 ADMISSIONS**

**3.1** Every applicant for admission to M.Tech., first Semester Shall have passed BE/B.Tech. or equivalent examinations in appropriate branch with at least 50%



marks in the aggregate. Candidate belonging to SC/ST/Other categories will get a relaxation of 5% in the qualifying marks as mentioned above.

**3.2** Applicants possessing valid GATE score shall be given preference over to those candidates who do not possess GATE score for full time course.

**3.3** Full time sponsored & all part time candidates, after passing the qualifying examination, must have at least two years experience in the relevant field from recognized organizations. However the Vice Chancellor can relax the experience in the case of sponsoring candidates.

**3.4** Admission under these courses will be made as follows :

**3.4.1** The university will issues admission notification in news papers, on the University's website, notice board of the University and in order publicity media before the start of academic year.

**3.4.2** List of candidates provisionally selected for admission / shortlisted based on merit will be displayed on the notice board of the University University's website / or the student will be informed directly of their admission.

**3.4.3** The candidates whose results of the qualifying exam are awaited can also be admitted provisionally. Such candidates however must produce the previous year mark sheet / school / collage certificates as a proof of required eligibility criteria. The candidates so admitted shall have to be present mark sheet of the qualifying examination within month of the due date of admission otherwise the provisional admission granted to him will be cancelled.

**3.4.4** The applicant form may be rejected due to any of the following reasons:-

- ⇒ The candidates do not fulfill the eligibility conditions.
- ⇒ The prescribed fees are not enclosed.
- ⇒ The application form is not signed by the candidate as his /her parent guardian, wherever required
- ⇒ Supporting documents for admission are not enclosed.

**3.4.5** Enrollment / Registration number will be assigned to the student after verification & submission of all the necessary document/fees.

**3.4.6** Number of seats & fee shall be governed by the provision of the statute.

**4.0 EXAMINATIONS**

- 4.1** The Post Graduate courses in Engineering/Technology leading to the Degree of Masters of Engineering / Technology (M.Tech.) of the university shall be divided into four semesters in the case of full time courses and six semesters in the case of part time courses. Each semester would be approximately of six months duration including vacation/preparatory leave/examination/industrial training etc.
- 4.2** There shall be University Examinations at the end of each semester. These examinations shall be named as:
- (a) M.Tech. First Year (For Regular & Part Time)  
First Semester – I Semester  
Second Semester – II Semester
- (b) M.Tech. Second Year (For Regular & Part Time)  
Third Semester – III Semester  
Fourth Semester – IV Semester
- (c) M.Tech. Third Year (For Part Time)  
Fifth Semester – V Semester  
Sixth Semester – VI Semester
- 4.3** The semester examination will generally be held in Nov-Dec. and April-May in each year.
- 4.4** The Fourth semester in the case of full time course and sixth semester in the case of part time course is the semester for project. During this semester the candidate shall devote himself for the research work, in connection with any of the aspects of technology relevant to the course selected, and assigned to him/her by the Head of the Department. Prior to submission of dissertation, candidate shall present a pre-submission seminar on his/her work. At the end of the semester the candidate shall submit three typed or printed copies of the dissertation written by him/her to the university. The dissertation should be accompanied by the certificate from the Head of the Department and the project supervisor to the effect that it embodies actual work by the candidate and that the work has not been submitted earlier in part or full for the award of any other degree.
- 4.5** The candidate shall be permitted to appear at the semester examination provided he/she has successfully prosecuted a course of study in the UTD or in an affiliated college for that semester in the concerned course, with stipulated attendance as mentioned in para 13 of this ordinance.

- 4.6 A candidate who has failed in any subject of a semester shall be permitted to reappear in that subject in subsequent examination, subject to conditions given at para 11.3 of this ordinance.

#### **5.0 PROMOTION TO HIGHER SEMESTER AND YEAR.**

A candidate who has been admitted in the Master of Technology course will be promoted to the higher class in accordance with the following rules:

- 5.1 For the award of degree minimum Cumulative Grade Point Average (CGPA) required is 5.0.
- 5.2 To pass a particular subject of the course the minimum required grade is D. However, the candidate should also separately score minimum of grade D in end semester examinations of theory and practical parts of the subject. For practical examinations one external examiner from outside the institute shall always be there.
- 5.3 A candidate who fails to score minimum of grade D in more than two subjects (Theory and Practical of the same subject shall be treated as two subjects) in a particular year, shall not be admitted to the next higher year.
- 5.4 The result of fourth and final semester for full time candidates and sixth and final semester for part-time candidates shall be declared only if the candidates has fully cleared all the previous semesters.
- 5.5 If a candidate has passed all the subjects of the course but has failed to score a minimum CGPA of 5.0 as per the requirement of rule 5.1 above, such a candidate shall be permitted to improve requisite grade point by reappearing in maximum of two theory /practical, subjects chosen from subjects of first to third semesters for full time candidates and first to fifth semesters for part time candidates in the ensuing examination. Theory and practical of a subject shall be treated as separate subjects.
- 5.6 Other than the provision of rule 5.5 above a candidate shall not be permitted to reappear, in the papers which he/she has cleared, for improvement of division/marks or for any other purpose.
- 5.7 A candidate may provisionally continue to attend next higher year, even if, the result of qualifying year / semester has not been declared. However, subsequently if he/she is not able to clear qualifying semester examination, the candidate cannot claim any right on the basis of his/her provisional admission.

**6.0 AWARD OF CREDITS AND GRADES**

- 6.1** Each course, along with its weightage in terms of units and equivalent credits, shall be recommended by the concerned Board of Studies and approved by Academic Council and Executive Council of the University.
- 6.2** A student shall be continuously evaluated for his / her academic performance in a subject through tutorial work, practicals, home assignments, mid-semester tests, field work, seminars, quizzes, end-semester examinations and regularity, as proposed by respective Board of Studies and approved by Academic Council and Executive Council of the University.
- 6.3** The distribution of weightage/marks for each component shall be decided by the respective of Board of Studies and approved by Academic Council of University and Executive Council of the University subjective to such stipulation as given under :

**(a) Theory Block**

i.	Quizzes, Assignments and Regularity	10%
ii.	Mid – Semester Test	20%
iii.	End – Semester Examination	70%
<b>Total</b>		<b>100%</b>

**(b) Practical Block**

i.	Lab Work & Performance, Quizzes, Assignments and Regularity	40%
iii.	End – Semester Examination	60%
<b>Total</b>		<b>100%</b>

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

### Choice Based Grading System

Grade	%Marks Range(based on absolute marks System)	Grade point	Description of performance
A <sup>+</sup>	91-100	10	Outstanding
A	81-90	9	Excellent
B <sup>+</sup>	71-80	8	Very Good
B	61-70	7	Good
C <sup>+</sup>	51-60	6	Average
C	41-50	5	Satisfactory
D	31-40	4	Marginal
F	30 & Below	0	Fail
I		0	Incomplete
W		0	Withdrawal

- 6.7 The semester grade points average (SGPA) and cumulative grade point average (CGPA) shall be evaluated as under :

$$SGPA = \frac{\sum_{i=1}^n C_i P_i}{\sum_{i=1}^n C_i}$$

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

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

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

**6.8** The grade sheet at the end of each even semester examination shall show CGPA till end of that semester. The final examination grade sheet at the end of final semester examination shall also indicate CGPA, equivalent percentage marks and the division awarded according to the rule given in the point 8.0 of the Ordinance.

#### **7.0 CONDONATION OF DEFICIENCY**

**7.1** One grace mark will be given to the candidate who is either failing in any semester or missing distinction/ first division by one mark, on behalf of the Vice-Chancellor in the M.Tech. examination.

#### **8.0 AWARD OF DIVISION**

**8.1** Division shall be awarded only after the final semester examination based on integrated performance of the candidate for all four years as per following details:

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

**8.2** The grade sheet at the end of each even semester examination shall also show CGPA till end of that sem. The final examination grade sheet at the end of final semester of the course shall also indicate CGPA, equivalent percentage marks and the division awarded according to rule given at point 8.3.

**8.3** The Conversion from grade to an equivalent percentage in a given academic program shall be according to the following formulas applicable :

$$\text{Percentage marks scored} = \frac{\text{CGPA obtained} \times 100}{10}$$

#### **9.0 POST GRADUATE DIPLOMA**

**9.1** A candidate on successfully completion of the first three semesters of full time course or the first five semesters of part time course, with minimum CGPA of 5.0, shall be eligible for the award of a Post Graduate Diploma in Engineering if he/she withdraws from course or fails to submit his/her project report within the maximum duration of the course. The grade and division shall be assigned in Post Graduate Diploma as per the scales laid down in relevant Clauses of this Ordinance.

9.2 A candidate who possesses a Post Graduate Diploma in Engineering of the university shall be eligible for admission to the fourth semester in case of full time and six semester in case of part time for the purpose of completing the course, leading to the Master's Degree in Engineering/Technology within maximum duration of this course as per para 11.3 of this Ordinance, provided that immediately after the declaration of the results of the final semester examinations and before conferment of the Degree of (M.E./M.TECH.) the candidate shall surrender to the university the Post graduate Diploma he/she possesses.

#### 10.0 READMISSION

10.1 A candidate who has discontinued the course during any semester may, on the recommendation of the Director/Dean, be permitted to take re-admission to the course at the beginning of the semester concerned in a subsequent year, provided that the duration of course for such readmitted candidate shall be counted from the date of his/her first admission.

#### 11.0 DURATION OF COURSE

- 11.1 There shall be at least fourteen weeks of teaching in every semester.
- 11.2 One hour of conduct in Lecture (L) / Tutorial (T) / Practical (P) per week shall be equal to one credit as allotted in the respective schemes.
- 11.3 The maximum duration of the course shall be five years in the case of full time candidates and seven years in the case of part time candidates however one mercy attempts can be grant to candidates by the Vice- Chancellor which should be not more than one year on satisfactory reasons.

#### 12.0 MERIT LIST

12.1 In the notification declaring the results of the final semester examination for the Degree of M.Tech. , the names of the first candidate in order of merit in each branch shall be notified by the university, separately, for full time and part time courses, securing at least first division and passing all semester examinations in single attempt.

**13.0 ATTENDENCE**

**13.1** Candidates appearing as regular students for any semester examination shall be required to attend at least 75% of lecturers delivered and of the practicals held, separately in each paper, provided that a short fall in attendance up to 10% and 5% can be condoned by Director/Dean and Vice Chancellor respectively, for satisfactory reasons.

**14.0 MEDIUM OF INSTRUCTION AND EXAMINATION**

**14.1** The medium of instruction and examination shall be English throughout the course of study.

**15.0 LEGAL JURISDICTION:**

All matters of any dispute shall be limited to Balaghat court only. The University reserves the rights to change configuration, courses, contents, fee structure, scheme of evaluation, time schedule of face to face programme and examination as per need.

**16.0** 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.

**17.0** The Reservation to SC/ST/ other category candidates shall be applicable as per the norms of the state government of Madhya Pradesh.

The University reserves the right to frame, amend or cancel any rule or a part there of at any time and the candidate shall be subjected to such rules made by the University from time to time.



**ORDINANCE No. 10, of 2018**  
**BACHELOR OF TECHNOLOGY (B.TECH.) 4 YEAR DEGREE COURSE**

This ordinance shall be applicable to candidate admitted for Bachelor of Technology (B.TECH.) degree

**1.0** The first degree in Technology of four-year (Eight Semesters) course, hereinafter called 4-YDC, shall be designated as **BACHELOR OF TECHNOLOGY**, in respective Branch.

**1.1** This degree of Bachelor of Technology (hereinafter called (B.Tech.) shall include the branches of Civil, Mechanical, Electrical & Electronics, Electronics & Communication, Computer Science and Engineering, Automobile, Mining, Mining & Mine Surveying, Aeronautical, Architecture, Agricultural Engineering, Rural Technology, Electronics & Instrumentation, Information Technology, Chemical, Metallurgical, Textile, Production Engineering, Fire & safety Engineering, Instrumentation & Control, Electrical Engineering, Bio-Medical, Biotechnology & Industrial Engineering & Management, Nano-Technology and more degrees Programs can also be offered under the Ordinance on the recommendation of the Board of Management of the University.

**1.2** This ordinance shall also be applicable to 4 Year Part-Time B.Tech. Course.

**2.0 ADMISSIONS**

**2.1** Minimum qualification for admission to the first year B.Tech. shall be the qualifying Higher Secondary School Certificate Examination (10+2) Scheme with Physics, Chemistry & Mathematics conducted by M.P. Board of Secondary Education or an equivalent examination from a recognized Board/ University.

**2.2** Candidate who have qualified the Diploma course in related Branch or Equivalent shall also be eligible for admission to third semester of B.Tech.Course.

**2.3** Minimum qualification for direct admission to second year Bachelor of Technology Course termed as Lateral Entry shall be as per the norms of Madhya Pradesh Private University Regulatory Commission.

**2.4** Non- resident Indian (NRI) candidates shall also be eligible for Admission to B.Tech. in accordance with directives of the Madhya Pradesh Private University Regulatory Commission, provided they Satisfy the criterion of clause 2.1 above.

**2.5** Admission under this course will be made as follows:-

- I In general the admission to B.Tech. Course shall be governed by the rules of Madhya Pradesh Private University Regulatory Commission.
- II The University may also conduct its own Entrance Examination for admission to its Engineering courses.
- III Enrollment / Registration number will be assigned to the student by the University after verification & submission of all the necessary documents / fees.

**2.6** Admission process as framed by the University shall be applicable for all admission from time to time.

**2.7** The fees and number of seats for each course shall be decided by Board of Management of University..

### **3.0 EXAMINATIONS**

**3.1** There will be one University Examination at the end of each semester.

These examinations will be designated as follows :

(a) During First Year

First Semester B.Tech.Exam, Second Semester B.Tech.Exam

(b) During Second Year

Third Semester B.Tech.Exam, Fourth Semester B.Tech.Exam

(c) During Third Year

Fifth Semester B.Tech.Exam, Sixth Semester B.Tech.Exam

(d) During Fourth Year

Seventh Semester B.Tech.Exam, Eighth Semester B.Tech.Exam

**3.2** The semester examination will generally be held in Nov-Dec. and April-May in each year.

**3.3** There will be a full end semester examination consisting of theory and practical.

### **4.0 PROMOTION TO HIGHER SEMESTER AND YEAR**

**A candidate** who has been admitted in the technology courses will be promoted to the **higher class** in accordance with the following rules:

**4.1** A candidate who has taken admission in first year and has appeared in the examination of first semester of a particular year, will automatically be promoted to second semester of that year irrespective of failing in any number of subjects of previous semester.

- 4.2** For the award of degree minimum cumulative grade point average (CGPA) required is 5.0.
- 4.3** To pass a particular subject of the course the minimum required grade is D. However the candidate should also separately score minimum of grade D in end semester examination of theory and practical parts of subject. For practical examinations one external examiner shall always be there.
- 4.4** A Candidate who fails to score minimum of grade D in more than five subjects (Theory and Practical of the same subjects shall be treated as two subjects) in a particular year, shall not be admitted to the next higher year.
- 4.5** Further, a candidate shall not be admitted in the fifth of higher semester classes unless he/she has fully passed the first year examination with minimum of CGPA of 5.0, likewise a candidate shall not be admitted in seventh or higher semester classes unless he/she has fully passed first and second year examinations with minimum CGPA of 5.0.
- 4.6** If a candidate has passed all the subjects of an applicable year but has failed to score a minimum CGPA of 5.0 as per the requirement of rule 4.2 and 4.5 above, such a candidate shall be permitted to improve requisite grade point by reappearing in maximum of their theory/practical subjects in the ensuing examination (theory and practical of a subjects shall be treated as separate subjects).
- 4.7** Other than the provision of rule 4.6 above, a candidate shall not be permitted to reappear in that examination, for improvement of division/marks or for any other purpose.

### **5.0 AWARD OF CREDITS AND GRADES**

- 5.1** Each courses, along with its weightage in terms of units and equipments credits, shall be recommended by the concerned board of studies and approved by Academic council and Executive Council of the University.
- 5.2** A Student shall be continuously evaluated for his / her academic performance in a subject through tutorial work, practical, home assignments, mid-semester test, field work, seminars, quizzes, end semester examination and regularity as proposed be respective board of studies and approved by Academic council and Executive Council of the University.
- 5.3** The distribution of weightage/marks for each component shall be decided by the respective of Board of Studies and approved by Academic Council of University

and Executive Council of the University subjective to such stipulation as given under :

(a) **Theory Block**

i.	Quizzes, Assignments and Regularity	10%
ii.	Mid – Semester Test	20%
iii.	End – Semester Examination	70%
<b>Total</b>		<b>100%</b>

(b) **Practical Block**

i.	Lab Work & Performance, Quizzes, Assignments and Regularity	40%
iii.	End – Semester Examination	60%
<b>Total</b>		<b>100%</b>

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

**Choice Based Grading System**

Grade	%Marks Range(based on absolute marks System)	Grade point	Description of performance
A <sup>+</sup>	91-100	10	Outstanding
A	81-90	9	Excellent
B <sup>+</sup>	71-80	8	Very Good
B	61-70	7	Good
C <sup>+</sup>	51-60	6	Average
C	41-50	5	Satisfactory
D	31-40	4	Marginal
F	30 & Below	0	Fail
I		0	Incomplete
W		0	Withdrawal

- 5.7** The semester grade points average (SGPA) and cumulative grade point average (CGPA) shall be evaluated as under :

$$SGPA = \frac{\sum_{i=1}^n C_i P_i}{\sum_{i=1}^n C_i}$$

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

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

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

- 5.8** The grade sheet at the end of each even semester examination shall show CGPA till end of that semester. The final examination grade sheet at the end of final semester examination shall also indicate CGPA, equivalent percentage marks and the division awarded according to the rule given in the point 7.0 of the Ordinance.

## **6.0 CONDONATION OF DEFICIENCIES**

- 6.1** Deficiency up to five marks can be condoned to the best of the advantage of the student for passing the examination. The Deficiency can be condoned is not more than two subjects (Theory and Practical of the same subjects shall be considered as two separate subjects for the purpose of awarding grace marks)
- 6.2** A candidate securing minimum passing grades in all theory and practical papers but failing minimum CGPA of 5.0 shall be condoned by a margin of 0.01 CGPA.

- 6.3** The candidate whose distinction or first division is affected by 0.01 of CGPA shall be eligible for condemnation of 0.01 CGPA on behalf of the Vice-Chancellor for which the candidate has apply separately.

## **7.0 AWARD OF DIVISION**

- 7.1** Division shall be awarded only after the final semester examination based on integrated performance of the candidate for all four years as per following details :

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

- 7.2** The grade sheet at the end of each even semester examination shall also show CGPA till end of that semester. The final examination grade sheet at the end of final semester of the course shall also indicate CGPA, equivalent percentage marks and the division awarded according to rule given at point 7.3.
- 7.3** The Conversion from grade to an equivalent percentage in a given academic program shall be according to the following formulas applicable :

$$\text{Percentage marks scored} = \frac{\text{CGPA obtained} \times 100}{10}$$

## **8.0 DURATION OF COURSE**

- 8.1** There shall be at least Fourteen weeks of teaching in every semester.
- 8.2** One hour of conduct in Lecture (L)/Tutorial (T)/Practical (P) per week shall be equal to one credit as allotted in the respective schemes.
- 8.3** A candidate may provisionally continue to attend next higher year, even if, the result of qualification year/ semester has not been declared. However, subsequently if he/she is not able to clear qualifying semester examination, the candidate cannot claim any right on the basis of his/her provisional admission.
- 8.4** The maximum duration of the course shall be eight years. However, for one mercy attempt can be granted to student by vice- Chancellor which should be not more than one year on satisfactory reasons.

**9.0 MERIT LIST**

**9.1** Branch wise final merit list of first ten (10) candidates in the order of merit shall be declared by the University only after the main examination of the eighth and final semester for B.Tech. degree, 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 semesters in single attempts.

**10.0 ATTENDENCE**

**10.1** Candidates appearing as regular students for any semester examination are required to attend 75 percent of the lectures delivered and the practical classes held separately in each subject of the course of study, provided that a short fall in attendance up to 10% and a further 5% can be condoned by the Director/Dean and Vice-Chancellor of the University, respectively for satisfactory reasons.

**11.0 MEDIUM OF INSTRUCTION AND EXAMINATION**

**11.1** English or Hindi as per the requirement of the course shall be the medium of instruction and examinations, which would be proposed by Board of Studies and approved by Vice Chancellor, Academic Council and Governing Body of the University.

**12.0 LEGAL JURISDICTION:**

All matters of any dispute shall be limited to Balaghat court only. The University reserves the rights to change configuration, courses, contents, fee structure, scheme of evaluation, time schedule of face to face programme and examination as per need.

**13.0** 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 consisting of any or all the Directors of the Departments/ Institutions /Schools. The decision of the Vice-Chancellor shall be final.

**14.0** The reservation to SC/ST/Other category candidates shall be applicable as per the norms of the State Government of Madhya Pradesh.

The University reserves the right to frame, amend or cancel any rule or a part there of at any time and the candidate shall be subjected to such rules made by the University from time to time.

**ORDINANCE No. 11, of 2018****DIPLOMA IN ENGINEERING (3 YEARS DIPLOMA COURSE)****1.0 THREE YEARS DIPLOMA PROGRAMMES**

Here after referred as Diploma in disciplines of Engineering/Technology or Vocation/ Occupation based disciplines of three-year (six-semester) duration, herein after called 3-YDP, shall be designated as DIPLOMA in respective Branch.

**1.1** This Diploma Programme shall include the branches of Agriculture, Applied Videography, Architecture , Automobile Engineering, Architecture And Interior Design, Architectural Assistantship, Cement Technology, Chemicals Engineering, Civil Engineering, Computer Science And Engineering, Construction Technology And Management, Computer Hardware And Maintenance, Costume Design And Dress Making, Electrical Engineering, Electronics & Telecommunication Engg., Electronics And Instrumentation, Electrical And Electronics Engineering, Electronics Engg., Fire & Safety Engg., Food Technology, Instrumentation Engg., Interior Decoration And Design, Information Technology, Mechanical Engineering, Metallurgy, Mining And Mine Surveying, Modern Office Mangement, Opto-Electronics, Ophthalmic Technology, Refinery And Petro, Plastic Technology Printing Technology, Production Engg., Refrigeration And Air Conditioning Engineering, Textile Design, Textile Technology.

**1.2** The studies and examinations of these Diploma programmes shall be on the basis of semester system.

**1.0 ADMISSIONS**

**2.1** The minimum qualification for admission to the first semester Diploma Programme shall be the qualifying 10<sup>th</sup> or higher examination under (10+2) scheme with science (Physics + Chemistry) and Mathematics (also securing pass marks in these subject individually) conducted by M.P. Board of Secondary Education or an equivalent examination from a recognized Board/University for all Diploma Programme mentioned in para 1.1 except Applied Videography, Architecture and Modern Office Management.



- 2.2** The minimum qualification for admission into first semester of Diploma Programme "APPLIED VIDEOGRAPHY and ARCHITECTURE" shall be the qualifying of higher secondary school certificate examination (10+2) scheme with Physics, Chemistry and Mathematics conducted by M.P. Board of Secondary Education or an equivalent examination from a recognized Board / University.
- 2.3** The minimum qualification for admission to first semester of Diploma Programme in "MODERN OFFICE MANAGEMENT" shall be the qualifying of higher secondary school certificate examination (10+2) scheme with any subject group conducted by M.P. Board of Secondary Education and equivalent examination from a recognized Board/University.
- 2.4** Candidates seeking admission to MINING AND MINE SURVEYING PROGRAMME should not be below the age of 16 years on 1st January of that year in which admission is sought. Candidates will be eligible for admission only after producing the required medical certificate as per the standards of working in mines. Women candidates are not eligible for admission to Mining and Mine Surveying Programme.
- 2.5** No credit / relaxation or exemption in courses or duration shall be granted to candidates for pursuing second Diploma programme of the University.
- 2.6** In general, the admission to Diploma Programmes shall be governed by the rules of Madhya Pradesh Private University Regulatory Commission.
- 2.7** **Lateral Entry:**  
Candidates who have qualified ITI course in related branch or equivalent shall be eligible to take admission into 3<sup>rd</sup> Semester / 2<sup>nd</sup> Year by Lateral Entry.

### **3.0 DURATION OF COURSE**

- 3.1** There shall be normally 90 days of teaching in every semester.
- 3.2** A candidate may provisionally continue his/ her studies in next higher semester/class after the examinations of the semester he/she had appeared. However, his/her eligibility shall be evaluated only after the results of semesters are declared in which he/she had appeared.
- 3.3** The maximum duration for passing all the courses (theory, practical and Industrial Training etc.) of the programme shall be SIX years for 3 years Diploma Programme, no separate time will be given to students for medical or any reason,— whatsoever. Candidates debarred from examination due to UFM cases or

any other reason will also have to clear their Diploma programme in the duration mentioned above. Names of those candidates, who are unable to clear their Diploma programme in the stipulated period, will be struck off from the roll list of the college and enrolment of the University.

- 3.4** If such a candidate decides again to enroll himself/herself for any of the Diploma programme, he/she will have to seek fresh admission as per the rule mentioned in clause 2.0 above and on seeking a fresh admission, such candidates will not be entitled for any credit or exemption from University for the courses passed by them in the previous Diploma programme of study.

#### **40 EXAMINATIONS**

- 41** There shall be University Examination at the end of each semester.

These Examinations common to all branches, shall be designated as follows:

**(a) FIRST YEAR**

- First Semester Diploma Exam. (Branch wise)
- Second Semester Diploma Exam. (Branch wise)

**(b) SECOND YEAR**

- Third semester Diploma Exam. (Branch wise)
- Fourth semester Diploma Exam. (Branch wise)

**(c) THIRD YEAR**

- Fifth semester Diploma Exam. (Branch wise)
- Sixth semester Diploma Exam. (Branch wise)

- 42** The examinations of First semester (I), Third semester (III) and Fifth semester (V) called odd semesters, shall generally be held in the months of November-December. Similarly the examinations of Second semester (II), Fourth semester (IV) and Sixth semester (VI) called even semesters, shall generally be held in the months of May- June.

- 43** There will be a full end semester examination consisting of theory and practicals.

- 44** For the evaluation of End of the Semester exam in Practical, one external examiner shall always be there and one internal examiner.

- 45** In case of change in curriculum of a diploma programme the student who seeks admission in higher semester shall have to study/appear in new and revised curriculum, however, university shall conduct the exams of old scheme for backlog subject papers.

**5.0 ELIGIBILITY FOR APPEARING IN THE EXAMINATION**

- 5.1** A candidate who has filled the examination form and has deposited the required amount of examination fee, he will be eligible to appear in the EXAMINATION, provided he/she has completed the required 75% of attendance in each theory and practical subject and also completed the prescribed seasonal work i.e. TERM WORK (if any) and LAB WORK (if any) as provided in the scheme of examination and has secured 60% marks in each TERM WORK and LAB WORK.
- 5.2** A candidate who has filled the examination form and has deposited the required amount of examination fees but has not complete the required 75% of attendance in each theory and practical subject will be detained from appearing in the semester EXAMINATION and similarly if the candidate has not completed the sessional work i.e., TERM and LAB WORK (if any), will also be detained from appearing in the semester examination. The completion of sessional works means that the candidate has successfully completed the sessional work by attending classes/practical regularly and has secured a minimum of 60% marks in each term and laboratory work. The seasonal work (Term work / lab work, if any) must be completed and submitted in the institution at least 15 days before the commencement of theory examination.
- 5.3** A candidate, who has filled the examination form and deposited the required amount of examination fees and also completed the condition mentioned in Clause 5.1 but could not appear in the semester EXAMINATION. For appearing in the same and/or next semester Examination, he/she will have to fill up the examination form and deposit prescribed examination fees. Fees already paid by him/her for the earlier Semester Examination shall not be adjusted/ refunded.
- 5.4** A candidate who has neither filled the EXAMINATION form nor deposited the required amount of EXAMINATION Fees for the Semester Examination and / or detained due to lack of prescribed attendance or submission of seasonal as prescribed in Clause 5.2 above will have no claim for appearing in the semester examination and such candidate will have to seek fresh admission in the same class in the next academic session as a regular candidate if he/she so desires and will have to repeat the course.
- 5.5** In case of change in curriculum of a Diploma programme, University shall conduct minimum two examinations in the previous curriculum and thereafter (if the need be) students shall have to appear in the equivalent courses of new and revised

curriculum however University shall conduct examination of those courses of previous curriculum (old), which do not have equivalent courses in the revised curriculum.

## 6.0 AWARD OF CREDITS AND GRADES

- 6.1** Each courses, along with its weight age in terms of units and equipments credits, shall be recommended by the concerned board of studies and approved by Academic council and Executive Council of the University.
- 6.2** A Student shall be continuously evaluated for his / her academic performance in a subject through tutorial work, practical, home assignments, mid-semester test, field work, seminars, quizzes, end semester examination and regularity as proposed be respective board of studies and approved by Academic council and Executive Council of the University.
- 6.3** The distribution of weightage/marks for each component shall be decided by the respective of Board of Studies and approved by Academic Council of University and Executive Council of the University subjective to such stipulation as given under :

### (a) Theory Block

i.	Quizzes, Assignments and Regularity	10%
ii.	Mid – Semester Test	20%
iii.	End – Semester Examination	70%
<b>Total</b>		<b>100%</b>

### (b) Practical Block

i.	Lab Work & Performance, Quizzes, Assignments and Regularity	40%
iii.	End – Semester Examination	60%
<b>Total</b>		<b>100%</b>

- 6.4** Practical training and project work shall be treated as practical subjects.
- 6.5** In each semester, the institute will be required to conduct at least two mid semester tests.
- 6.6** Each student Registered for a courses, shall be awarded grade by the concerned faculty/ faculties for the specific subject/paper. The grades awarded to a student shall depend upon his continuous evaluation through performance in various

examinations, assignments, quizzes, laboratory work, class work, mid semester test and regularity. The grades to be used their numerical equivalents are as under:

**Choice Based Grading System**

Grade	%Marks Range(based on absolute marks System)	Grade point	Description of performance
A <sup>+</sup>	91-100	10	Outstanding
A	81-90	9	Excellent
B <sup>+</sup>	71-80	8	Very Good
B	61-70	7	Good
C <sup>+</sup>	51-60	6	Average
C	41-50	5	Satisfactory
D	31-40	4	Marginal
F	30 & Below	0	Fail
I		0	Incomplete
W		0	Withdrawal

- 6.7 The semester grade points average (SGPA) and cumulative grade point average (CGPA) shall be evaluated as under :

$$SGPA = \frac{\sum_{i=1}^n C_i P_i}{\sum_{i=1}^n C_i}$$

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

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

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

- 6.2** The grade sheet at the end of each even semester examination shall show CGPA at the end of that semester. The final examination grade sheet at the end of final semester examination shall also indicate CGPA, equivalent percentage marks and the division awarded according to the rule given in the point 9.0 of the Ordinance.

### **7.0 PROMOTION TO HIGHER SEMESTER / CLASS**

- 7.1** A candidate who has taken admission and has appeared in the examination of odd semester of a particular year will be automatically promoted to even semester of that year irrespective of failing in any number of theory or practical of that semester.
- 7.2** To qualify a particular subject or course the minimum required grade is D and the candidate should separately score minimum grade D in end semester examination of theory and practical parts of subjects/courses.
- 7.3** A candidate who has appeared in the second semester examination shall be promoted to third semester even if he/she could not pass/clear upto a maximum number of five subjects/courses (theory & practical parts are considered as separate subjects) in the first and second semesters taken together.
- 7.4** A candidate who has appeared in the fourth semester examination to be promoted to fifth semester should fulfill the following criteria :
- (a) He/she has to clear first and second end semester examination with a minimum D Grade in all theory and practical parts of each subject with a minimum CGPA of 5.0 in first year.
  - (b) Shall be promoted to fifth semester even if he/she could not pass upto a maximum number of five (theory and practical parts are considered as separate subjects) in third and fourth semester taken together.
- 7.5** A candidate who fails to satisfy the condition of 7.3 or 7.4 shall become an Ex-student.
- 7.6** If a candidate has passed all the subjects of an applicable year but has failed to secure a minimum CGPA of 5.0, such candidate shall be permitted to improve

requisite grade points by reappearing in a maximum of four theory/practical subjects in the ensuing examination.

### 8.6 RULES OF PASSING

- 8.1** A candidate shall be declared passed if he/she clears all subjects/courses (theory & practical) of first to sixth semester with minimum grade D. Declared failed if he/she has failed in any number of courses (subjects) of sixth semester and/or of the previous semesters and number of failed courses (subjects). The students belonging to this category will be treated as ex-student for future examinations.
- 8.2** There will be no minimum grade point to pass for mid semester test.
- 8.3** For the award of diploma the required Cumulative Grade Point Average (CGPA) is 5.0.
- 8.4** The result of the candidate will be withheld if he/she clears all courses/subjects of sixth semester but could not clear the courses/subjects of previous semester.

### 9.0 AWARD OF DIVISION

- 9.1** Division shall be awarded only after the final semester examination based on integrated performance of the candidate as per following details :

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

- 9.2** The grade sheet at the end of each even semester examination shall also show CGPA till end of that sem. The final examination grade sheet at the end of final semester of the course shall also indicate CGPA, equivalent percentage marks and the division awarded according to rule given at point 9.3.
- 9.3** The Conversion from grade to an equivalent percentage in a given academic program shall be according to the following formulas applicable :

$$\text{Percentage marks scored} = \frac{\text{CGPA obtained} \times 100}{10}$$

- 9.4** A candidate who is either awarded compartment or declared failed and appears in the subsequent examination in compartmental /failed courses (subjects), he/she will also be awarded division consistent with his/her aggregate arrived at by adding the actual marks obtained by him/her in the compartmental-or failed courses (subjects) when cleared by him/her.

In case any discrepancy in respect of any candidate is noticed regarding his eligibility or otherwise even after declaration of result, the University reserves the right to amend or cancel the result of such candidate.

#### **10.0 RULES FOR CONDONATION OF DEFICIENCY IN MARKS**

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

- 10.1** Deficiency up to a total of 5 marks is condoned to the best advantage of the candidate for passing the examination, provided the candidate fails in maximum of two theory papers. This facility shall be available only to those candidates who pass that particular semester examination in full by availing 5 grace marks in the courses in which candidate has appeared in current examination.
- 10.2** While declaring result of the candidate no marks shall be added to or subtracted from the aggregate for the deficiency condoned as above. However, he/she will pass the course (subject) cleared through clause 10.1. After condoning the deficiency the candidate's result shall be declared in the division, for which the aggregate obtained by him/her entitles.
- 10.3** One grace mark will be awarded to the candidate who is failing/missing distinction/missing first division by one mark, on behalf of the Vice-Chancellor in the Diploma examination. This benefit will not, however, be available to a candidate getting advantage under clause 10.1.

#### **11.0 DECLARATION OF MERIT LISTS**

- 11.1** University shall declare the final Branch wise merit list only after the main examination of the sixth and final semester for DIPLOMA. The merit list shall include the first ten candidates securing at least First Division and passing all the semesters' examinations in single attempts.

#### **12.0 RULES FOR ATTENDANCE**

- 12.1** Candidates appearing as regular students for any semester examination are required to attend 75 percent of the lectures delivered and of the practical classes held separately in each course of study, provided that a short fall in attendance up to 10% and a further 5% can be condoned by the Director/Dean and Vice-Chancellor of the University respectively for satisfactory reasons.



**13.0 RULES FOR PURSUING SECOND DIPLOMA PROGRAMME**

**13.1** Candidates are allowed to enroll for second diploma programme of the University, after acquiring one Diploma of Engineering/Technology disciplines, but admission for above course is as per clause 2.0.

**14.0 LEGAL JURISDICTION:**

All matters of any dispute shall be limited to Balaghat court only. The University reserves the rights to change configuration, courses, contents, fee structure, scheme of evaluation, time schedule of face to face programme and examination as per need.

**14.1** 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 consisting of any or all the Directors of the Departments/ Institutions /Schools. The decision of the Vice-Chancellor shall be final.

**14.2** The Reservation to SC/ST/Other category candidates shall be applicable as per the norms of the State Government of Madhya Pradesh.

The University reserves the right to frame, amend or cancel any rule or a part there of at any time and the candidate shall be subjected to such rules made by the University from time to time.

## ORDINANCE No. 12, of 2018

**4 YEARS PART TIME DIPLOMA PROGRAMME****10 FOUR YEARS DIPLOMA PROGRAMMES**

Here after referred as Part Time Diploma in disciplines of Engineering/Technology or Vocation/ Occupation based disciplines of four-year (eight-semester) duration, herein after called 4-YDP, shall be designated as DIPLOMA in respective Branch.

1.1 This Diploma Programme shall include the branches of Agriculture, Applied Videography, Architecture , Automobile Engineering, Architecture And Interior Design, Architectural Assistantship, Cement Technology, Chemicals Engineering, Civil Engineering, Computer Science And Engineering, Construction Technology And Management, Computer Hardware And Maintenance, Costume Design And Dress Making, Electrical Engineering, Electronics & Telecommunication Engg., Electronics And Instrumentation, Electrical And Electronics Engineering, Electronics Engg., Fire & Safety Engg., Food Technology, Instrumentation Engg., Interior Decoration And Design, Information Technology, Mechanical Engineering, Metallurgy, Mining And Mine Surveying, Modern Office Management, Opto-Electronics, Ophthalmic Technology, Refinery And Petro, Plastic Technology Printing Technology, Production Engg., Refrigeration And Air Conditioning Engineering, Textile Design, Textile Technology.

1.2 The studies and examinations of these Diploma programmes shall be on the basis of semester system.

**20 ADMISSIONS**

2.1 The minimum qualification for admission to the first semester Diploma Programme shall be the qualifying 10<sup>th</sup> or higher examination under (10+2) scheme with science (Physics + Chemistry) and Mathematics (also securing pass marks in these subject individually) conducted by M.P. Board of Secondary Education or an equivalent examination from a recognized Board/University.

2.2 The minimum qualification for admission into first semester of Diploma Programme "APPLIED VIDEOGRAPHY and ARCHITECTURE" shall be the qualifying of higher secondary school certificate examination (10+2) scheme with

Physics, Chemistry and Mathematics conducted by M.P. Board of Secondary Education or an equivalent examination from a recognized Board / University.

- 2.3** The minimum qualification for admission to first semester of Diploma Programme in "MODERN OFFICE MANAGEMENT" shall be the qualifying of higher secondary school certificate examination (10+2) scheme with any subject group conducted by M.P. Board of Secondary Education and equivalent examination from a recognized Board/University.
- 2.4** Candidates seeking admission to MINING AND MINE SURVEYING PROGRAMME should not be below the age of 16 years on 1st January of that year in which admission is sought. Candidates will be eligible for admission only after producing the required medical certificate as per the standards of working in mines. Women candidates are not eligible for admission to Mining and Mine Surveying Programme.
- 2.5** No credit / relaxation or exemption in courses or duration shall be granted to candidates for pursuing second Diploma programme of the University.
- 2.6** In general, the admission to Diploma Programmes shall be governed by the rules of Madhya Pradesh Private University Regulatory Commission.
- 2.7** **Lateral Entry:**  
Candidates who have qualified ITI course in related branch or equivalent shall be eligible to take admission into 3<sup>rd</sup> Semester / 2<sup>nd</sup> Year by Lateral Entry.

### **30 DURATION OF COURSE**

- 3.1** There shall be normally 90 days of teaching in every semester.
- 3.2** A candidate may provisionally continue his/ her studies in next higher semester/class after the examinations of the semester he/she had appeared. However, his/her eligibility shall be evaluated only after the results of semesters are declared in which he/she had appeared.
- 3.3** The maximum duration for passing all the courses (theory, practical and Industrial Training etc.) of the programme shall be SIX years for 4 years Diploma Programme, no separate time will be given to students for medical or any reason,— whatsoever. Candidates debarred from examination due to UFM cases or any other reason will also have to clear their Diploma programme in the duration mentioned above. Names of those candidates, who are unable to clear their Diploma programme in the stipulated period, will be struck off from the roll list of the college and enrolment of the University.

- 34 If such a candidate decides again to enroll himself/herself for any of the Diploma programme, he/she will have to seek fresh admission as per the rule mentioned in clause 2.0 above and on seeking a fresh admission, such candidates will not be entitled for any credit or exemption from University for the courses passed by them in the previous Diploma programme of study.

#### 40 EXAMINATIONS

- 41 There shall be University Examination at the end of each semester.

These Examinations common to all branches, shall be designated as follows:

(a) FIRST YEAR

- First Semester Diploma Exam. (Branch wise)
- Second Semester Diploma Exam. (Branch wise)

(b) SECOND YEAR

- Third semester Diploma Exam. (Branch wise)
- Fourth semester Diploma Exam. (Branch wise)

(c) THIRD YEAR

- Fifth semester Diploma Exam. (Branch wise)
- Sixth semester Diploma Exam. (Branch wise)

(d) FOURTH YEAR

- Seventh semester Diploma Exam. (Branch wise)
- Eighth semester Diploma Exam. (Branch wise)

- 42 The examinations of First semester (I), Third semester (III), Fifth semester (V) and Seventh semester (VII) called odd semesters, shall generally be held in the months of November-December. Similarly the examinations of Second semester (II), Fourth semester (IV), Sixth semester (VI) and Eighth semester (VIII) called even semesters, shall generally be held in the months of May- June, the dates of which shall be notified to all the concerned Colleges/Institutions.

- 43 There will be full end semester examination consisting of theory paper and practicals.

- 44 For the evaluation of End of the Semester exam in Practical, one external examiner shall always be there and one internal examiner.

- 45 In case of change in curriculum of a diploma programme the student who seeks admission in higher semester shall have to study/appear in new and revised curriculum, however, university shall conduct the exams of old scheme for backlog subject papers.

**5.0 ELIGIBILITY FOR APPEARING IN THE EXAMINATION**

- 5.1** A candidate who has filled the examination form and has deposited the required amount of examination fee, he will be eligible to appear in the EXAMINATION, provided he/she has completed the required 75% of attendance in each theory and practical subject and also completed the prescribed seasonal work i.e. TERM WORK (if any) and LAB WORK (if any) as provided in the scheme of examination and has secured 60% marks in each TERM WORK and LAB WORK.
- 5.2** A candidate who has filled the examination form and has deposited the required amount of examination fees but has not complete the required 75% of attendance in each theory and practical subject will be detained from appearing in the semester EXAMINATION and similarly if the candidate has not completed the sessional work i.e., TERM and LAB WORK (if any), will also be detained from appearing in the semester examination. The completion of sessional works means that the candidate has successfully completed the sessional work by attending classes/practical regularly and has secured a minimum of 60% marks in each Term and laboratory work. The seasonal work (Term work / lab work, if any) must be completed and submitted in the institution at least 15 days before the commencement of theory examination.
- 5.3** A candidate, who has filled the examination form and deposited the required amount of examination fees and also completed the condition mentioned in Clause 5.1 but could not appear in the semester EXAMINATION. For appearing in the same and/or next semester Examination, he/she will have to fill up the examination form and deposit prescribed examination fees. Fees already paid by him/her for the earlier Semester Examination shall not be adjusted/ refunded.
- 5.4** A candidate who has neither filled the EXAMINATION form nor deposited the required amount of EXAMINATION Fees for the Semester Examination and / or detained due to lack of prescribed attendance or submission of seasonal as prescribed in Clause 5.2 above will have no claim for appearing in the semester examination and such candidate will have to seek fresh admission in the same class in the next academic session as a regular candidate if he/she so desires and will have to repeat the course. The student will be granted re-admission by the principal of the concerned institution against the seals earmarked for the repeater candidate, if available.

- 5.5 In case of change in curriculum of a Diploma programme, University shall conduct minimum two examinations in the previous curriculum and thereafter (if the need be) students shall have to appear in the equivalent courses of new and revised curriculum however University shall conduct examination of those courses of previous curriculum (old), which do not have equivalent courses in the revised curriculum.

**6.0 AWARD OF CREDITS AND GRADES**

- 6.1 Each courses, along with its weight age in terms of units and equipments credits, shall be recommended by the concerned board of studies and approved by Academic council and Executive Council of the University.
- 6.2 A Student shall be continuously evaluated for his / her academic performance in a subject through tutorial work, practical, home assignments, mid-semester test, field work, seminars, quizzes, end semester examination and regularity as proposed be respective board of studies and approved by Academic council and Executive Council of the University.
- 6.3 The distribution of weightage/marks for each component shall be decided by the respective of Board of Studies and approved by Academic Council of University and Executive Council of the University subjective to such stipulation as given under :

**(a) Theory Block**

i.	Quizzes, Assignments and Regularity	10%
ii.	Mid – Semester Test	20%
iii.	End – Semester Examination	70%
<b>Total</b>		<b>100%</b>

**(b) Practical Block**

i.	Lab Work & Performance, Quizzes, Assignments and Regularity	40%
iii.	End – Semester Examination	60%
<b>Total</b>		<b>100%</b>

- 6.4 Practical training and project work shall be treated as practical subjects.
- 6.5 In each semester, the institute will be required to conduct at least two mid semester tests.

- 6.6 Each student Registered for a courses, shall be awarded grade by the concerned faculty/ faculties for the specific subject/paper. The grades awarded to a student shall depend upon his continuous evaluation through performance in various examinations, assignments, quizzes, laboratory work, class work, mid semester test and regularity. The grades to be used their numerical equivalents are as under:

#### Choice Based Grading System

Grade	%Marks Range(based on absolute marks System)	Grade point	Description of performance
A <sup>+</sup>	91-100	10	Outstanding
A	81-90	9	Excellent
B <sup>+</sup>	71-80	8	Very Good
B	61-70	7	Good
C <sup>+</sup>	51-60	6	Average
C	41-50	5	Satisfactory
D	31-40	4	Marginal
F	30 & Below	0	Fail
I		0	Incomplete
W		0	Withdrawal

- 6.7 The semester grade points average (SGPA) and cumulative grade point average (CGPA) shall be evaluated as under :

$$SGPA = \frac{\sum_{i=1}^n C_i P_i}{\sum_{i=1}^n C_i}$$

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

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

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

- 6.8** The grade sheet at the end of each even semester examination shall show CGPA till end of that semester. The final examination grade sheet at the end of final semester examination shall also indicate CGPA, equivalent percentage marks and the division awarded according to the rule given in the point 9.0 of the Ordinance.

## **7.0 RULES FOR PROMOTION TO HIGHER SEMESTER / CLASS**

- 7.1** A candidate who has taken admission and has appeared in the examination of odd semester of a particular year will be automatically promoted to even semester of that year irrespective of failing in any number of theory or practical of that semester.
- 7.2** To qualify a particular subject or course the minimum required grade is D and the candidate should separately score minimum grade D in end semester examination of theory and practical parts of subjects/courses.
- 7.3** A candidate who has appeared in the second semester examination shall be promoted to third semester even if he/she could not pass/clear upto a maximum number of five subjects/courses (theory & practical parts are considered as separate subjects) in the first and second semesters taken together.
- 7.4** A candidate who has appeared in the fourth semester examination to be promoted to fifth semester should fulfill the following criteria :
- (a) He/she has to clear first and second end semester examination with a minimum D Grade in all theory and practical parts of each subject with a minimum CGPA of 5.0 in first year.



(b) Shall be promoted to fifth semester even if he/she could not pass upto a maximum number of five (theory and practical parts are considered as separate subjects) in third and fourth semester taken together.

(c) Candidate will be promoted to Seventh and Eighth semester irrespective of failing in sixth and Seventh semester examination.

7.5 A candidate who fails to satisfy the condition of 7.3 or 7.4 shall become an Ex-student.

7.6 If a candidate has passed all the subjects of an applicable year but has failed to score a minimum CGPA of 5.0, such candidate shall be permitted to improve requisite grade points by reappearing in a maximum of four theory/practical subjects in the ensuing examination.

### 8.0 RULES OF PASSING

8.1 A candidate shall be declared passed if he/she clears all subjects/courses (theory & practical) of first to sixth semester with minimum grade D. Declared failed if he/she has failed in any number of courses (subjects) of sixth semester and/or of the previous semesters and number of failed courses (subjects). The students belonging to this category will be treated as ex-student for future examinations.

8.2 There will be no minimum grade point to pass for mid semester test.

8.3 For the award of diploma the required Cumulative Grade Point Average (CGPA) is 5.0.

8.4 The result of the candidate will be withheld if he/she clears all courses/subjects of Eighth semester but could not clear the courses/subjects of previous semester.

### 9.0 AWARD OF DIVISION

9.1 Division shall be awarded only after the final semester examination based on integrated performance of the candidate for all four years as per following details :

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

9.2 The grade sheet at the end of each even semester examination shall also show CGPA till end of that sem. The final examination grade sheet at the end of final semester of the course shall also indicate CGPA, equivalent percentage marks and the division awarded according to rule given at point 9.3.

- 9.3 The Conversion from grade to an equivalent percentage in a given academic program shall be according to the following formulas applicable :

$$\text{Percentage marks scored} = \frac{\text{CGPA obtained} \times 100}{10}$$

- 9.4 A candidate who is either awarded compartment or declared failed and appears in the subsequent examination in compartmental /failed courses (subjects), he/she will also be awarded division consistent with his/her aggregate arrived at by adding the actual marks obtained by him/her in the compartmental or failed courses (subjects) when cleared by him/her.

In case any discrepancy in respect of any candidate is noticed regarding his eligibility or otherwise even after declaration of result, the University reserves the right to amend or cancel the result of such candidate.

#### 10.0 RULES FOR CONDONATION OF DEFICIENCY IN MARKS

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

- 10.1 Deficiency up to a total of 5 marks is condoned to the best advantage of the candidate for passing the examination, provided the candidate fails in maximum of two theory papers. This facility shall be available only to those candidates who pass that particular semester examination in full by availing 5 grace marks in the courses in which candidate has appeared in current examination.
- 10.2 While declaring result of the candidate no marks shall be added to or subtracted from the aggregate for the deficiency condoned as above. However, he/she will pass the course (subject) cleared through clause 10.1. After condoning the deficiency the candidate's result shall be declared in the division, for which the aggregate obtained by him/her entitles.
- 10.3 One grace mark will be awarded to the candidate who is failing/missing distinction/missing first division by one mark, on behalf of the Vice-Chancellor in the Diploma examination. This benefit will not, however, be available to a candidate getting advantage under clause 10.1.

**11.0 DECLARATION OF MERIT LISTS**

- 11.1** University shall declare the final Branch wise merit list only after the main examination of the Eighth and final semester for DIPLOMA. The merit list shall include the first ten candidates securing at least First Division and passing all the semesters examinations in single attempts.

**12.0 RULES FOR ATTENDANCE**

- 12.1** Candidates appearing as regular students for any semester examination are required to attend 75 percent of the lectures delivered and of the practical classes held separately in each course of study, provided that a short fall in attendance up to 10% and a further 5% can be condoned by the Director/Dean and Vice- Chancellor of the University respectively for satisfactory reasons.
- 12.2** If a student remains absent from classes, without assigning any reason, he/she will have to pay fine as prescribed by the university.

**13.0 RULES FOR PURSUING SECOND DIPLOMA PROGRAMME**

- 13.1** Candidates are allowed to enroll for second diploma programme of the University, after acquiring one Diploma of Engineering/Technology disciplines, but admission for above course is as per clause 2.0.

**14.0 LEGAL JURISDICTION:**

All matters of any dispute shall be limited to Balaghat court only. The University reserves the rights to change configuration, courses, contents, fee structure, scheme of evaluation, time schedule of face to face programme and examination as per need.

- 15.0** 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 consisting of any or all the Directors of the Departments/ Institutions /Schools. The decision of the Vice-Chancellor shall be final.

- 16.0** The Reservation to SC/ST/Other category candidates shall be applicable as per the norms of the State Government of Madhya Pradesh.

**The University reserves the right to frame, amend or cancel any rule or a part there of at any time and the candidate shall be subjected to such rules made by the University form time to time.**

**ORDINANCE No. 13, of 2018****B.TECH. (HONORS) AGRICULTURAL ENGINEERING**

**1.0** The duration of course is 4 Years, spread to 8 Semester.

**2.0** **ADMISSION**

**2.1** Eligibility Criteria

A candidate shall be eligible for admission to B.Tech. (Honors) Agricultural Engineering, if he/she is physically fit to carry out field work related with agricultural activities and has :

**2.1.1** Passed the (10+2) / Intermediate with PCM (P- Physics, C-Chemistry, M-Mathematics) from a recognised Board/university or any other equivalent.

**2.1.2** Obtained at least 50% marks in aggregate. Relaxation is given as per State Govt. /UGC & University Rules.

**2.1.3** Candidates appearing at the respective qualifying examinations shall be eligible to appear at the entrance examination but shall have to provide the proof of passing the said examination as and when called for, prior to their admission.

**2.2** Admission under this Course will be made as follows:

**2.2.1** The University will issue admission notifications in newspapers, on the University's website, notice board of the university and in other publicity media before the start of every cycle. Alternately University may decide to conduct an Online/Offline admission test for which also notification will be issued.

**2.2.2** List of candidates provisionally selected for admission /shortlisted based on merit will be displayed on the notice board of the University/ University's website/or the students will be informed directly of their admission after the last date of application.

**2.2.3** The application form may be rejected due to any of the following reasons :

- The candidates does not fulfill the eligibility conditions.
- The prescribed fee is not enclosed.

- The application form is not signed by the candidate and his/her parent, guardian, wherever required.
- Supporting documents for admission not enclosed.

2.2.4 Enrollment/Registration number will be assigned to the student by the University after verification & submission of all the necessary documents/fees.

2.2.5 Admission process as framed by the University shall be applicable for all admission from time to time.

2.2.6 The fees for each course shall be decided by Board of Management of University the Number of seats in each courses will be as per Statute.

### 3.0 MEDIUM OF INSTRUCTION AND EXAMINATION

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

### 4.0 EXAMINATIONS

4.1 There will be one University Examination at the end of each semester. These examinations will be designated as follows :

(a) During First Year

First Semester B.Tech. (Honors) Agricultural Engineering Exam,  
Second Semester B.Tech. (Honors) Agricultural Engineering Exam

(b) During Second Year

Third Semester B.Tech. (Honors) Agricultural Engineering Exam,  
Fourth Semester B.Tech. (Honors) Agricultural Engineering Exam

(c) During Third Year

Fifth Semester B.Tech. (Honors) Agricultural Engineering Exam,  
Sixth Semester B.Tech. (Honors) Agricultural Engineering Exam

(d) During Fourth Year

Seventh Semester B.Tech. (Honors) Agricultural Engineering Exam,  
Eighth Semester B.Tech. (Honors) Agricultural Engineering Exam

4.2 The semester examination will generally be held in Nov-Dec. and April-May in each year.

4.3 There will be a full examination at the end of each semester consisting of end semester of theory and practical. The internal assessment will be held in the manner prescribed of the University from time to time.

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

- i) Attended at least 75% of lectures and practicals delivered separately.
- ii) Paid all the fees due.
- iii) Obtained 'No Dues' certificate from the concerned Department/College.
- iv) Submitted the job internship certificate/Project Report, as notified in the Syllabus.
- v) Received in-field training as prescribed in the syllabus.

Clause (i) above shall not be applicable to Private/Ex candidates.

## 5.0 PROMOTION TO HIGHER SEMESTER AND YEAR

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

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

5.3 A candidate, who has taken admission in odd and has appeared in the examination of odd semester of a particular year, will automatically be promoted to even semester of that year irrespective of failing in any number of subjects of previous semester.

5.4 A candidate may provisionally continue to attend next higher year, even if, the result of qualifying year/ semester has not been declared. However, subsequently if he/she is not able to clear qualifying semester examination, the candidate cannot claim any right on the basis of his/her provisional admission.

5.5 For passing the examination the candidate will be required to secure at least 'C' Grade in University examination separately in the term-end theory practical and internal assessment in each of the prescribed paper.

**Provided further,** that if a candidate fails in some papers in any semester examination, he/she may be allowed to appear as an ex-student in the next examination of the same semester.

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

**5.5.2** Provided further that the students secure minimum 50% aggregate and above to secure divisions.

**5.5.3** A candidate who clears all the subjects of 2<sup>nd</sup> semester examination or fails in one or more subjects of the same, will be allowed admission in 3<sup>rd</sup> semester.

**5.5.4** A candidate will not be admitted in 5<sup>th</sup> and higher semester unless he/she has passed 1<sup>st</sup> & 2<sup>nd</sup> semester completely. A candidates shall not be admitted in 7<sup>th</sup> semester unless he/she has passed 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup> & 4<sup>th</sup> Semester.

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

The grades to be used their numerical equivalents are as under:

#### Choice Based Grading System

Grade	Percentage of Marks Obtained	Conversion into Points
A <sup>++</sup>	100	10
A <sup>+</sup>	90 to <100	9 to <10
A	80 to <90	8 to <9
B <sup>+</sup>	70 to <80	7 to <8
C <sup>+</sup>	60 to <70	6 to <7
C	50 to <60	5 to <6
F	<50 (Fail)	<5
	Eg. 80.76	8.076
	43.60	4.360
	72.50 (but shortage in attendance)	Fail (1 point)

- 5.6** The semester grade points average (SGPA) and cumulative grade point average (CGPA) shall be evaluated as under :

$$SGPA = \frac{\sum_{i=1}^n C_i P_i}{\sum_{i=1}^n C_i}$$

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

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

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

- 5.7** The grade sheet at end of each even semester examination for students shall also show CGPA till end of that semester. The final examination grade sheet at the end of final semester examination of the course shall also indicate CGPA, equivalent percentage marks and the division awarded, according to the rule as given in clause 7 of this ordinance.
- 5.8** A candidate appearing in seventh semester after eighth semester will not be issued any Grade Sheet or Provisional Certificate after eighth semester until he has passed all the semesters.

## **6.0 CONDONATION OF DEFICIENCIES**

- 6.1** Deficiency up to five marks can be condoned to the best of the advantage of the student for passing the examination. The Deficiency can be condoned is not more than two subjects (Theory and Practical of the same subjects shall be considered as two separate subjects for the purpose of awarding grace marks)



- 6.2 One grace mark will be given to the candidate who is missing distinction/ first division by one mark, on behalf of the Vice-Chancellor in the B.Tech. (Honors) Agricultural Engineering examination. This benefit will not, however, be available to a candidate getting advantage under clause 6.1.

## 7.0 AWARD OF DIVISION

- 7.1 Division shall be awarded only after the final semester examination based on integrated performance of the candidate for all four years as per following details :

CGPA Score	Divisions
8.000 and above	I Division with Distinction
7.000 -7.999	I Division
6.000-6.999	II Division
5.000-5.999	Pass

- 7.2 The grade sheet at the end of each even semester examination shall also show CGPA till end of that sem. The final examination grade sheet at the end of final semester of the course shall also indicate CGPA, equivalent percentage marks and the division awarded according to rule given at point 7.3.
- 7.3 The Conversion from grade to an equivalent percentage in a given academic program shall be according to the following formulas applicable :

$$\text{Percentage marks scored} = \frac{\text{CGPA obtained} \times 100}{10}$$

## 8.0 MERIT LISTS

- 8.1 Merit list of first 10 candidates in the order of merit shall be declared at the end of each academic cycle from amongst the candidates who have passed in one attempt.

## 9.0 MAXIMUM DURATION OF COMPLETION OF COURSE

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

**10.0 ATTENDENCE**

**10.1** Candidates appearing as regular students for any semester examination are required to attend 75 percent of the lectures delivered and the practical classes held separately in each subject of the course of study, provided that a short fall in attendance up to 10% and a further 5% can be condoned by the principal of the college and Vice-Chancellor of the University, respectively for satisfactory reasons.

**11.0 LEGAL JURISDICTION:**

All matters of any dispute shall be limited to Balaghat court only. The University reserves the rights to change configuration, courses, contents, fee structure, scheme of evaluation, time schedule of face to face programme and examination as per need.

**12.0** 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 Departments/ Institutions /Schools. The decision of the Vice-Chancellor shall be final.

**13.0** The reservation to SC/ST/Other category candidates shall be applicable as per the norms of the State Government of Madhya Pradesh.

**The University reserves the right to frame, amend or cancel any rule or a part thereof at any time and the candidate shall be subjected to such rules made by the University from time to time.**

**ORDINANCE No. 14, of 2018**

- I) **B.Sc. (HONORS) AGRICULTURE**  
II) **B.Sc. (HONORS) HORTICULTURE**  
III) **B.Sc. (HONORS) FORESTRY**

**1.0** The duration of course is 4 Years, spread to 8 Semester.

**2.0 ADMISSION****2.1 Eligibility Criteria**

A candidate shall be eligible for admission to B.Sc. (Honors) Agriculture, B.Sc. (Honors) Horticulture, B.Sc. (Honors) Forestry, if he/she is physically fit to carry out field work related with agricultural activities and has:

**2.1.1** Passed the (10+2)/Intermediate examination in Agriculture or in Science (with Physics, Chemistry and Mathematics/Biology) or any other equivalent.

**2.1.2** Obtained at least 50% marks in aggregate. Relaxation is given as per State Govt. /UGC & University Rules.

**2.1.3** Candidates appearing at the respective qualifying examinations shall be eligible to appear at the entrance examination but shall have to provide the proof of passing the said examination as and when called for, prior to their admission.

**2.2 Admission under this Course will be made as follows :**

**2.2.1** The University will issue admission notifications in newspapers, on the University's website, notice board of the university and in other publicity media before the start of every cycle. Alternately University may decide to conduct an Online/Offline admission test for which also notification will be issued.

**2.2.2** List of candidates provisionally selected for admission /shortlisted based on merit will be displayed on the notice board of the University/ University's website/or the students will be informed directly of their admission after the last date of application.

**2.2.3** The application form may be rejected due to any of the following reasons :

- The candidates does not fulfill the eligibility conditions.

- The prescribed fee is not enclosed.
- The application form is not signed by the candidate and his/her parent, guardian, wherever required.
- Supporting documents for admission not enclosed.

- 2.2.4** Enrollment / Registration number will be assigned to the student by the University after verification & submission of all the necessary documents / fees.
- 2.2.5** Admission process as framed by the University shall be applicable for all admission from time to time.
- 2.2.6** The fees for each course shall be decided by Board of Management of University the Number of seats in each courses will be as per Statute.

### **3.0 MEDIUM OF INSTRUCTION AND EXAMINATION**

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

### **4.0 EXAMINATIONS**

**4.1** There will be one University Examination at the end of each semester.

These examinations will be designated as follows :

(a) During First Year

First Semester B.Sc. (Honors) Agriculture/Horticulture/Forestry Exam,

Second Semester B.Sc. (Honors) Agriculture/Horticulture/Forestry Exam

(b) During Second Year

Third Semester B.Sc. (Honors) Agriculture/Horticulture/Forestry Exam,

Fourth Semester B.Sc. (Honors) Agriculture/Horticulture/Forestry Exam

(c) During Third Year

Fifth Semester B.Sc. (Honors) Agriculture/Horticulture/Forestry Exam,

Sixth Semester B.Sc. (Honors) Agriculture/Horticulture/Forestry Exam

(d) During Fourth Year

Seventh Semester B.Sc. (Honors) Agriculture/Horticulture/Forestry Exam,

Eighth Semester B.Sc. (Honors) Agriculture/Horticulture/Forestry Exam

**4.2** The semester examination will generally be held in Nov-Dec. and April-May in each year.

- 4.3** There will be a full examination at the end of each semester consisting of end semester of theory and practical.
- 4.4** No candidate shall be allowed to take the term-end Semester Examination unless one has:
- i) Attended at least 75% of lectures and practicals delivered separately.
  - ii) Paid all the fees due.
  - iii) Obtained 'No Dues' certificate from the concerned Department/College.
  - iv) Submitted the job internship certificate/Project Report, as notified in the Syllabus.
  - v) Received in-field training as prescribed in the syllabus.
- Clause (i) above shall not be applicable to Private/Ex candidates.

#### **5.0 PROMOTION TO HIGHER SEMESTER AND YEAR**

- 5.1** There shall be no supplementary or second examination in between the semester exam.
- 5.2** A candidate may provisionally continue his/her studies in higher semester class after the examinations of the semester he/she appeared is over. However, his/her eligibility shall be evaluated only after the results of semesters are declared at which he/she had appeared.
- 5.3** A candidate, who has taken admission in odd and has appeared in the examination of odd semester of a particular year, will automatically be promoted to even semester of that year irrespective of failing in any number of subjects of previous semester.
- 5.4** A candidate may provisionally continue to attend next higher year, even if, the result of qualifying year/ semester has not been declared. However, subsequently if he/she is not able to clear qualifying semester examination, the candidate cannot claim any right on the basis of his/her provisional admission.
- 5.5** For passing the examination the candidate will be required to secure at least 'C' Grade in University examination separately in the term-end theory practical and internal assessment in each of the prescribed paper.

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

- 5.5.1** A candidate who clears all the subjects of 1<sup>st</sup> semester examination or fails in one or more subjects of the same, will be allowed admission in the 2<sup>nd</sup> semester.
- 5.5.2** Provided further that the students secure minimum 50% aggregate and above to secure divisions.
- 5.5.3** A candidate who clears all the subjects of 2<sup>nd</sup> semester examination or fails in one or more subjects of the same, will be allowed admission in 3<sup>rd</sup> semester.
- 5.5.4** A candidate will not be admitted in 5<sup>th</sup> and higher semester unless he/she has passed 1<sup>st</sup> & 2<sup>nd</sup> semester completely. A candidates shall not be admitted in 7<sup>th</sup> semester unless he/she has passed 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup> & 4<sup>th</sup> Semester.

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

The grades to be used their numerical equivalents are as under:

**Choice Based Grading System**

Grade	Percentage of Marks Obtained	Conversion into Points
A <sup>++</sup>	100	10
A <sup>+</sup>	90 to <100	9 to <10
A	80 to <90	8 to <9
B <sup>+</sup>	70 to <80	7 to <8
B <sup>*</sup>	60 to <70	6 to <7
C	50 to <60	5 to <6
F	<50 (Fail)	<5
	Eg. 80.76	8.076
	43.60	4.360
	72.50 (but shortage in attendance)	Fail (1 point)

- 5.6 The semester grade points average (SGPA) and cumulative grade point average (CGPA) shall be evaluated as under :

$$SGPA = \frac{\sum_{i=1}^n C_i P_i}{\sum_{i=1}^n C_i}$$

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

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

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

- 5.7 The grade sheet at end of each even semester examination for students shall also show CGPA till end of that semester. The final examination grade sheet at the end of final semester examination of the course shall also indicate CGPA, equivalent percentage marks and the division awarded, according to the rule as given in clause 7 of this ordinance.
- 5.8 A candidate appearing in seventh semester after eighth semester will not be issued any Grade Sheet or Provisional Certificate after eighth semester until he has passed all the semesters.

## 6.0 CONDONATION OF DEFICIENCIES

- 6.1 Deficiency up to five marks can be condoned to the best of the advantage of the student for passing the examination. The Deficiency can be condoned is not more than two subjects (Theory and Practical of the same subjects shall be considered as two separate subjects for the purpose of awarding grace marks)

- 6.2 One grace mark will be given to the candidate who is missing distinction/ first division by one mark, on behalf of the Vice-Chancellor in the B.Sc. (Honors) Agriculture, B.Sc. (Honors) Horticulture, B.Sc. (Honors) Forestry. This benefit will not, however, be available to a candidate getting advantage under clause 6.1.

## 7.0 AWARD OF DIVISION

- 7.1 Division shall be awarded only after the final semester examination based on integrated performance of the candidate for all four years as per following details :

CGPA Score	Divisions
8.000 and above	I Division with Distinction
7.000 -7.999	I Division
6.000-6.999	II Division
5.000-5.999	Pass

- 7.2 The grade sheet at the end of each even semester examination shall also show CGPA till end of that sem. The final examination grade sheet at the end of final semester of the course shall also indicate CGPA, equivalent percentage marks and the division awarded according to rule given at point 7.3.
- 7.3 The Conversion from grade to an equivalent percentage in a given academic program shall be according to the following formulas applicable :

$$\text{Percentage marks scored} = \frac{\text{CGPA obtained} \times 100}{10}$$

## 8.0 MERIT LISTS

- 8.1 Merit list of first 10 candidates in the order of merit shall be declared at the end of each academic cycle from amongst the candidates who have passed in one attempt.

## 9.0 MAXIMUM DURATION OF COMPLETION OF COURSE

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



**10.0 ATTENDENCE**

**10.1** Candidates appearing as regular students for any semester examination are required to attend 75 percent of the lectures delivered and the practical classes held separately in each subject of the course of study, provided that a short fall in attendance up to 10% and a further 5% can be condoned by the principal of the college and Vice-Chancellor of the University, respectively for satisfactory reasons.

**11.0 LEGAL JURISDICTION:**

All matters of any dispute shall be limited to Balaghat court only. The University reserves the rights to change configuration, courses, contents, fee structure, scheme of evaluation, time schedule of face to face programme and examination as per need.

**12.0** 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 Departments/ Institutions /Schools. The decision of the Vice-Chancellor shall be final.

**13.0** The reservation to SC/ST/Other category candidates shall be applicable as per the norms of the State Government of Madhya Pradesh.

**The University reserves the right to frame, amend or cancel any rule or a part there of at any time and the candidate shall be subjected to such rules made by the University form time to time.**

**ORDINANCE No. 15, of 2018****DIPLOMA COURSE IN AGRICULTURE (DIPLOMA IN AGRICULTURE)**

**1.0** The duration of course is 1 Year , spread to 2 Semesters.

**2.0** **ADMISSION**

**2.1** Eligibility Criteria

A candidate shall be eligible for admission to Diploma in Agriculture and relevant field, if he/she is physically fit to carry out field work related with agricultural activities and has :

**2.1.1** Passed the (10+2)/Intermediate examination in any stream or any other equivalent.

**2.1.2** Candidates appearing at the respective qualifying examinations shall be eligible to appear at the entrance examination but shall have to provide the proof of passing the said examination as and when called for, prior to their admission.

**2.2** Admission under this Course will be made as follows :

**2.2.1** The University will issue admission notifications in newspapers, on the University's website, notice board of the university and in other publicity media before the start of every cycle. Alternately University may decide to conduct an Online/Offline admission test for which also notification will be issued.

**2.2.2** List of candidates provisionally selected for admission /shortlisted based on merit will be displayed on the notice board of the University/ University's website/or the students will be informed directly of their admission after the last date of application.

**2.2.3** The application form may be rejected due to any of the following reasons :

- The candidates does not fulfill the eligibility conditions.
- The prescribed fee is not enclosed.
- The application form is not signed by the candidate and his/her parent, guardian, wherever required.
- Supporting documents for admission not enclosed.

- 2.2.4 Enrollment/Registration number will be assigned to the student by the University after verification & submission of all the necessary documents/fees.
- 2.2.5 Admission process as framed by the University shall be applicable for all admission from time to time.
- 2.2.6 The fees for each course shall be decided by Board of Management of University the Number of seats in each courses will be as per Statute.

### 3.0 MEDIUM OF INSTRUCTION AND EXAMINATION

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

### 4.0 EXAMINATIONS

4.1 There will be one University Examination at the end of each semester.

These examinations will be designated as follows:

During First Year for 1 Year Diploma Course

First Semester Diploma in Agriculture Exam,

Second Semester Diploma in Agriculture Exam

- 4.2 The semester examination will generally be held in Nov-Dec. and April-May in each year.
- 4.3 There will be a full examination at the end of each semester consisting of end semester of theory and practical.
- 4.4 No candidate shall be allowed to take the term-end Semester Examination unless one has:
- i) Attended at least 75% of lectures and practicals delivered separately.
  - ii) Paid all the fees due.
  - iii) Obtained 'No Dues' certificate from the concerned Department/College.
  - iv) Submitted the job internship certificate/Project Report, as notified in the Syllabus.
  - v) Received in-field training as prescribed in the syllabus.
- Clause (i) above shall not be applicable to Private/Ex candidates.

5.0 The grades to be used their numerical equivalents are as under:

**Choice Based Grading System**

Grade	Percentage of Marks Obtained	Conversion into Points
A <sup>++</sup>	100	10
A <sup>+</sup>	90 to <100	9 to <10
A	80 to <90	8 to <9
B <sup>+</sup>	70 to <80	7 to <8
C <sup>+</sup>	60 to <70	6 to <7
C	50 to <60	5 to <6
F	<50 (Fail)	<5
	Eg. 80.76	8.076
	43.60	4.360
	72.50 (but shortage in attendance)	Fail (1 point)

5.1 The semester grade points average (SGPA) and cumulative grade point average (CGPA) shall be evaluated as under :

$$SGPA = \frac{\sum_{i=1}^n C_i P_i}{\sum_{i=1}^n C_i}$$

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

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

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

**5.2** The grade sheet at end of each even semester examination for students shall also show CGPA till end of that semester. The final examination grade sheet at the end of final semester examination of the course shall also indicate CGPA, equivalent percentage marks and the division awarded, according to the rule as given in clause 7 this ordinance.

## **6.0 CONDONATION OF DEFICIENCIES**

- 6.1** Deficiency up to five marks can be condoned to the best of the advantage of the student for passing the examination. The Deficiency can be condoned is not more than two subjects (Theory and Practical of the same subjects shall be considered as two separate subjects for the purpose of awarding grace marks)
- 6.2** One grace mark will be given to the candidate who is missing distinction/ first division by one mark, on behalf of the Vice-Chancellor in the Diploma in Agriculture examination. This benefit will not, however, be available to a candidate getting advantage under clause 6.1.

## **7.0 AWARD OF DIVISION**

**7.1** Division shall be awarded only after the final semester examination based on integrated performance of the candidate for all four years as per following details :

CGPA Score	Divisions
8.000 and above	I Division with Distinction
7.000 -7.999	I Division
6.000-6.999	II Division
5.000-5.999	Pass

**7.2** The grade sheet at the end of each even semester examination shall also show CGPA till end of that sem. The final examination grade sheet at the end of final semester of the course shall also indicate CGPA, equivalent percentage marks and the division awarded according to rule given at point 7.3.

**7.3** The Conversion from grade to an equivalent percentage in a given academic program shall be according to the following formulas applicable :

$$\text{Percentage marks scored} = \frac{\text{CGPA obtained} \times 100}{10}$$

**8.0 MERIT LISTS**

8.1 Merit list of first 10 candidates in the order of merit shall be declared at the end of each academic cycle from amongst the candidates who have passed in one attempt.

**9.0 MAXIMUM DURATION OF COMPLETION OF COURSE**

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

**10.0 ATTENDANCE**

10.1 Candidates appearing as regular students for any semester examination are required to attend 75 percent of the lectures delivered and the practical classes held separately in each subject of the course of study, provided that a short fall in attendance up to 10% and a further 5% can be condoned by the principal of the college and Vice-Chancellor of the University, respectively for satisfactory reasons.

**11.0 LEGAL JURISDICTION:**

All matters of any dispute shall be limited to Balaghat court only. The University reserves the rights to change configuration, courses, contents, fee structure, scheme of evaluation, time schedule of face to face programme and examination as per need.

12.0 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 Departments/ Institutions /Schools. The decision of the Vice-Chancellor shall be final.

13.0 The reservation to SC/ST/Other category candidates shall be applicable as per the norms of the State Government of Madhya Pradesh.

The University reserves the right to frame, amend or cancel any rule or a part thereof at any time and the candidate shall be subjected to such rules made by the University from time to time.

**ORDINANCE No. 16, of 2018**

- I) B.TECH. FOOD TECHNOLOGY**  
**II) B.TECH. DAIRY TECHNOLOGY**  
**III) B.TECH. BIO TECHNOLOGY**

**1.0** The duration of course is 4 Years, spread to 8 Semester.

**2.0 ADMISSION****2.1 Eligibility Criteria**

A candidate shall be eligible for admission to B.Tech. (Food Technology), B.Tech. (Dairy Technology) and B.Tech. (Bio Technology), if he/she is physically fit to carry out field work and has :

**2.1.1** Passed the (10+2) / Intermediate examination in Agriculture or in Science (with Physics, Chemistry and Mathematics/Biology) or any other equivalent.

**2.1.2** Obtained at least 50% marks in aggregate. Relaxation is given as per State Govt. /UGC & University Rules.

**2.1.3** Candidates appearing at the respective qualifying examinations shall be eligible to appear at the entrance examination but shall have to provide the proof of passing the said examination as and when called for, prior to their admission.

**2.2 Admission under this Course will be made as follows:**

**2.2.1** The University will issue admission notifications in newspapers, on the University's website, notice board of the university and in other publicity media before the start of every cycle. Alternately University may decide to conduct an Online/Offline admission test for which also notification will be issued.

**2.2.2** List of candidates provisionally selected for admission /shortlisted based on merit will be displayed on the notice board of the University/ University's website/or the students will be informed directly of their admission after the last date of application.

**2.2.3** The application form may be rejected due to any of the following reasons :

- The candidates does not fulfill the eligibility conditions.

- The prescribed fee is not enclosed.
- The application form is not signed by the candidate and his/her parent, guardian, wherever required.
- Supporting documents for admission not enclosed.

**2.2.4** Enrollment/Registration number will be assigned to the student by the University after verification & submission of all the necessary documents/ fees.

**2.2.5** Admission process as framed by the University shall be applicable for all admission from time to time.

**2.2.6** The fees for each course shall be decided by Board of Management of University the Number of seats in each courses will be as per Statute.

### **3.9 MEDIUM OF INSTRUCTION AND EXAMINATION**

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

### **4.0 EXAMINATIONS**

**4.1** There will be one University Examination at the end of each semester.

These examinations will be designated as follows :

(a) During First Year

First Semester B.Tech.(Food Technology/Dairy Technology/Bio Technology) Exam,

Second Semester B.Tech.(Food Technology/Dairy Technology/Bio Technology) Exam

(b) During Second Year

Third Semester B.Tech.(Food Technology/Dairy Technology/Bio Technology) Exam,

Fourth Semester B.Tech.(Food Technology/Dairy Technology/Bio Technology) Exam

(c) During Third Year

Fifth Semester B.Tech.(Food Technology/Dairy Technology/Bio Technology) Exam,

Sixth Semester B.Tech.(Food Technology/Dairy Technology/Bio Technology) Exam

(d) During Fourth Year

Seventh Semester B.Tech.(Food Technology/Dairy Technology/Bio Technology) Exam,

Eighth Semester B.Tech.(Food Technology/Dairy Technology/Bio Technology) Exam

**4.2** The semester examination will generally be held in Nov-Dec. and April-May in each year.

**4.3** There will be a full examination at the end of each semester consisting of end



semester of theory and practical. The internal assessment will be held in the manner prescribed of the University from time to time.

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

- i) Attended at least 75% of lectures and practicals delivered separately.
- ii) Paid all the fees due.
- iii) Obtained 'No Dues' certificate from the concerned Department/College.
- iv) Submitted the job internship certificate/Project Report, as notified in the Syllabus.
- v) Received in-field training as prescribed in the syllabus.

Clause (i) above shall not be applicable to Private/Ex candidates.

## 5.0 PROMOTION TO HIGHER SEMESTER AND YEAR

- 5.1 There shall be no-supplementary or second examination in between the semester exam.
- 5.2 A candidate may provisionally continue his/her studies in higher semester class after the examinations of the semester he/she appeared is over. However, his/her eligibility shall be evaluated only after the results of semesters are declared at which he/she had appeared.
- 5.3 A candidate, who has taken admission in odd and has appeared in the examination of odd semester of a particular year, will automatically be promoted to even semester of that year irrespective of failing in any number of subjects of previous semester.
- 5.4 A candidate may provisionally continue to attend next higher year, even if, the result of qualifying year/ semester has not been declared. However, subsequently if he/she is not able to clear qualifying semester examination, the candidate cannot claim any right on the basis of his/her provisional admission.
- 5.5 For passing the examination the candidate will be required to secure at least 'C' Grade in University examination separately in the term-end theory practical and internal assessment in each of the prescribed paper.

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

- 5.5.1** A candidate who clears all the subjects of 1<sup>st</sup> semester examination or fails in one or more subjects of the same, will be allowed admission in the 2<sup>nd</sup> semester.
- 5.5.2** A candidate who clears all the subjects of 2<sup>nd</sup> semester examination or fails in one or more subjects of the same, will be allowed admission in 3<sup>rd</sup> semester.
- 5.5.3** A candidate will not be admitted in 5<sup>th</sup> and higher semester unless he/she has passed 1<sup>st</sup> & 2<sup>nd</sup> semester completely. A candidates shall not be admitted in 7<sup>th</sup> semester unless he/she has passed 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup> & 4<sup>th</sup> Semester.

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

The grades to be used their numerical equivalents are as under:

**Choice Based Grading System**

Grade	Percentage of Marks Obtained	Conversion into Points
A <sup>++</sup>	100	10
A <sup>+</sup>	90 to <100	9 to <10
A	80 to <90	8 to <9
B <sup>+</sup>	70 to <80	7 to <8
C <sup>+</sup>	60 to <70	6 to <7
C	50 to <60	5 to <6
F	<50 (Fail)	<5
	Eg. 80.76	8.076
	43.60	4.360
	72.50 (but shortage in attendance)	Fail (1 point)

- 5.6** The semester grade points average (SGPA) and cumulative grade point average (CGPA) shall be evaluated as under :

$$SGPA = \frac{\sum_{i=1}^n C_i P_i}{\sum_{i=1}^n C_i}$$

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

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

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

- 5.7** The grade sheet at end of each even semester examination for students shall also show CGPA till end of that semester. The final examination grade sheet at the end of final semester examination of the course shall also indicate CGPA, equivalent percentage marks and the division awarded, according to the rule as given in clause 23 & 24 of this ordinance.
- 5.8** A candidate appearing in seventh semester after eighth semester will not be issued any Grade Sheet or Provisional Certificate after eighth semester until he has passed all the semesters.

## **6.0 CONDONATION OF DEFICIENCIES**

- 6.1** Deficiency up to five marks can be condoned to the best of the advantage of the student for passing the examination. The Deficiency can be condoned is not more than two subjects (Theory and Practical of the same subjects shall be considered as two separate subjects for the purpose of awarding grace marks)

- 6.2 One grace mark will be given to the candidate who is missing distinction/ first division by one mark, on behalf of the Vice-Chancellor in the B.Tech.( Food Technology/Dairy Technology/Bio Technology) examination. This benefit will not, however, be available to a candidate getting advantage under clause 6.1.

## 7.0 AWARD OF DIVISION

- 7.1 Division shall be awarded only after the final semester examination based on integrated performance of the candidate for all four years as per following details :

CGPA Score	Divisions
8.000 and above	I Division with Distinction
7.000 -7.999	I Division
6.000-6.999	II Division
5.000-5.999	Pass

- 7.2 The grade sheet at the end of each even semester examination shall also show CGPA till end of that sem. The final examination grade sheet at the end of final semester of the course shall also indicate CGPA, equivalent percentage marks and the division awarded according to rule given at point 7.3.
- 7.3 The Conversion from grade to an equivalent percentage in a given academic program shall be according to the following formulas applicable :

$$\text{Percentage marks scored} = \frac{\text{CGPA obtained} \times 100}{10}$$

## 8.0 MERIT LISTS

- 8.1 Merit list of first 10 candidates in the order of merit shall be declared at the end of each academic cycle from amongst the candidates who have passed in one attempt.

## 9.0 MAXIMUM DURATION OF COMPLETION OF COURSE

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

**10.0 ATTENDANCE**

**10.1** Candidates appearing as regular students for any semester examination are required to attend 75 percent of the lectures delivered and the practical classes held separately in each subject of the course of study, provided that a short fall in attendance up to 10% and a further 5% can be condoned by the principal of the college and Vice-Chancellor of the University, respectively for satisfactory reasons.

**11.0 LEGAL JURISDICTION:**

All matters of any dispute shall be limited to Balaghat court only. The University reserves the rights to change configuration, courses, contents, fee structure, scheme of evaluation, time schedule of face to face programme and examination as per need.

**12.0** 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 consisting of any or all the Directors of the Departments/ Institutions /Schools. The decision of the Vice-Chancellor shall be final.

**13.0** The reservation to SC/ST/Other category candidates shall be applicable as per the norms of the State Government of Madhya Pradesh.

**The University reserves the right to frame, amend or cancel any rule or a part there of at any time and the candidate shall be subjected to such rules made by the University from time to time.**

**ORDINANCE No. 17, of 2018****BACHELOR OF EDUCATION (B.Ed.) 2 YEAR DEGREE COURSE**

The Ordinance governed by rules/guidelines/norms laid down by NCTE, shall be applicable for the award of Bachelor of Education Program generally known as (B. Ed) & shall be:

**1.0 DURATION:**

The Duration of Degree of Bachelor of Education of the University shall spread over Two academic years (4 Semester's). Which can be completed in a maximum of three years from the date of admission to the program as per NCTE norms.

**2.0 ELIGIBILITY:**

Candidate with at least fifty percent marks either in the Bachelor degree and / or in the Master's degree in Science/Social Science/Humanity, Bachelor in Engineering or Technology, B.Pharma. with specialization in Science and Math's with 50% marks or any other Qualification equivalent there to, are eligible for admission to the program.

The reservation and relaxation for SC/ST/OBC/PWD and other category candidate will be as per the rules of state government.

Provided that the Vice Chancellor may, with a view to maintain a uniform standard, prescribe such further tests, written, oral or both or based on merit list of qualifying marks for selection of candidates for admission to the B.Ed. class in Colleges or in Teaching Department of University, as deemed necessary.

Provided further that in the case of untrained teachers in Government schools, sponsored by the Government for B.Ed. training in the institution maintained by it, the requirement of division or Grade as prescribed by Para 2 above may be relaxed by the Vice Chancellor, on the recommendation of the Director /Principal of the institution concerned. The fees for each course shall be decided by Board of Management of University the Number of seats in each course will be as per Statute 28. Provided further that all norms laid down by NCTE and that of State Government shall be followed.

**3.0 WORKING DAYS:**

- (a) There shall be at least two hundred working days each year exclusive of the period of examination and admission.
- (b) The institution shall work for a minimum of thirty six hours in a week (five or six days), during which physical presence in the institution of all the teachers and student teachers is necessary to ensure their availability for advice, guidance, dialogue and consultation as and when needed.
- (c) The minimum attendance of student-teachers shall have to be 80% for all course work and practicum, and 90% for school internship.

- 4.0** Candidates intending to present themselves at the examination shall submit through the Principal of the College/ Head of the Department of University, their applications on prescribed forms with required fee and documents.

**5.0 CURRICULUM TRANSACTION:****5.1 PRACTICAL WORK TO BE PERFORMED BY EACH STUDENT**

Item	Essential (Numbers)
a - Lesson planning and teaching in real school	- Thirty lessons - fifteen lessons each teaching subject situation including internship
b - Lesson planning and teaching in simulated	- Ten lessons - five lessons in each situation teaching subject
c - Observation of lessons taught by fellow students	- Ten lessons - five lessons in each teaching subject
d - Action Research Project	- 1 (One)
e - Stand alone experience of school organization	- Two days
f - Field- specific community experience	- Five days

**5.2 SUPERVISION OF PRACTICE LESSON**

Out of prescribed practice teaching lessons at least 50% lessons would be supervised fully by the teacher educators and feedback given to the students orally as well as comments in writing. Record of lesson planning, teaching and supervision would be maintained.

**6.0 EXAMINATION PATTERN**

- (a) The Examination Shall Consist of Two Parts, Namely:-
- (i) Part I - Theory
  - (ii) Part II — Practical and Seasonal.
- (b) The scope of studies in different papers shall be such as are prescribed by the Academic council, the Board of Studies and the Faculty of Education and published by a notification.
- (c) (i) The written part of the examination shall be held in the month of April every year Actual date of Commencement of examination will be notified by the Registrar in advance.
- (ii) The practical part of the examination shall be arranged by the principal or the Head of the Department of Education, as the case may, before the written examination by such date as may be directed by the Registrar From time to time.
- (d) Practical & Sessional work shall be as decision of board of Management of the University.

**7.0 DIVISION:**

- (a) First Division with Distinction: 75% and above.
- (b) First Division: 60% and above but below 75%,
- (c) Second Division: 50% and above but below 60%
- (d) Third Division : 40% and above but less than 50%
- (e) An examinee obtaining 75% or more marks in the aggregate in theory and practically Sessional combined shall be given distinction. The University is free to take any decision. Which is not covered by the ordinance as per needs.

**8.0** The Principal of a college/ Head of The Department providing courses of B.Ed. Degree shall send the statement of marks of students of his college/Department in theory & practical to the incharge of examination cell of University.



**9.0 SUPPLEMENTARY OF EXAMINATION:**

- (a) Candidates who are eligible to appear as supplementary candidates under the provision shall have to clear the supplementary in next attempts immediately.
- (b) An examinee who after having appeared in the examination but fails in not more than two papers and by not more than three marks but secures the minimum aggregate marks prescribed for a pass shall be entitled to a grace up to three marks in order to pass the examination.

**10.0** The Vice- Chancellor may condone the deficiency of one marks in case candidate failing or missing a division by one marks subject to the condition that where the deficiency of one marks is so condoned it shall now here be added.

**11.0** The Registrar of University shall as soon as possible after the examination but not later than the 60<sup>th</sup> day from the date which the theory examination was complete publish the result of examination by announcing the roll nos. and names of the candidates.

**12.0** In the notification declaring result of the examination names of successful candidates who secure first division separately in each of part of examination shall be arranged in order of merit.

**13.0 LEGAL JURISDICTION:**

All matters of any dispute shall be limited to Balaghat court only. The University reserves the rights to change configuration, courses, contents, fee structure, scheme of evaluation, time schedule of face to face programme and examination as per need.

**14.0** Notwithstanding anything stated in this Ordinance, of 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, after approval by the regulatory commission.

**ORDINANCE No 18, of 2018****BACHELOR OF EDUCATION (B.Ed.) 3 YEAR (PART TIME)**

The Ordinance governed by rules/guidelines/norms laid down by NCTE, shall be applicable for the award of Bachelor of Education Program generally known as (B. Ed.-Part Time).

**1.0 DURATION:**

The Duration of Degree of Bachelor of Education (B.Ed. Part Time) of the University shall spread over three academic years (Six Semester). Which can be completed in a maximum period of five years from the date of admission to the programme.

**2.0 ELIGIBILITY:**

Candidate with at least fifty percent marks either in the Bachelor degree and /or in the Master's degree in Science/Social Science/Humanity, Bachelor in Engineering or Technology B. Pharma. With specialization in Science and Math's with 50% marks or any other qualification equivalent there to, are eligible for admission to the program.

The reservation and relaxation for SC /ST/OBC/PWD and other category candidate will be as per the rules of state government.

Provided that the Vice-Chancellor may, with a view to maintain a uniform standard, prescribe such further tests, written, oral or both or based on merit list of qualifying marks for selection of candidates for admission to the B.Ed. class in Colleges or in Teaching Department of University, as deemed necessary.

Provided further that in the case of untrained teachers in Government schools, sponsored by the Government for B.Ed. training in the institution maintained by it, the requirement of division or Grade as prescribed by Para 2 above may be relaxed by the Vice-Chancellor, on the recommendation of the Director /Principal of the institution concerned. The fees for each course shall be decided by Board of Management of University the Number of seats in each course will be as per Statute 28. Provided further that all norms laid down by NCTE and that of State Government shall be followed. ✓

**3.0 RESULT/ DIVISION:**

- (a) First Division with Honors : 75% and above.  
(b) First Division : 60% and above but below 75%,  
(c) Second Division : 50% and above but below 60%  
(d) Third Division : 40% and above but less than 50%

An examinee obtaining 75% or more marks in the aggregate in theory, practical and Sessional combined shall be given distinction. The University is free to take any decision. Which is not covered by the ordinance as per needs.

- 4.0 The Principal of a college/ Head of The Department providing courses of B.Ed. Degree shall send the statement of marks of students of his college/Department in theory & practical to the in charge of examination Cell of University.

**5.0 LEGAL JURISDICTION:**

All matters of any dispute shall be limited to Balaghat court only. The University reserves the rights to change configuration, courses, contents, fee structure, scheme of evaluation, time schedule of face to face programme and examination as per need.

- 6.0 Notwithstanding anything stated in this Ordinance, of 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, after approval by the regulatory commission.

**ORDINANCE No. 19, of 2018****MASTER OF EDUCATION (M.Ed.) 2 YEARS PG DEGREE COURSE**

The Ordinance framed as per rules/regulations/guidelines laid down by NCTE shall be applicable for award of Master of Education (M.Ed.) Course.

**1.0 DURATION:**

The M.Ed. Programme shall be of duration of two academic years (Four Semesters), including field attachment for a minimum of 4 weeks and research dissertation. There shall be at least two hundred working days each year, exclusive of the period of admission and inclusive of classroom transaction, practicum, field study and conduct of examination. The institution shall work for a minimum of thirty six hours in a week (five or six days) during which faculty and students concerned with the conduct of the programme shall be available for interaction, dialogue, consultation and mentoring students. The minimum attendance of students shall be 80% for Theory Courses and Practicum and 90% for field attachment.

**2.0 ELIGIBILITY FOR ADMISSION:**

**2.1** Candidates seeking admission to the M.Ed. Programme should have obtained at least 50% marks or an equivalent grade in the following programmer's:-

- (a) B.Ed.
- (b) B.A. B.Ed., B.Sc. B.Ed.
- (c) B.El. Ed.
- (d) D.El. Ed. with undergraduate degree (with 50% marks in each)

**2.2** The reservation for SC/ST/OBC/PWD and other categories shall be as per the rules of the State Government. There shall be relaxation of five percent marks in favors of SC/ST OBC/PWD and other categories of candidates as per M.P. Govt. rules and NCTE Norms.

**2.3** The candidate shall be granted admission according to approved of the University.

**2.4** The fees for each course shall be decided by Board of Management of University the Number of seats in each course will be as per Statute,28.

### 3.0 MODE OF INSTRUCTION

- 3.1 The course of study shall include learning and teaching through regular.
- 3.2 Instructions shall be imparted through lecture programmes, supplemented with written assignments, lesson packages and face to face contact programmes.
- 3.3 Medium of instructions shall be Hindi/English.

### 4.0 ASSIGNMENTS AND EXAMINATION:

- i) During the period, assignments and lesson packages will from the study of the programme
- ii) Completed assignment's shall be deposited candidate in the intervening months. Assignments will serve as feedback and will be counted towards internal assessment in each paper.
- iii) The whole course in each paper will be divided into a number of units which shall be supplied the candidate from time to time.
- iv) Viva voce examination will be conducted by a Board of two examiners appointed by the University, one of whom shall be guide for dissertation as possible and other from out of university.
- v) Assignment and dissertation relating to the examination will have to be submitted before the theory examination
- vi) The Viva Voce examination shall be arranged by the university after the theory examination.
- vii) The minimum passing mark in theory 45% and in practical 50%.
- viii) The merit list of candidates securing first 10 positions in the first division will be notified by the University.

First Division with Honors	:	75% and above.
First Division	:	60% and above but below 75%,
Second Division	:	50% and above but below 60%
Third Division	:	45% and above but below 50%

### EX-STUDENT:

- 4.1 A candidate failing in either or both of the two parts may reappear as an Ex-student in the part concerned or in the whole as case may be, at a subsequent examination without being required to undergo regular course of studies again, subject to his/her complying with the provision of ordinance and regulation of

SARDAR PATEL UNIVERSITY, BALAGHAT (M.P.) from time to time Provided that such advantage of appearing at the examination as Ex-student shall be admissible for a period of two year from the date when the candidate had appeared at the examination as a regular candidate.

- 4.2 An Ex-Student seeking permission for re-admission to a subsequent examination shall submit his /her application on prescribe form indicating the papers and parts of the examination before the date fixed for the purpose together with such fees and documents as are required of him/she shall be governed by the provisions of relevant ordinance of the University .
- 4.3 Marks of internal assessment if they are above the minimum prescribed for a pass, shall be brought forward or the purpose of results at the subsequent examination.

**5 FEES OF THE COURSE:**

The candidate will have to pay fees as decided by the University authority as per prescribed time schedule.

**6 GENERAL:**

In all matters pertaining to the course, the decision of the Vice-chancellor of the University shall be final and as per Ordinance of the University for this purpose. Provided the norms laid down by NCTE and M.P. Govt. shall be the binding to the University.

**7 LEGAL JURISDICTION:**

All matters of any dispute shall be limited to Balaghat court only. The University reserves the rights to change configuration, courses, contents, fee structure, scheme of evaluation, time schedule of face to face programme and examination as per need.

- 8 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, after approval by the regulatory commission.

**ORDINANCE No. 20, of 2018****DIPLOMA IN ELEMENTARY EDUCATION (D.EL.Ed.), 2 YEAR DIPLOMA COURSE**

This ordinance shall be applicable to candidates for two years **DIPLOMA IN ELEMENTARY EDUCATION (D.EL.Ed.)** following the norms rules and guideline of NCTE.

**1.0 DURATION:**

The duration of, the programme shall be of two academic years. The commencement and completion of the programme shall be so regulated that two long spells of vacation (summer /winter/ staggered) are available to the learners for guided / supervised instruction and face to face contact sessions.

**2.0 ELIGIBILITY FOR ADMISSION:**

Candidates seeking admission to this course must have passed. Senior Secondary (Class XII) or equivalent examination passed with minimum 50% marks or its equivalent examination are eligible for admission. The reservation and relaxation in marks for SC/ST/OBC/PWD and other categories shall be as per the rules of the state government.

**3.0 ADMISSION PROCEDURE:**

Admission under this Course will make as follows:

- (a) The University will issue admission notification in news papers, on the University's website, notice Board of the University and in order publicity media before the start of every cycle.
- (b) List of candidates provisionally selected for admission/ shortlisted based on merit will be displayed on the notice Board of the University/ University's website/or the student will be informed directly of their admission after the last date of application. The candidates whose results of the qualifying exam are awaited can also apply who will be admitted provisionally, such candidates however must produce the previous year mark sheet/school/college certificates as a proof of required eligibility criteria. The candidates so admitted shall have to be present mark sheet of the qualifying examination within a month of the due date of admission unless the provisional admission granted to him will be cancelled.

- (c) The application form may be rejected due to any of the following reasons:
- The candidates does not fulfill the eligibility criteria.
  - The prescribed fees is not enclosed.
  - The application form is not signed by the candidate and his/her parent guardian, wherever required .
  - Supporting documents for admission are not enclosed.
- (d) Enrollment/ Registration number will be assigned to the student by the University after verification and submission of all the necessary document and fees.
- (e) Admission rules as framed by the University shall be applicable for all admission from time to time. Other norms laid down by NCTE shall also followed.

#### 4.0 INTAKE & FEES:

The intake and fees for the course shall be decided by the Board of Management of the University from time to time, subject to approval by the Regulatory Commission.

#### 5.0 COURSE STRUCTURE:

5.1 DIPLOMA IN ELEMENTARY EDUCATION (D.E.Ed.) course shall consist of:

- a) Syllabus as prescribed by the University as per the guidelines of NCTE.
- b) Internship, lab work, practical, projects etc. as may be prescribed by the University as per NCTE guidelines.
- c) Such scheme of examination as prescribed, by the University from time to time.

5.2 The curriculum of the course shall be approved by the concerned Board of Studies and the Academic Council of the University.

#### 6.0 MEDIUM OF INSTRUCTION AND EXAMINATION:

The medium of Instruction and examination shall be either Hindi or English.

#### 7.0 EXAMINATION SCHEME:

As per university Ordinance.

#### 8.0 PROMOTION TO NEXT YEAR & FAILED CANDIDATE:

A candidate may provisionally continue his/her studies in second year after the examination of the first year in which he/she appeared is over. Minimum passing mark in each theory paper is 40% and Minimum passing mark in each Practical paper is 50%. If a candidate fails in not more than four paper of the first examination but clears all the remaining papers of that examination. He/she will be allowed to appear in the



supplementary examination, which shall be conducted to keep the term (ATKT) and promoted to the next year. Examination shall be conducted within 45 days of the declaration of the result. After clear that paper the student is allowed to promote in the second year.

Provided further, that if a candidate fails in more than four paper in first year examination, he/she may be allowed to appear as an ex-student in the next examination of the same year. A candidate will be awarded diploma only in the year when he/she clear all the papers of both the year.

**9.0 ALLOCATION OF DIVISION:**

- |                               |   |                             |
|-------------------------------|---|-----------------------------|
| a. First Division with Honors | : | 75% and above               |
| b. First Division             | : | 60% and above but below 75% |
| c. Second Division            | : | 50% and above but below 60% |
| d. Third Division             | : | 40% and above but below 50% |

**10.0 MAXIMUM DURATION OF COMPLETION OF COURSE:**

A Candidate has to complete the entire course of DIPLOMA IN ELEMENTARY EDUCATION (D.ELEd.) within a maximum period of three year from the session of first admission.

**11.0 GENERAL:**

In matters of admission, attendance, and examination and in all other matters not provided in this Ordinance, the course shall be governed by the provision of the relevant ordinance of the same in the University so far as they are not inconsistent with the provision of this ordinance.

**12.0 LEGAL JURISDICTION:**

All matters of any dispute shall be limited to BALAGHAT court only. The University reserves the rights to change configuration, courses, contents, fee structure, scheme of evaluation, time schedule of face to face programme and examination as per need.

**13.0** Notwithstanding anything stated for any unforeseen issues arising, and not covered 'by this Ordinance, or in the event 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 after approval by the regulatory commission.

**ORDINANCE No. 21, of 2018****BACHELOR OF SCIENCE (B.Sc.) 3 YEARS DEGREE COURSE**

This ordinance shall be applicable to candidate admitted for Bachelor of Science (B.Sc.) 3 years degree course.

**1.0 DURATION**

Degrees of Bachelor of Science shall be 3 year duration & shall of part I, II and III (final).

**2.0 ADMISSION**

- 2.1** A candidate who, after passing Higher Secondary Examination of a board of Higher Secondary Education of M.P/ CBSE or other equivalent Board.  
The Reservation to SC/ST/OBC/PWD candidates shall be applicable as per the norms of the State Government of Madhya Pradesh.

**OR**

Any other examination recognized by the UNIVERSITY as equivalent there to, has attended a regular course of study in constituent College or in the Teaching Department of the UNIVERSITY for one academic year shall be eligible for appearing at the B.Sc. part I examination.

- 2.2** Any other examination equivalent to it conducted by Board or University incorporated by law in force and has completed a regular course study for one academic year in an constituent College in the Teaching Department of the UNIVERSITY shall be eligible for appearing at the B.Sc. part II examination, provided that he offers same subjects as in B Sc. I exam.
- 2.3** A candidate who has passed the B.Sc. part II of 'Three Y.D.C. of this UNIVERSITY and has completed a regular course of study for one academic year in an constituent college shall be admitted to the B.Sc. Part III (Final) examination provided he offers the same subjects which he had offered at the B.Sc. Part II examination.

**OR**

A candidate who has passed the B.Sc. part II of Three Y.D.C. from any other Statutory University of the State, and has completed a regular course of study for one academic year in a constituent college of this UNIVERSITY will be admitted to the B.Sc. part III (Final) examination provided he offers the same subject as at

the qualifying examination and the syllabus are almost identical and of the same standard.

- 24** Besides regular students and Ex-Students and subject to their compliance with this Ordinance students shall be eligible for admission to the examination as of Ordinance of the University for Examination.
- 25** The fees for each course shall be decided by Board of Management of University the Number of seats in each course will be as per Statute 25.

### **3.0 COURSE FOR B.SC.**

**3.1** Every candidate appearing at the B.Sc. Part I examination shall be examined in:

- (a) Foundation Course (Compulsory) for all students.
- (b) Any one of the following combinations:
- (i) Physics, Chemistry, Math's
  - (ii) Physics, Chemistry or Statistics, Geology
  - (iii) Physics, Math's, Statistics
  - (iv) Chemistry, Botany, Zoology
  - (v) Physics or Chemistry, Botany, Geology
  - (vi) Physics or Chemistry, Zoology, Geology
  - (vii) Physics or Electronics, Chemistry, Math's
  - (viii) Chemistry, Botany or Zoology, Environment
  - (ix) Physics, Computer Science, Math's
  - (x) Chemistry, Zoology or Botany, Microbiology
  - (xi) Chemistry, Zoology or Botany, Bio-Technology
  - (xii) Physics, Information Technology, Math's

**3.2** Every candidate appearing at the B. Sc. Part I, Part II and III (Final) shall be examine in medium English or Hindi.

### **4.0 MINIMUM MARKS TO PASS EXAMINATION & RESULTS**

- 4.1** In order to pass at any of the Three Y.D.C. examinations, an examinee must obtain not less than 33% of the total marks in each subject. In subjects where both theory and practical examinations are provided, an examinee must pass separately in both theory and practical examination.
- 4.2** In determining the result of the part III examination, total marks obtained by the examinees at their. Part I, Part II and Part III (Final) examinations in each subject.

and in the aggregate shall be taken into account.

**4.3** Successful examinees at the Part I, Part II and Part III (Final) examinations of three years degree course, obtaining 75% or above get Honors, 60% or below 75% marks in aggregate of all three years shall be placed in the First division, similarly those obtaining less than 60% but not less than 45% marks in the second division and other successful examinees in the third division.

**5.6** The scheme and Course for B.Sc. degree shall be recommendation of academic Council of the University.

**6.0** The attendance, Examination etc will be as per Ordinance of this University for this Purpose.

**7.0** Mode of Instruction

- i) The course of study shall include learning and teaching through Regular.
- ii) Instructions shall be imparted through lecture programmes, supplemented with written assignments, lesson packages and contact programmes.
- iii) Medium of instructions shall be Hindi/English.

**8.0** LEGAL JURISDICTION:

All matters of any dispute shall be limited to Balaghat court only. The University reserves the rights to change configuration, courses, contents, fee structure, scheme of evaluation, time schedule of face to face programme and examination as per need.

**9.0** 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. 22, of 2018****MASTER OF SCIENCE (M.Sc.) TWO YEARS PG DEGREE COURSE**

**This Ordinance shall be applicable to Candidate admitted for the Master of Science Degree**

**1.0 DURATION:-**

**The examination for the degree of Master of Science shall consist of two year and four Semesters.**

**1.1 The Previous examination (2 Semester) and**

**1.2 The Final examination (2 Semester).**

**2.0 QUALIFICATION/ADMISSION:-**

**2.1 A candidate who, after obtaining the degree of Bachelor of Science in concern subject of this University or any Statutory University in India or recognized foreign university, shall be admitted. The candidates who passed the degree of B.Pharmacy eligible for admission in M.Sc. (Chemistry) and candidates who passed degree in B.E/B.Tech shall be eligible for admission in M.Sc.(Math/Physics/Electronics/Computer Science). The Reservation to SC/ST/OBC/PWD candidates shall be applicable as per the norms of the State Government of Madhya Pradesh.**

**2.2 A candidate who, after passing the M.Sc. Previous(Semester I&II) examination of the UNIVERSITY has completed a regular course of study for one academic year in a Teaching Department of the University or in a constituent college of the University, shall be admitted to the Final examination for the degree of Master of Science in the subject in which he has passed the previous examination.**

**2.3 A candidate who has passed the Previous examination for the Degree of Master of Science of another University may also be admitted to the Final Examination for the degree of Master of Science after obtaining necessary permission from the Vice-Chancellor provided that he had offered for the Previous examination of this UNIVERSITY and has attended a regular course of study for one academic year in a Teaching Department of the UNIVERSITY or in a constituent college of the UNIVERSITY.**

- 2.4 The fees for each course shall be decided by Board of Management of University  
the Number of seats in each comes will be as per statute 25.
- 2.5 The minimum attendance of students in theory and practical subject must be 75%.

**3.0 EXAMINATION:-**

- 3.1 The examinations shall be by Theory and practical including Sessionals, except  
in the case of Mathematics where the examination shall be by means of theory  
papers only.
- 3.2 The subject of examination shall be one of the following:
1. Mathematics
  2. Physics
  3. Chemistry
  4. Zoology
  5. Botany
  6. Geology
  7. Statistics
  8. Environmental Science
  9. Micro Biology
  10. Electronics
  11. Bio-Technology
  12. Computer Science
  13. Information Technology.

**Provided** that the Board of Management of the University can add more subjects.

- 3.3 Any candidate who has passed the M.Sc. examination of this UNIVERSITY in  
any subject, shall be allowed to present himself for examination in any one or  
more of the optional papers in that subject not taken by him at the said  
examination and if, successful will be given a certificate to that effect. **Provided**  
that no candidate shall be allowed to offer more than two additional papers in any  
one year and in subjects other than Mathematics, a candidate shall undergo a  
practical test in respect of the paper concerned.
- 3.4 Odd semester Examination will be conducted in month of Nov/Dec and  
Even semester Examination conducted in month of May/June .

**4.0 MARKS REQUIRES FOR PASSING THE EXAMINATION.**

- 4.1** For both the Previous (Semester I & II) and the Final (Semester III & IV) Examinations, a candidate will be declared successful if he obtains at least 36% of the aggregate in the subject. "Provided that in subjects in which theory and practical examinations are held, an examinee must pass separately in both obtaining not less than 36% of the total marks in each."
- 4.2** No division will be assigned on the result of the previous examination. The division in which a candidate is placed shall be determined on the basis of aggregate of marks obtained in both, the M.Sc. Previous (Semester I & II) and Final (Semester III & IV) examination.
- 4.3** Successful candidates who obtain Four Semester examinations of two years Master degree course, obtaining 75% or above get Honors, 60% and above but below 75% marks in aggregate of two years shall be placed in the First division, similarly those obtaining less than 60% but not less than 45% marks in the second division and other successful examinees in the third division.

**5.0 MODE OF INSTRUCTION:-**

- 5.1** The course of study shall include learning and teaching through Regular.
- 5.2** Instructions shall be imparted through lecture programmes, supplemented with written assignments, lesson packages and contact programmes.
- 5.3** Medium of instructions shall be Hindi/English.

**6.0 LEGAL JURISDICTION:**

All matters of any dispute shall be limited to Balaghat court only. The University reserves the rights to change configuration, courses, contents, fee structure, scheme of evaluation, time schedule of face to face programme and examination as per need.

- 7.0** 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. 23, of 2018****BACHELOR OF HOME SCIENCE (B.H.Sc.)****1.0 ADMISSION:**

Only those candidates will be admitted who have passed Higher Secondary Examination with Science or Home Science Group or Arts group with Home Science as one of the subjects.

**2.0 COURSE DURATION:**

Three year degree course. Student need to complete course in maximum six year.

**3.0 MEDIUM OF INSTRUCTION:**

Instruction provided in Hindi and English.

**4.0 EXAMINATION & RESULT:**

- 4.1** (i) The examination for the degree of Bachelor of Home Science shall consist of part I, II and III (final).  
(ii) The courses for each of the Part I, II and III examination shall extend over a period of one academic year.

**4.2** A candidate who, after passing (i) preparatory examination conducted by any statutory University or (ii) Higher Secondary Examination of a Board of Higher Secondary Education of a State in the Union of India or (iii) any other examination recognised by the Vishwavidyalaya as equivalent thereto has attended a regular course of study in an affiliated college or in the Teaching Department of the Vishwavidyalaya for one academic year shall be eligible for appearing at the B.Sc. (Home Science) Part I examination.

**4.3** A candidate, who after passing Part I of the B.Sc. (Home Science) examination of this Vishwavidyalaya or the part I of the B.Sc. (Home Science (Three Year Degree Course) of any other Statutory University in India or B.Sc. part I has completed a regular course of study for one academic year in an affiliated college



or in the Teaching Department of the Vishwavidyalaya shall be eligible for appearing at the Part II examination of the B.Sc. (Home Science).

**4.4** A candidate, who after passing Part II of the B.Sc. (Home Science) (Three Year Degree Course) of any other Statutory University of State and has completed a regular course of study for one academic year in an affiliated college or in the Teaching Department of the Vishwavidyalaya shall be eligible for appearing in B.Sc. Home Science Part III (Final) examination. Every candidate for the part I examination shall be examined as per detailed syllabus prescribed by the University.

**4.5** The examination shall be partly by means of Papers and partly by Practicals. Each candidate shall be required to pass separately in the Theory and Practical examinations.

**4.6** Unless otherwise provided, each paper will be of three hours duration.

**4.7** There shall be three examinations, one at the end of each year, the first being the B.Sc. Home Science Part I examination, Second B.Sc. Home Science part II examination and Third B.Sc. Home Science Part III examination. The candidate will have to pass separately in each of the Part I, II and III examination. Marks of the part I, II and III (Final examination) shall be counted together for determining the results of the degree in which divisions shall be assigned on the following basis -

First division	:- 60% or above
Second division	:- 45% or above but less than 60%
Third division	:- 33% or above but less than 45%

#### **5.0 LEGAL JURISDICTION:**

All matters of any dispute shall be limited to Balaghat court only. The University reserves the rights to change configuration, courses, contents, fee structure, scheme of evaluation, time schedule of face to face programme and examination as per need.

**6.0** 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. 24, of 2018**  
**MASTER OF HOME SCIENCE**

**10 COURSE DURATION AND ELIGIBILITY :**

A candidate who has passed Bachelor of Home Science of this vishwavidyalaya or any Statutory University in India or recognized foreign University can take admission in M.H.Sc. course. Master of Home Science shall consist of two year spread in four semester.

**20 MEDIUM OF INSTRUCTION:**

Students instruction provided in Hindi and English medium.

**30 EXAMINATION SYSTEM & RESULT:**

**3.1** A candidate who, after obtaining the degree of Bachelor of Home Science of this vishwavidyalaya or any Statutory University in India and has completed a regular course of study for one Semester in a Teaching Department of the Vishwavidyalaya or in a college affiliated to the Vishwavidyalaya shall be admitted to the first Semester examination for the degree of Master of Home Science. Provided, however that every candidate shall offer for the semester Examination one of the subject offered by him for B.H.Sc. degree.

**3.2** A candidate who, after passing the M.H.Sc. first and second semester Examination of the Vishwavidyalaya, has completed regular course of study for one academic year in a Teaching Department of the Vishwavidyalaya or in a college affiliated to the Vishwavidyalaya shall be admitted to the third semester for the degree of Master of Home Science in the subject in which he/she has passed the Previous examination. Similarly after completion of third semester examination students are eligible for four semester examination.

**3.3** A candidate who has passed the Previous Examination (First & Second semester) for the degree of Master of Home Science of another University may also be admitted to the Final examination for the degree of Master of Home Science after obtaining necessary permission from the Kulpati provided that she/he offered for her/his previous examination course of study of an equivalent standard with almost identical syllabus as is required for previous examination of this Vishwavidyalaya and has attended a regular course of study for one academic year in a Teaching Department of the Vishwavidyalaya or in a college affiliated to the Vishwavidyalaya.

- 3.4 The examination shall be partly by means of papers and partly practical including sessionals. Each candidate shall be required to pass in the theory and practical examinations separately.
- 3.5 Regular students and ex-students, subject to their compliance with this ordinance, shall be eligible for admission to the examination. The M.H.Sc. examination will be governed by the general Provisions of the relevant ordinances
- 3.6 Every candidate for the Master of Home Science Previous (First & Second semester) examination and Final (Third & Fourth semester ) examination shall be examined as per detailed syllabus prescribed by the University.
- 3.7 For both Previous (First & Second semester) and Final (Third & Fourth semester ) examination, candidates must obtain for a pass at least 33% marks in each paper and 40% marks in the aggregate in theory papers in each examination Previous(First & Second semester) and Final (Third & Fourth semester ) and 33% marks in each Practical and 50% marks in aggregate of practicals for each examination.No division will be assigned on the result of the Previous (First & Second semester) examination. The division in which the candidate is placed shall be determined on the basis of aggregate of marks obtained in both the M.H.Sc. Previous (First & Second semester) and Final (Third & Fourth semester ) examination.
- 3.8 Successful candidates who obtain 60% or more of the aggregate marks shall be placed in First division, those obtaining less than 60% but not less than 48% in second division and all other successful candidates obtaining less than 48% marks shall be placed in third division.
- 3.9 The sessional marks obtained will be carried over in case of candidates who appear as ex-students at the next examination.

**4.0 LEGAL JURISDICTION:**

All matters of any dispute shall be limited to Balaghat court only. The University reserves the rights to change configuration, courses, contents, fee structure, scheme of evaluation, time schedule of face to face programme and examination as per need.

- 5.0 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. 25, of 2018****MASTER OF COMPUTER APPLICATIONS (M.C.A.)****1.0 DURATION:-**

This ordinance shall be applicable to the candidates admitted in Three Years Master of Computer Applications course abbreviated as M.C.A.

**2.0 ADMISSIONS:-**

A candidate seeking admission to M.C.A courses should be graduated from any Indian university or institute recognized by the university grants commission, New Delhi, as equivalent there to. The graduation should be with three year of study after passing senior secondary examination (10+2) or its equivalent securing minimum 45% marks (5% will be relaxed for ST/SC and other categories students) of an approved board with mathematics as compulsory subject at either (10+2) or Graduation level. The student who is not study math either at senior secondary examination (10+2) or Graduation level need to complete Bridge course in math as per directed by BOS of the university.

**2.1** Non –Resident Indian (NRI) candidates shall also be eligible for admission to M.C.A in accordance with directives of the government of Madhya Pradesh Bhopal provided they satisfy the criterion of clause 2.1 above.

**2.2** The admission to MCA courses shall be governed by the rules of the Technical Education and skill. Development by the state government of Madhya Pradesh for this purpose.

**2.3** Admission under these course will be made as follows:

**2.3.1** The University will issue admission notification in news papers, on the university's website, notice board of the university and in order publicity media before the start of every cycle.

**2.3.2** List of candidates provisionally selected for admission / shortlisted based on merit will be displayed on the notice board of the university, university website / or the student will also be informed directly of their admission after the last due date of application.

2.3.3 The candidate whose results of the qualifying exam are awaited can also apply who will be admitted provisionally. Such candidates however must produce the previous year mark sheet school/college certificates as proof of required eligibility criteria. The candidates so admitted shall have to be present mark sheet of the qualifying examination within a month of the due date of admission, otherwise provisional admission will be cancelled.

2.3.4 The application form may be rejected due to any the following reasons :-

- The candidates do not fulfill the eligibility conditions.
- The prescribe fees is not paid.
- The application form is not signed by the candidates and
- his /her parent guardian, wherever required.
- Supporting documents for admission are not enclosed.

2.3.5 Enrollment / registration number will be assigned to the student by the university shall all be applicable for all admission from time to time.

2.4 Fees & number of seats for the courses shall be as per the decision of board management of university.

### 3.0 EXAMINATION AND RESULT:-

The Courses are Theory & Practical based. A student will not be eligible to appear in the term end practical examination if the percentage of attendance in practical session falls below 75% Similarly a candidate will not be eligible to appear in the term end theory examination if his/her attendance in Regular classes is less than 75%. Overall Grading: the final score for each course is computed by combining continuous evaluation score and term end examination score. The Practical and term-end exams will be scored on a numerical marking scheme. Any component which has not been attempted would be treated as having a score of 0 (Zero) marks. The requirement for passing a course would be at least 40% in the term-end with an overall average of 50%. Passing all the courses is mandatory for the award of the M.C.A.

In order to be able to appear for the term end examination it is a necessary requirement that the students attend all classes according to the prescribed schedule. All the students will be required to give an undertaking to this effect and should it be later found that they had in fact not submitted the practical allotted as prescribed, the results for the Term-end examination will be treated as cancelled.

The practical examination will be of 3 hours duration. For Project Work it will required to complete Project report and submit his/her HOD. After evaluation of project report by expert a viva will be conducted.

In order to pass a M.C.A. examination of any semester, a candidate must obtain at least.

1. 40% of the minimum marks in each written paper
2. 50% of the maximum marks in seasonal work
3. 50% of maximum marks in practical examination
4. 50% of maximum marks in aggregation at the end of a academic session.

#### 4.0 RE-ADMISSION:-

Candidates who have discontinued the course during any semester may, on the recommendation of the Director / Principal of the college / Head of University Department to take re-admission to the course at the beginning of the semester concerned in a subsequent Year, provided that the duration of course for such readmitted candidate shall be counted from the due date of his/ her first admission.

#### 5.0 PASSING DURATION OF THE COURSE :-

MCA course duration is 3 Years. The maximum duration of the course shall be six years. However for one mercy attempts can be given by the Vice-Chancellor of the university on reasonable ground.

#### 6.0 AWARD OF DEGREE:-

Students successfully completing the programme shall be placed in various categories as indicated below.

First division with distinction	75% or above
First division	60% or above and less than 75%
Second division	50% or above and less than 60%
Third division	40% or above and less than 50 %

#### 7.0 MERIT LISTS :-

Merit list of first 10 candidates in the order of merit shall be declared by the university at the end of the sixth semester on the basis of the integrated performance of all the semesters, securing at least first division and passing all semester examinations in single attempts.

**8.0 ATTENDANCE:-**

A candidate should have at least 75% attendance in Theory and Practical separately.

**9.0 MEDIUM OF INSTRUCTION AND EXAMINATION:-**

9.1 The medium of instruction and examination shall be English throughout the course of the study.

9.2 The subjects to be studied in the different of M.C.A of 3 years course shall be as per the schemes approved by the board of studies of the university.

**10.0 LEGAL JURISDICTION:**

All matters of any dispute shall be limited to Balaghat court only. The University reserves the rights to change configuration, courses, contents, fee structure, scheme of evaluation, time schedule of face to face programme and examination as per need.

11.0 Not without understanding 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. 26, of 2018****POST GRADUATE DIPLOMA IN COMPUTER APPLICATIONS (PGDCA)**  
**(Semester System)**

This Ordinance shall be applicable to candidates admitted for Post Graduate Diploma in Computer Applications (PGDCA) course.

**1.0 DURATION:-**

The duration of the post graduate diploma in computer application shall be of one academic year, comprising of two semesters and a project work. The examination of the first semester shall ordinarily be held in the month of November/ December on suitable dates as fixed by Registrar of the university.

A supplementary examination for the first semester shall be held as decided by University, the 2<sup>nd</sup> semester Examination will be held in month of April/May.

**2.0 ADMISSIONS:-**

The candidates, who have passed the following examination of the University or an examination recognized University shall be eligible for admission to the first semester of course:-Minimum 45% Marks (40% for SC/ST/OBC/PWD Candidates) in B.Sc./ B.A./ B.Com./ B.E./ B.Pharma/ BHMS/ BAMS/ M.Pharma/ M.Sc./ M.A./ M.B.A./ M.Com. The Reservation to SC/ST/OBC/PWD candidates shall be applicable as per the norms of the State Government of Madhya Pradesh.

**3.0 EXAMINATION:-**

**3.1** A candidate shall be required to fulfill the following conditions for appearing in the first and second semester examinations:-

- (i) A good character certificate from the head of the department.
- (ii) 75% attendance is compulsory for theory and practical components.

**3.2** A deficiency in the attendance for the prescribe course (Lectures/ practical/seminars/case discussions/visit to computer centers etc.) may be condoned as per provision of Ordinance of the University for the purpose.



- 3.3 A candidate shall be allowed to appear in the second semester examination only when he/she has passed the first semester examination.
- 4.0 A candidate, who has failed (or absented on exceptional cases) in the first semester examination may be provisionally allowed to attend the second semester course.
- 5.0 The Medium of instructions and examination shall be English/Hindi.
- 6.0 Every candidate shall be examined according to the scheme of examination of Ordinance of the University. The fees & no. of seats for each course shall be decided by Board of Management of University.
- 7.0 The practical examination (including oral) shall be conducted by the two examiners i.e. one external to be recommended by the examination committee and one internal to be nominated by the head of the Department
- 8.0 PROJECT WORK & DISSERTATION:-**
- 8.1 The subject of the project work Dissertation shall be approved by the Head of the Department of Computer Science & Applications.
- 8.2 The candidate shall be required to carry out their project viva voce Examination. Examiner will be appointed by the University.
- 8.3 The candidate shall be required to submit three copies of the project report / dissertation with the certification from the supervisor. That the project work has been completed by the candidate himself / herself and he/she has attended the department of computer science and application or any other place of work for at least 60 hours. In exceptional cases, the last date for submission of project report will be extended up to two months by the Vice-Chancellor on recommendations of the supervisor and head of the Department of computer science and applications.
- 8.4 The project report /dissertation shall be evaluated by a board constituted by the Vice - Chancellor, which may consist of the follow members:
- (i) External examiner, name approved by University.
  - (ii) Head of the dept. of computer science and applications
  - (iii) The supervisor of the concerned project work.
  - (iv) If the project report / dissertation is disapproved by the examiner, Board of examiners, the candidate shall be to resubmit his/her project report / dissertation within a period of three month.

**9.0** No candidate shall be allowed more than two attempt as an ex-student in particular semester. If a candidate does not succeed in this two attempt, he/she will have to leave this course.

**10.0** The standard of passing shall be following:

In order to pass a PGDCA examination of any semester, a candidate must obtain at least. 40% of the maximum marks in each written paper

1. 40% of the minimum marks in each written paper
2. 50% of the maximum marks in seasonal work
3. 50% of maximum marks in practical examination
4. 50% of maximum marks in aggregation at the end of a academic session.

**11.0** The Division will be awarded in First year of P.G.D.C.A. on the following basis.

75% of the aggregate and above: First division with honors

60% of the aggregate and above, but below 75 %: first division

50% of the aggregate and above, but below 60 %: Second division

**12.0** **CURRICULUM & RELATED REGULATIONS:-**

The Curriculum & related regulation of PGDCA will be as per schemes approved by the Board of Management of the University.

**13.0** **LEGAL JURISDICTION:**

All matters of any dispute shall be limited to Balaghat court only. The University reserves the rights to change configuration, courses, contents, fee structure, scheme of evaluation, time schedule of face to face programme and examination as per need.

**14.0** 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. 27, of 2018**  
**BACHELOR OF COMPUTER APPLICATIONS (B.C.A)**  
**(3 YEAR DEGREE COURSE)**

Ordinance shall be applicable to candidates admitted for Bachelor in Computer Applications (B.C.A.) degree. The Bachelor of Computer Applications (B.C.A.) Programme shall be equally distributed over three sessions (Six Semesters).

**1.0 ADMISSION:-**

Admission to B.C.A. will be made as per the rules approved by the Board of Management of the University. The intake will be decided as per Statute 28.

**2.0 ELIGIBILITY FOR ADMISSION:-**

For admission to B.C.A programme, candidates should have passed Senior Secondary Examination on the pattern of 10+2 with Science and Commerce as main subject from a recognized Board of Education or an equivalent examination recognized as equivalent thereto by the University with at least 45% marks in aggregate. In case of SC/ST/OBC/PWD candidates the eligibility requirement is a minimum of 40% marks in aggregate.

**3.0 CANCELLATION OF ADMISSION**

The admission of a student at any stage of study shall be cancelled if:

**3.1** He/ She is not found qualified as per the eligibility criteria prescribed by the University.

OR

He / She is found unable to complete the course within the specified period for completion of the course

OR

He / She is found involved in creating indiscipline in the School/Institute or in the University.

OR

He/ She is involved in ragging

**4.0 APPLICABLE FEES:-**

4.1 All the fees including the course fee and the examination fee shall be as determined by the University from time to time, will be payable by the students at the beginning of each semester.

4.2 Registrar will notify the quantum of fees payable and the schedule of registration before the start of each semester. Fees once paid and the student has started attending the classes, is not refundable in any case except for the caution money. In some cases of genuine hardship, the Vice-Chancellor may permit at his discretion, an extension in the last date of payment of fees. However, all the students will be required to pay the prescribed fee before the start of examinations. In case any student has been allowed to appear for the examinations, the results of such student shall be withheld till all his dues are cleared

The subjects to be studied in different sessions of B.C.A. of 3 Years course shall be as per the schemes approved by the Board of studies of the University from time to time.

**5.0 ATTENDANCE:-**

A candidate should have at least 75% attendance in Theory and Practical separately.

**6.0 EXAMINATION & RESULT:-**

The Courses are Theory & Practical based. A student will not be eligible to appear in the term end practical examination if the percentage of attendance in practical session falls below 75% Similarly a candidate will not be eligible to appear ' in the term end theory examination if his/her attendance in Regular classes is less than 75%. Overall Grading: the final score for each course is computed by combining continuous evaluation score and term end examination score. The Practical and term-end exams will be scored on a numerical marking scheme. Any component which has not been attempted would be treated as having a score of 0 (Zero) marks. The requirement for passing a course would be at least 40% in the term-end with an overall average of 50%. Passing all the courses is mandatory for the award of the B.C.A.

In order to be able to appear for the term end examination it is a necessary requirement that the students attend all classes according to the prescribed schedule. All the students will be required to give an undertaking to this effect and should it be later found that they had in fact not submitted the practical allotted as prescribed, the results for the Term-end examination will be treated as cancelled.

The practical examination will be of 3 hours duration. For Project Work it will required to complete Project report and submit his/her HOD. After evaluation of project report by expert a viva will be conducted.

#### 7.0 AWARD OF DEGREE:-

Students successfully completing the programme shall be placed in various categories as indicated below.

First division with distinction	75% or above
First division	60% or above and less than 75%
Second division	50% or above and less than 60%
Third division	40% or above and less than 50%

#### 8.0 LEGAL JURISDICTION:

All matters of any dispute shall be limited to Balaghat court only. The University reserves the rights to change configuration, courses, contents, fee structure, scheme of evaluation, time schedule of face to face programme and examination as per need.

9.0 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. 28, of 2018****DIPLOMA IN COMPUTER APPLICATIONS (1 YEAR DIPLOMA COURSE)**

This Ordinance shall be applicable to candidates admitted for Diploma in Computer Applications (DCA) diploma course

**1.0 DIPLOMA TITLE:**

Diploma in Computer Application (DCA)

**2.0 NAME OF FACULTY:**

Faculty of Computer Application

**3.0 DURATION OF COURSE:**

One Year (Two Semesters)

**4.0 ELIGIBILITY:**

Candidate should have passed 10+2 examination from any board recognized by Govt.

**5.0 ADMISSION PROCEDURE:**

Admission given on the basis of merit list of qualifying marks.

**6.0 TOTAL NO OF SEATS:**

As decided by University.

**7.0 FEE STRUCTURE:**

As decided by management of University.

**8.0 EXAMINATION AND RESULT**

The standard of passing shall be following:

In order to pass a DCA examination of any semester, a candidate must obtain at least.

- ❖ 40% of the minimum marks in each Theory paper
- ❖ 50% of the maximum marks in seasonal work
- ❖ 50% of maximum marks in practical examination
- ❖ 50% of maximum marks in aggregation at the end of a academic session.

The Division will be awarded in D.C.A. on the following basis.

- ❖ 75% of the aggregate and above: First division with honors
- ❖ 60% of the aggregate and above, but below 75 %: first division
- ❖ 50% of the aggregate and above, but below 60 %: Second division
- ❖ 40% of the aggregate and above, but below 50%: Third Division.

A candidate shall be eligible for the award of **DIPLOMA IN COMPUTER APPLICATION** when he/she has completed the requirement of examination **successfully**.

#### **9.0 ATTENDANCE REQUIREMENT:**

A candidate should have at least 75% attendance in Theory and Practical **separately**.

#### **10.0 LEGAL JURISDICTION:**

All matters of any dispute shall be limited to Balaghat court only. The University reserves the rights to change configuration, courses, contents, fee structure, **scheme** of evaluation, time schedule of face to face programme and examination **as per need**.

**11.0** 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. 29, of 2018****BACHELOR OF COMMERCE (B.Com) 3 YEAR DEGREE COURSE**

This Ordinance shall be applicable for the award Bachelor of Commerce (B.Com and B.Com with Computer Application)

**1.0 DURATION:**

The Duration of Course will be 3 years in yearly system.

**2.0 ADMISSION:**

Candidates seeking admission to the first year of Bachelor of Commerce Course shall be required to have passed the higher Secondary Examination (10+2) M.P. Higher secondary Board or an examination recognized equivalent there to. Selection for admission will be made through on the basis of merit list. The Reservation to SC/S/OBC/PWD candidates shall be applicable as per the norms of the State Government of Madhya Pradesh.

**3.0 FEES:**

The fees for each course shall be decided by Board of Management of University after approval by the M.P. Private University Regulatory Commission, Bhopal.

**4.0 ATTENDANCE REQUIREMENT:**

A candidate should have at least 75% attendance in Theory and Practical separately.

**5.0 COURSE STRUCTURE AND SCHEME OF EXAMINATION**

The scheme of course structure and examination of various subjects in B.Com shall be prescribed by the university from time to time.

**B.Com. – 1st Year Syllabus**

विषय (Subjects)	प्रश्न-पत्र (Papers)
1. लेखा समूह (Accounts Group) अनिवार्य विषय (Compulsory Subject)	1. वित्तीय लेखांकन (Financial Accounting) 2. व्यावसायिक गणित (Business Maths)
2. प्रबंध समूह (Management Group) अनिवार्य विषय (Compulsory Subject)	1. व्यावसायिक सन्निवम (Business Law) 2. व्यावसायिक संगठन एवं सम्प्रेषण (Business Organisation and Communication)
3. व्यवहारिक अर्थशास्त्र समूह (Applied Economics Group) व्यवहारिक पाठ्यक्रम समूह वैकल्पिक विषय (Optional Subject Group)	1. दृष्टि अर्थशास्त्र Micro Economic) 2. समष्टि अर्थशास्त्र (Macro Economic)



नोट :-

- व्यवहारिक पाठ्यक्रम के दोनों प्रश्नपत्रों को वैकल्पिक समूह व्यवहारिक अर्थशास्त्र (Applied Economics) के स्थान पर लिया जा सकता है।

**B.Com. – 2nd Year Syllabus**

विषय (Subjects)	प्रश्न-पत्र (Papers)
1. लेखा समूह (Accounts Group) अनिवार्य विषय (Compulsory Subject)	1. निगमीय लेखांकन (Corporate Accounting)
	2. परिवचय लेखांकन (Cost Accounting)
2. प्रबंध समूह (Management Group) अनिवार्य विषय (Compulsory Subject)	1. सांख्यिकी के सिद्धांत (Principle of Statistics)
	2. प्रबंध के सिद्धांत (Principle of Management)
3. व्यवहारिक अर्थशास्त्र समूह (Applied Economics Group) व्यवहारिक पाठ्यक्रम समूह वैकल्पिक विषय (Optional Subject Group)	1. भारतीय कम्पनी अधिनियम (Indian Company Act)
	2. बैंकिंग एवं बीमा (Banking & Insurance)

नोट :-

- व्यवहारिक पाठ्यक्रम के दोनों प्रश्नपत्रों को वैकल्पिक समूह व्यवहारिक अर्थशास्त्र (Applied Economics) के स्थान पर लिया जा सकता है।

**B.Com. – 3rd Year Syllabus**

विषय (Subjects)	प्रश्न-पत्र (Papers)
1. लेखा समूह (Accounts Group) अनिवार्य विषय (Compulsory Subject)	1. आयकर विधि एवं व्यवहार Income Tax Law & Practice
	2. अप्रत्यक्ष कर Indirect Taxes
2. प्रबंध समूह (Management Group) अनिवार्य विषय (Compulsory Subject)	1. अंकेक्षण Auditing
	2. प्रबंधीय लेखांकन Management Accounting
3. व्यवहारिक अर्थशास्त्र समूह (Applied Economics Group) व्यवहारिक पाठ्यक्रम समूह वैकल्पिक विषय (Optional Subject Group)	1. ई-वाणिज्य एवं विपणन (E-Commerce & Management)

नोट :-

- व्यवहारिक पाठ्यक्रम के दोनों प्रश्नपत्रों को वैकल्पिक समूह व्यवहारिक अर्थशास्त्र (Applied Economics) के स्थान पर लिया जा सकता है।
- वैकल्पिक समूह अ.ब.स. में से कोई भी एक समूह के दोनों प्रश्नपत्रों को लिया जायेगा।

Promotion to higher class, award of division and condonation of deficiencies as per University ordinance. In order to pass at any of the Three Y.D.C. examinations, an examinee must obtain not less than 33% of the total marks in each subject. In subjects where both theory and practical examinations are provided, an examinee must pass separately in both theory and practical examination.

In order to pass a B.Com. examination of any year, a candidate must obtain at least following marks.

1. 33% of the minimum marks in each Theory paper
2. 50% of the minimum marks in Sessional work.
3. 50% of minimum marks in practical examination.

In determining the result of the part III examination, total marks obtained by the examinees at their Part I, Part II and Part III (Final) examinations in each subject and in the aggregate shall be taken into account. Successful examinees at the Part I, Part II and Part III (Final) examinations of three years degree course, obtaining 75% or above get Distinction, 60% or below 75% marks in aggregate of all three years shall be placed in the First division, similarly those obtaining less than 60% but not less than 45% marks in the second division and other successful examinees in the third division.

#### **6.0 LEGAL JURISDICTION:**

All matters of any dispute shall be limited to Balaghat court only. The University reserves the rights to change configuration, courses, contents, fee structure, scheme of evaluation, time schedule of face to face programme and examination as per need.

- 7.0** 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. 30, of 2018****MASTER OF COMMERCE (M.Com.) 2 YEARS PG DEGREE COURSE**

This Ordinance shall be applicable to candidates admitted to Master of Commerce (M.Com.) degree.

**1.0 DURATION:**

The course for the degree in Master of Commerce spread over two academic year four semesters).

**2.0 ADMISSION:**

A candidates who, passed the final examination of the B.Com from this University or in any other statutory University in India or foreign University, admission will be given on the basis of Merit.

Reservation to SC/ST/OBC/PWD candidates shall be applicable as per the norms of the State Government of Madhya Pradesh.

**3.0 EXAMINATION:**

(a) A candidates who after passing the M.Com. Previous examination of the university has completed a regular course of study for one academic year in a teaching department of the university, in the subject in which he offers, himself for examination, for one academic year, shall be admitted to the final Examination for the degree of master of commerce.

(b) A candidate who has passed the previous examination for the degree of Master of Commerce of another university may also be admitted to the final examination for the degree of Maser of Commerce after obtaining necessary permission from the Vice Chancellor provided that he/she offered for his/her previous examination a course of study or an equivalent, standard with almost identical syllabus as is required for the previous examination of this university and has attended a regular course of study for one academic year in a teaching department of the university.

(c) The fees for each course shall be decided by Board of Management of University after approval by the M.P. Private University Regulatory Commission, Bhopal.

**4.0** Besides regular students and ex-students and subjects to their compliance with this ordinance, Non- collegiate Candidates shall be eligible for admission to the examination as per provisions of the ordinance related matter and provided that if they fulfill other

conditions of ordinances.

- 5.0 (a) The scope of studies shall be as prescribed by the Academic Council on the recommendation of the boards of studies and the faculty of commerce from time to time and printed in the prospectus for the examination or published by notification.
- (b) The examination shall be conducted by means of written papers in semester system.
- 6.0 The Theory examination shall be held, Odd semester in month of December and Even Semester in month of June in every year. The date of commencement of examination will be notified by the University in advance decided by Board of Management of the University.
- 7.0 In order to be successful at any of the previous and final examination an examinee must obtain at least:—
- (i) 33% of marks in each of the theory papers separately.
- (ii) 100% of marks in the total of all theory papers taken together.
- 8.0 (a) Examinees of the previous examination obtaining mark not less than the minimum marks prescribed by foregoing paragraphs shall be declared to have passed the examination without any division being assigned to them.
- (b) Successful candidates of the final examination shall be placed in a division on the basis of the total marks obtained at the previous and final examinations taken together, in accordance with the following scale
- (I) Those obtaining 36% or more but less than 45% of marks in the aggregate third Division
- (II) Those obtaining 45% or more but less than 60% of marks in the Aggregate Second Division
- (III) Those obtaining 60% or more but less than 75% of marks in the aggregate First Division
- (IV) Those obtaining 75% or more than 75% of marks in the aggregate get Distinction.
- 9.0 (a) A regular candidate of a college or of a teaching department of the university, who, on obtaining marks less than the minimum pass marks prescribed by foregoing Para 8, has been declared to have failed or who, after having been duly admitted to the examination fails on account of or a similar bonafied reason to appear there to

may reappear at subsequently as an ex-student in accordance with the provisions on fulfillment and the conditions of ordinance and regulations.

- An ex- student candidate for any of the examination shall offer the same papers which he/she had Previously offered as a regular candidate unless on account of a change in the scheme of examination the papers offered by hem/her earlier case to be a part of the examination or syllabus for the examination and he/she has been permitted by the Registrar to offer a different paper.
- 10.9 ● Regular student's undergoing regular course of studies in a teaching department of the university, who have passed in previous year examination may be permitted to offer at their final examination, dissertation or a project report in lieu of one of the theory papers from optional group, provided a provision for such dissertation project report has been made in the syllabus for the subject.
- On being permitted to offer a dissertation a student shall prepare it on a problem not dealt earlier, assigned to him /her by the head of the department in the university teaching department.
- A regular students who has been permitted to offer, under the provisions of sub Para (a) dissertation shall send, through the Principal of the college or the head of the department concerned, three printed or typed copies of it duly signed by the supervisor so as to reach the Registrar by a date preceding by three week the date of commencement of the written examination, any dissertation received after such a date shall not be accepted for the purpose of the examination.
- An ex-student candidate for the final examination who was, a regular candidate from a college or a Teaching Department. Permitted, under the provisions of sub. Para (a) above, to offer a dissertation in lieu of an optional paper, may be on the recommendation of the head of the Department and Principal of the college of which she was regular student to submit either a revised dissertation on the same topic on which worked was done previously or a dissertation on a fresh topic assigned by the-head of the department of the University.
- Provided (i) that the candidate shall apply for such permission from the Registrar, through the Principal of the college concerted at least three months before the date of commencement of the examination and if permitted, shall work for it under the guidance of a teacher in the department of the college as assigned by the Principal and (ii) that the candidate shall fulfill the conditions of foregoing subparagraphs (b)

and (c).

**11.0** A candidate who has passed the M.Com examination of the university may on submission of an application on prescribed form together with necessary fees, be allowed subject to the provisions of ordinances regulations and directives, to reappear at the examination in the same subject for purpose of improving his/her performance thereat.

Provided that a candidate who has been granted a permission for re-appearing at the examination may be treated, if he/she had been in the first instance, a regular student of a college or department ex-student candidate for the purpose of exemption from attending a regular course of studies again in the department.

**12.0** Registrar shall publish the results of the examination as soon as possible after the examination but not later than the 60th day from the date when the examination was over.

**13.0** In the notification declaring the results of the final examination names of first ten successful candidates, separately in each subject, may be arranged in order of marks.

**14.0** The minimum attendance of students in theory and practical subject must be 75%.

**15.0** The other rules & regulation for master of commerce degree, & examination etc will be as per ordinance of university for this purpose from time to time or as per approval of Board of Management of the University for this course.

**16.0 LEGAL JURISDICTION:**

All matters of any dispute shall be limited to Balaghat court only. The University reserves the rights to change configuration, courses, contents, fee structure, scheme of evaluation, time schedule of face to face programme and examination as per need.

**17.0** 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. 31, of 2018****MASTER OF BUSINESS ADMINISTRATION**

**M.B.A in Retail / Rural / Banking & Insurance/Agriculture Business Management / IT & MIS/aviation/HRM / Marketing / Finance/Sales And Marketing/Operations Management/International Business/Tourism/Logistics And Supply Chain Management/Media Management/Corporate Management/Disaster Management/Energy Management/Hospitality Management/Industrial Marketing/Rural Management/Health Care Management/Forestry Management/Pharmaceutical Management/Hospital Management/Environment Management/E-Business/Risk Management/Textile Management.**

**(TWO YEARS ( FT) AND THREE YEARS (PT) COURSE)****1.0 DURATION:**

The Duration for the degree of Master of Business Administration (M.B.A. Full Time) is two years and four semester and M.B.A (Part Time) is three years six semester.

**2.0 ADMISSION:**

Only such candidates of any faculty of a statutory university who have secured at least 45% marks in the degree examination or 45% marks at the post-graduate examination shall be eligible to apply for admission top M.B.A. (Full – time) course. The nature, scope and other necessary details of the admission test and the results of admission shall be such as may be decided and notified by the university from time to time. Reservation and relaxations for SC, ST, OBC and PWD candidates will be as per M.P. government rules. A candidates seeking demission to three year part – time M.B.A programmed should be a graduate/post graduate in any discipline with at least second division/ marks from this university or any other statutory university. He/she should also have a minimum of two year's full time experience after graduation in executive position.

**3.0 ATTENDANCE REQUIREMENT:**

A candidate should have at least 75% attendance in Theory and Practical separately.

**4.0 SEMESTER EXAMITNION:**

As per university ordinance.

**5.0 FEES:**

The fees for each course shall be decided by Board of Management of University after approval by the M.P. Private University Regulatory Commission, Bhopal.

**6.0 SCHEME OF EVALUATION:**

The scheme of evolution external & internal assessment shall be as per decision of board of management on the recommendation of board of studies.

**7.0 MINIMUM PERCENTAGE OF MARKS TO PASS:**

The minimum percentage of marks to pass the examination in each semester shall be 40% in each written paper and internal assessment separately 50% in the aggregate of each semester examination.

**8.0 PRACTICAL TRAINING:**

- (a) Every full-time student of M.B.A programmed shall be required to undergo practical training for six to ten weeks, preferably during summer vacation, in a rogation and in the area approved by the head of institute.
- (b) A full-time student will write a report based on his/ her training & industrial visits organized by the institute from time to time.
- (c) A part-time students will submit a brief report/ project report based on the area of his / her specialization, preferably in the candidate own organization.
- (d) All such report shall be certified by the concerned rogation and the head of the department of Sardar Patel University, Balaghat (M.P.). Such reports should be submitted in duplicate will be forwarded for evolution.
- (e) The report shall be evaluated by examiner approved by the viva-chancellor from the panel of examiners submitted by the institute / examination committee, for the purpose.

**9.0 COMPREHENSIVE VIVA-VOCE:**

There will be a comprehensive viva-voce at the end of the second semester (for full-time



programmed)/ third semester (for part time programmed) to assess the students programs in core subjects and other functional areas.

The second compressive viva-voce will held at the institute of the fourth (full-time programmed /sixth semester) (part-time programmed) semester to assess the students overall performance, on conclusion to the programmed in general and to build confidence in them. Total marks allocated to this 'HEAD' shall be divided equally between the above two.

The aforesaid comprehensive viva-voce shall be conducted by the institute with the help of examiners approved by the vice-chancellor from the panel of examiners submitted by the institute, for the purpose.

The marks & awarded to the students shall be on the record of the institute and shall be forwarded to the register of examination, for incorporation in the final result of the student.

**10.0 RE-APPEAR CLAUSE:**

As per decided by the board of management on the recommendation of board of studies.

**11.0 AWARD OF DIVISION:**

No division shall be awarded in semester examination. Successful candidates in all four/six semester examinations well be classified on the basis of combined result of 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup> and 4<sup>th</sup> semester for full-time and 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup>, 4<sup>th</sup>, 5<sup>th</sup> and 6<sup>th</sup> semester for part-time respectively.

**12.0** The details of courses for two year M.B.A. degree will be decided by the board of management on the recommendation of board of studies & Academic council.

**13.0** The other rules regarding attendance, examination, merit list etc will be as per Ordinance of the university from time to time for this purpose.

**14.0 LEGAL JURISDICTION:**

All matters of any dispute shall be limited to Balaghat court only. The University reserves the rights to change configuration, courses, contents, fee structure, scheme of evaluation, time schedule of face to face programme and examination as per need.

**15.0** 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 director of the schools. The decision of the Vice-Chancellor shall be final.

**ORDINANCE No. 32, of 2018****BACHELOR OF BUSINESS ADMINISTRATION 3 YEARS DEGREE COURSE**

This Ordinance shall be applicable for the award of Bachelor of Business Administration (BBA)/ BBA (Honors) degree course.

**1.0 DURATION:**

The Duration of BBA/BBA(Honors) Course will be 3 years spread over 6 semesters.

**2.0 ADMISSION:**

Candidates seeking admission to the first year of Bachelor of Business Administration Course shall be required to have passed the higher Secondary Examination (10+2) M.P. Higher secondary Board or an examination recognized equivalent there to.

Selection for admission will be made on the basis of merit list. The Reservation to SC/ST/OBC/PWD candidates shall be applicable as per the norms of the State Government of Madhya Pradesh.

**3.0 COURSE STRUCTURE:**

The course structure and detailed syllabus shall be finalized by Board of Management on the Proposal of Board of Studies and the faculty from time to time.

**4.0 FEES:**

The fees for each course shall be decided by Board of Management of University after approval by the M.P. Private University Regulatory Commission, Bhopal.

**5.0 ATTENDANCE REQUIREMENT:**

A candidate should have at least 75% attendance in Theory and Practical separately.

**6.0 EXAMINATIONS:**

Promotion to higher class/semester, award of division and condonation of deficiencies as per University ordinance. The attendance, Examination etc will be as per Ordinance of this University for this Purpose. In order to pass at any of the Three Y.D.C. examinations, an examinee must obtain not less than 33% of the total marks in each subject. In subjects where both theory and practical examinations are provided, an examinee must pass separately in both theory and practical examination. In determining the result of the part III examination, total marks obtained by the examinees at their Part I, Part II and Part III

(Final) examinations in each subject and in the aggregate shall be taken into account. Successful examinees at the Part I, Part II and Part III (Final) examinations of three years degree course, obtaining 75% or above get Distinction, 60% or below 75% marks in aggregate of all three years shall be placed in the First division, similarly those obtaining less than 60% but not less than 45% marks in the second division and other successful examinees in the third division.

**7.0 SCHEME OF EVALUATION:**

As per decision of Board of management on the recommendation of Board of Studies.

**8.0 FIELD STUDY:**

Every student of BBA Programme on his/her exposure through Industrial other related activities as assigned by principal/Head of the Department of the institute, the student should submit study report to the Head of Department.

**9.0 EVALUATION OF FIELD STUDY REPORT:**

The Field Study Report shall be valued by the Examiner appointed by the University.

**10.0 COMPREHENSIVE VIVA-VOCE:**

There will be a comprehensive Viva-Voce at 6<sup>th</sup> semester to the student's over all progress and performance based on the subject as well as field study.

The comprehensive Viva-Voce shall be concerned to be the institute as notified by the University with the help of the Examiners/Experts appointed by the university for the purpose from the External Examiners recommended by the Examination committee. The marks awarded to student on this score shall be on record of the concerned Institute/Department and forward to the Registrar for Incorporation in the final result of the student.

**11.0 LEGAL JURISDICTION:**

All matters of any dispute shall be limited to Balaghat court only. The University reserves the rights to change configuration, courses, contents, fee structure, scheme of evaluation, time schedule of face to face programme and examination as per need.

**12.0** 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. 33, of 2018****BACHELOR OF ARTS (B.A.) 3 YEAR DEGREE COURSE**

**This Ordinance shall be applicable to candidates admitted For Bachelor of Arts (B.A.) Degree.**

**1.0 ADMISSION**

Candidates seeking admission to the first year of Bachelor of Arts (B.A.) Course shall be required to have passed the higher Secondary Examination (10+2) of M.P. Higher secondary Board or an examination recognized equivalent. Admission given on the basis of merit of qualifying marks.

The Reservation to SC/ST/OBC/PWD candidates shall be applicable as per the norms of the State Government of Madhya Pradesh.

**2.0 COURSES FEE**

The fees for each course shall be decided by Board of Management of University the Number of seats in each course will be as per Statute 25.

**3.0 DURATION**

The Duration of Course will be 3 years in annual pattern.

**4.0 Every candidate for the B.A. examination shall be examined in**

- (a) Compulsory subject: Foundation Course.
- (b) Any three of the following subjects.

A student shall be allowed to offer any one group from any of these groups.

- 1. Economics, Geography, Sociology
- 2. Economics, Hindi, Political Science
- 3. Economics, Political Science, Sociology
- 4. English Literature, Economics, Geography
- 5. English Literature, Economics, Political Science
- 6. English Literature, Economics, Sociology

7. English Literature, Geography, History
8. Geography, Hindi, History
9. Geography, Hindi, Sociology
10. Hindi, Economics, Sociology
11. Hindi, History, Sociology
12. Hindi, Philosophy, Sociology
13. Hindi, Political Science, Sociology
14. History, English Literature, Sociology
15. History, Hindi, Political Science
16. History, Sanskrit, Sociology
17. Political Science, English Literature, Sociology
18. Political Science, History, Sociology
19. Sanskrit, Political Science, Sociology

#### **5.0 EXAMINATION & RESULTS**

**Examination Process and Promotion to higher year classes to students given on the basic of ordinance No. 4**

- (a) In order to pass at any of the Three Y.D.C. examinations, an examinee must obtain not less than 33% of the total marks in each subject. In subjects where both theory and practical examinations are provided, an examinee must pass separately in both theory and practical examination.
- (b) In determining the result of the part III examination, total marks obtained by the examinees at their. Part I, Part II and Part III (Final) examinations in each subject and in the aggregate shall be taken into account.
- (c) Successful examinees at the Part I, Part II and Part III (Final) examinations of three years degree course, obtaining 75% or above get Honors, 60% or below 75% marks in aggregate of all three years shall be placed in the First division, similarly those obtaining less than 60% but not less than 45% marks in the second division and other successful examinees in the third division.

**6.0** The scope of studies of part I, II and III examination shall be as prescribed by the University / Board of Studies in the syllabus from time to time and printed in the prospectus for the examination concerned.

**7.0 MODE OF INSTRUCTION**

- ◆ The course of study shall include learning and teaching through Regular.
- ◆ Instructions shall be imparted through lecture programmes, supplemented with written assignments, lesson packages and contact programmes.
- ◆ Medium of instructions shall be Hindi/English.

**8.0** The minimum attendance of students in theory and practical subject must be 75%.

**9.0 LEGAL JURISDICTION:**

All matters of any dispute shall be limited to Balaghat court only. The University reserves the rights to change configuration, courses, contents, fee structure, scheme of evaluation, time schedule of face to face programme and examination as per need.

**10.0** 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. 34, of 2018****MASTER OF ARTS (M.A.) 2 YEAR PG DEGREE COURSE**

This Ordinance shall be applicable to candidates admitted to Master of Art (M.A.) degree.

**1.0 ADMISSION:**

(a) A Candidates is eligible for admission for M.A. course, if he/she has passed Bachelor Degree of this University or any other recognized University.

The Reservation to SC/ST other category candidates shall be applicable as per the norms of the State Government of Madhya Pradesh.

(b) A candidate while, after taking his Bachelor's degree of the university or of any recognized statutory university, has completed a regular course of study in the department of the university in the subject in which he offers himself for examination, for one year, shall be admitted to the examination for the degree of Master of Arts Selection for admission will be made through an Admission on the basis of merit list.

**2.0 The subject of the examination shall be of the following:**

(i) English Literature (ii) Hindi Literature (iii) Economics (iv) Philosophy (v) Political Science (vi) History (vii) Sanskrit Literature (viii) Mathematics (ix) Geography (x) Sociology (xi) Psychology (xii) Music (xiii) Public Administration (xiv) Rural Development (xv) Master of Social Work (xvi) Foreign Language (xvii) Drawing and Painting (xviii) Education (xix) Yoga. (xv) Criminology, Provided that board of Management of University on the Recommendation of Academic Council can add more subject for M.A. degree course as per UGC norms.

**3.0 The fees for each course shall be decided by Board of Management of University the Number of seats in each course will be as per Statute 25.**

**4.0 DURATION OF COURSE**

Duration of course will be 2 year. Spread to 4 semesters consisting M.A. Previous & M.A. Final Year Examination.

**5.0 EXAMINATION**

Promotion to higher semester award of credits and grades condonation of deficiencies as per Ordinance No.4

6.0 The other rules & regulation for Master of Arts in different subject will be as per ordinance exists in this University for obtaining degree.

**7.0 MODE OF INSTRUCTION**

- The course of study shall include learning and teaching through Regular.
- Instructions shall be imparted through lecture programmes, supplemented with written assignments, lesson packages and contact programmes.
- Medium of instructions shall be Hindi/English.

8.0 The minimum attendance of students in theory and practical subject must be 75%.

**9.0 LEGAL JURISDICTION:**

All matters of any dispute shall be limited to Balaghat court only. The University reserves the rights to change configuration, courses, contents, fee structure, scheme of evaluation, time schedule of face to face programme and examination as per need.

10.0 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. 35, of 2018****BA - MUSIC, DANCE, FOLK MUSIC (THREE YEAR DEGREE COURSE)****1.0 ELIGIBILITY FOR ADMISSION :**

The minimum qualification for getting admission in BA Course and to appear in the Examination will be as follows:-

- I. The First Year Examination for BA Music/Dance/Folk Music:-**  
10+2 School Certificate or an equivalent examination
- II. The Second Year Examination for BA Music/Dance/Folk Music:-**  
Qualifying the First year Examination of the BA - Music, Dance, & Folk Music course of this Vishwavidyalaya.
- III. The Final Year Examination of BA Music/Dance/Folk Music:-**  
Qualifying the Second year Examination of the BA - Music, Dance, & Folk Music course of this Vishwavidyalaya.

**2.0 EXAMINATION PATTURN:**

- 2.1** BA - Music, Dance, & Folk Music course will be of three years. The examination for each course shall be held annually at the end of each academic session as stated below:
  - (a) The First Year Examination.
  - (b) The Second Year Examination.
  - (c) The Final Year Examination.
- 2.2** The course for each examination shall be extended over a period of one academic year.
- 2.3** The date of the examination shall be decided by the University. The said date shall be ordinarily notified at least one month before the commencement of the examinations.

- 3.0** All the subjects offered in the course have been divided into three groups i.e., Group A, Group B, and Group C. A candidate will choose any one subject from Group A as a principal/main subject. In Group-B Foundation Course and Environmental Studies are

compulsory for every candidate. From **Group-C** candidate can choose any two subjects apart from Principal/Main Subject. All subjects are mentioned in **Appendix-A**.

- 4.0 The candidate has to apply in the prescribed Application Form for appearing in the Examination which should reach to the Registrar within the time limit declared by the Vishwavidyalaya.
- 5.0 The application form for appearing in the examinations shall be accompanied with all the required documents and examination fee (Including other requisite fees) as declared by the Vishwavidyalaya from time to time.
- 6.0 Incomplete form in any respect shall not be entertained.
- 7.0 The scheme of papers is as per **Appendix-B**.
- 8.0 The Grade shall be awarded to a candidate, after he/she qualifies final year (Third Year) examination of this course. The scheme of Grading System is mentioned in **Appendix-C**.
- 9.0 A candidate obtaining less than 33% Marks in any paper shall be declared fail.
- 10.0 A candidate failing by three marks in a paper (written only) shall be condoned. Grace Marks in the two papers shall not be awarded.
- 11.0 Re-evaluation will be permitted in the written papers only as per University rules.
- 12.0 Candidates have to complete the entire course within a maximum period of five years.
- 13.0 Any issue not covered under this Ordinance shall be governed by the other relevant Ordinance of the university.
- 14.0 In case of any dispute/ambiguity, decision of the Academic Council shall be final.

**Appendix-A**  
**Group -A Principal Subject**

a. Hindustani Vocal	j. Kathak
b. Tabla	k. Bharathanatyam
c. Pakhawaj	l. Odissi
d. Sitar	m. Vocal (Carnatic)
e. Sarod	n. Violin (Carnatic)
f. Violin (Hindustani)	o. Veena (Carnatic)
g. Guitar	p. Mridangam (Carnatic)
h. Flute (Hindustani)	q. Flute (Carnatic)
i. Sarangi	r. Folk Music

**Group-B**

- (a) Foundation Course  
i. General Hindi  
ii. General English  
(b) Environmental Studies

**Group-C any two of the following subjects**

- a. Hindi Literature  
b. Ancient Indian History, Culture and Archaeology  
c. English Literature  
d. Sanskrit Literature  
e. Folk Music

**Appendix-B**

**प्रश्नपत्र योजना - प्रथम वर्ष**

प्रश्न पत्र	प्रश्न पत्र का नाम	कॉड संख्या	पूर्वक	पूर्वक उत्तीर्ण
प्रथम	मुख्य विषय लिखित प्रश्न पत्र प्रथम		75	25
द्वितीय	मुख्य विषय लिखित प्रश्न पत्र द्वितीय		75	25
तृतीय	क्रियात्मक (प्रायोगिक एवं मंच)		150	50
चतुर्थ	सूच-सी प्रथम विषय (प्रश्न पत्र प्रथम)		75	25
पंचम	सूच-सी प्रथम विषय (प्रश्न पत्र द्वितीय)		75	25
षष्ठम	सूच-सी द्वितीय विषय (प्रश्न पत्र प्रथम)		75	25
सप्तम	सूच-सी द्वितीय विषय (प्रश्न पत्र द्वितीय)		75	25
अष्टम	आधार पाठ्यक्रम		75	25
नवम	आधार पाठ्यक्रम		75	25
दशम	वर्गीकरण		100	30
		कुल	800	

**प्रश्नपत्र योजना - द्वितीय वर्ष**

प्रश्न पत्र	प्रश्न पत्र का नाम	कॉड संख्या	पूर्वक	पूर्वक उत्तीर्ण
प्रथम	मुख्य विषय लिखित प्रश्न पत्र प्रथम		75	25
द्वितीय	मुख्य विषय लिखित प्रश्न पत्र द्वितीय		75	25
तृतीय	क्रियात्मक (प्रायोगिक एवं मंच)		150	50
चतुर्थ	सूच-सी प्रथम विषय (प्रश्न पत्र प्रथम)		75	25
पंचम	सूच-सी प्रथम विषय (प्रश्न पत्र द्वितीय)		75	25
षष्ठम	सूच-सी द्वितीय विषय (प्रश्न पत्र प्रथम)		75	25
सप्तम	सूच-सी द्वितीय विषय (प्रश्न पत्र द्वितीय)		75	25
अष्टम	आधार पाठ्यक्रम		75	25
नवम	आधार पाठ्यक्रम		75	25
		कुल	750	

## प्रश्नपत्र योजना - अन्तिम वर्ष

प्रश्न पत्र	प्रश्न पत्र का नाम	कॉड संख्या	पूर्व	न्यूनतम उत्तीर्णक
प्रथम	मुख्य विषय लिखित प्रश्न पत्र प्रथम		73	28
द्वितीय	मुख्य विषय लिखित प्रश्न पत्र द्वितीय		76	25
तृतीय	सिद्धान्तक (व्याख्यान एवं नम)		79	50
चतुर्थ	सुप-सी प्रथम विषय (प्रश्न पत्र प्रथम)		73	25
पंचम	सुप-सी प्रथम विषय (प्रश्न पत्र द्वितीय)		75	25
षष्ठ	सुप-सी द्वितीय विषय (प्रश्न पत्र प्रथम)		73	25
सप्तम	सुप-सी द्वितीय विषय (प्रश्न पत्र द्वितीय)		76	25
अष्टम	आन्तर वाद-युक्त		75	28
नवम	आन्तर वाद-युक्त		78	28
		कुल	738	
		आवश्यक	298	

टीप : ऐसे विद्यार्थी विद्यार्थी जो सुप-सी के अंतर्गत लोकसंगीत विषय को पूरा हैं, वे बिना लोकसंगीत विषय को प्रश्नपत्र की योजना में शामिल नहीं करेंगे (बी.ए. प्रथम, बी.ए. द्वितीय तथा बी.ए. अंतिम) के लिए निम्नानुसार होगी :

लिखित प्रश्नपत्र (एक): पूर्णक 50, न्यूनतम उत्तीर्णक 17  
क्रियात्मक (शैक्षिक/संक: पूर्णक 100, न्यूनतम उत्तीर्णक 33

## Appendix-C

## GRADING

Grade Points	Description	% of Marks	Division/Grade
10	Outstanding	90 to 100	First/O
9	Excellent	80 to 89	First/A
8	Very good	70 to 79	First/B
7	Good	60 to 69	First/C
6	Fair	45 to 59	Second/D
5	Average	33 to 44	Pass/E
4	Dropped	Bellow 33	F

## 15.0 LEGAL JURISDICTION:

All matters of any dispute shall be limited to Balaghat court only. The University reserves the rights to change configuration, courses, contents, fee structure, scheme of evaluation, time schedule of face to face programme and examination as per need.

16.0 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.

**BALAGHAT MADHYA PRADESH****ORDINANCE No. 36, of 2018****DIPLOMA IN MUSIC-LIGHT MUSIC(Geet,Ghazal,Bhajan,Film Songs etc.)****(1 YEAR DIPLOMA COURSE)**

This Ordinance shall be applicable to candidates admitted for **Diploma in Music**.

**1.0 DIPLOMA TITLE:**

Diploma in Music

**2.0 DURATION OF COURSE:**

One Year (Two Semesters)

**3.0 ELIGIBILITY:**

Candidate should have passed 10+2 examination from any board recognized by Govt.

**4.0 ADMISSION PROCEDURE:**

Admission given on the basis of merit list of qualifying marks.

**5.0 TOTAL NO OF SEATS:**

As decided by University.

**6.0 FEE STRUCTURE:**

As decided by management of University.

**7.0 EXAMINATION AND RESULT**

The standard of passing shall be following:

In order to pass a Diploma in Music examination of any semester, a candidate must obtain at least.

- ❖ 40% of the minimum marks in each written paper
- ❖ 50% of the maximum marks in sessional work

- ❖ 50% of maximum marks in practical examination
- ❖ 50% of maximum marks in aggregation at the end of a academic session.

The Division will be awarded in **Diploma in Music**, on the following basis.

- ❖ 75% of the aggregate and above: First division with honors
- ❖ 60% of the aggregate and above, but below 75 %: first division
- ❖ 50% of the aggregate and above, but below 60 %: Second division
- ❖ 40% of the aggregate and above, but below 50%: Third Division.

A candidate shall be eligible for the award of **Diploma in Music** when he/she has completed the requirement of examination successfully.

#### **8.0 ATTENDANCE REQUIREMENT:**

A candidate should have at least 75% attendance in Theory and 100% in Practical separately.

#### **9.0 LEGAL JURISDICTION:**

All matters of any dispute shall be limited to Balaghat court only. The University reserves the rights to change configuration, courses, contents, fee structure, scheme of evaluation, time schedule of face to face programme and examination as per need.

**10.0** 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. 37, of 2018****B.F.A. COURSE (Painting, Textile Design, Plastic Arts, Pottery –Ceramics And Applied Arts) (FOUR YEARS DEGREE COURSE)****1.0 ELIGIBILITY FOR ADMISSION:**

**1.1** Candidate who have passed 10+2 or equivalent examination with a minimum of 50% marks in aggregate and the age not more than 22 years at the time of admission, has to appear in the University Entrance Test (UET) conducted at University level.

**1.2** Admission is based on the merit of the UET

**1.3 PATTERN OF UET :**

There shall be one THEORY PAPER and TWO PRACTICALS. The Theory Paper shall comprise 50 multiple-choice questions of 45 minutes duration carrying 150 marks. Questions shall be on General Awareness in Visual Arts (Painting, Sculpture, Commercial Arts/Applied Arts, Pottery-Ceramics and Textiles). There will be Two Practical Examinations viz.

- i) Object Drawing in pencil with light and shade of 90 minutes duration carrying 150 marks.
- ii) Memory Drawing from imagination of 90 minutes duration carrying 150 marks( in any medium i.e. pencil, colour pencils, Pastels, Crayons, Water Colour, Poster Colour etc.)

**2.0 EXAMINATIONS**

The B.F.A. 4-Year course will be conducted in Two Parts – Part I will be a “Preparatory Course” while Part II will be the main course with specific specialization. Any student without passing the Preparatory Course will not be promoted to the Main Course with Specialization. The Part I Course (1) (Preparatory Course) will be of One Year duration while Part II Course (Main course with Specialization) will be of THREE Year duration. Thus the total course will be of FOUR Year duration.

**A PART-I COURSE & EXAMINATION**

The candidates who have taken admission in First Year in a session can be put in

the following two categories on the basis of their attendance in the session.

- (I) (1) Those who have put the required minimum percentage of attendance for appearing in Part I Examination and filled up examination form in time for appearing in Part I Examination.
- (2) Those who did not put the required minimum percentage of attendance for appearing in Part I Examination or did not fill up examination form in time for appearing in Part I Examination.

Candidates under Category (1) are eligible for appearing in the examination of Part I while candidates under Category (2) are not allowed to appear in the Examination of the session. The candidates under category (2) may further be put in two sub-categories (2a) and (2b). The candidates whose attendance is 25% or above but below the prescribed percentage of attendance for appearing in the examination will be put in category (2b) while those candidates whose attendance is below 25% will be put in category (2a). The candidates under category (2b) are eligible for re-admission in the same course in the subsequent session if otherwise eligible. Further candidates of category (2a) are not eligible for re-admission. However, they will be allowed to appear in the Fresh entrance Test of the respective course in subsequent year(s) and all the norms of the UET Bulletin of SPU will be applicable to him/her.

- (II) After appearing in the Examination of Part I the candidates can be put in the following Categories in the context of declaration of the result of Part I Examination.

(a) Passed.

(b) Failed .

**(III) MINIMUM PASS PERCENTAGES –**

- Pass mark in each Theory Paper - 35% of Maximum Marks.
- Practical - 50% in each practical including sessional. Passing in a Practical will be decided on the basis of marks including sessionals of that Practical Paper.

**(IV) Definition of the Categories (based on examination result)**

(1) Passed : A student who has passed in all items of Examination.

(2) Failed : A student who has failed or failed to appear in any of the item.



**(V) PROVISION for students FAILED in Part I Examination**

- (i) A student who fails or fails to appear in Practical Paper (s) and passes in Theory Paper, will be allowed to appear in the subsequent regular practical Examination as ex-student but his/her sessional marks for Practical papers and Marks of theory Paper will be carried over.
- (ii) In case of a student who has failed or failed to appear in both Theory as well as Practical examination (s) of the session, will be allowed to appear in both the examination of Theory as well as Practical (s) in the ensuing Main examination as exstudent and his/her sessional marks of the session will be carried over for marking in future.
- (iii) A student who passes in all Practical Papers but fails or fails to appear in the Theory paper will be allowed to appear in the Theory Paper in the Supplementary Examination provided for such students.
- (iv) In case of change of syllabus only, a candidate who failed or failed to appear in Part I examination but otherwise eligible, will be required to take re-admission in the Part I and study the new syllabus introduced in that year, without appearing in the Entrance Test for seeking admission afresh.

**(VI) Promotion to Part II**

- (i) A candidate who comes under the category "Passed" in Part I Examination is eligible to be promoted to Part II Class, if otherwise eligible.
- (ii) A student who has failed or failed to appear in Theory Paper in Part I Examination but passed in all Practical Papers shall be allowed to appear in the Supplementary Examination of the Theory paper. If he/she passes in the Supplementary Examination, he/she will be promoted to part II course in that session itself. (Thus there will be a provision of Supplementary Examination of Theory Paper only). In case the student fails in the Supplementary Examination too, he/she will not be promoted to Part II. However he/she will be allowed to

appear in the Theory Paper in the subsequent Main Examination as ex-student, if otherwise eligible, after completing necessary formalities for appearing in an examination.

- (iii) Those failed in Practical Paper(s) will NOT be promoted to Part II in that year. Such students will be promoted to Part II only after they pass all Practical Papers of Part I in the subsequent Main Examination. Thus there will be no Supplementary Examination for Practical Papers.

## **B PART - II COURSE & EXAMINATION**

- (i) All the promoted students to Part II Course will be allotted Specialization viz. Applied Arts, Painting, Plastic Arts, Textile Design & Pottery/Ceramics, in Part II Course. Allotment of specialization will be made strictly on the basis of their performance in the relevant subjects in Part I Course.

### **(II) ALLOTMENT OF SPECIALIZATION IN PART II COURSE**

- (i) Student who has passed BFA Part I Examination has to fill in an Option Form to choose specialization course where in options should be exercised according to their order of preference for different specializations;
- (ii) Allotment of specialization course will be strictly made on the basis of – (a) Merit Index of the relevant subject of specialization, and (b) Option order which he/she has exercised;
- (iii) Allotment of Specialization for student passing in Theory Paper in the Supplementary Examination :
- (a) The Merit List for a Specialization will be prepared on the basis of percentage of marks in the relevant specialization and allotment will be considered strictly on the basis of the merit amongst the students passed in Supplementary Examination according to the choice and availability of seat;
- (b) In regard to allotment of seats under Supernumerary Seats first preference will be given to those students who have passed in the Main Examination in relation to students passed in Supplementary Examination.

- (c) The students promoted to Part II under the clause ii & iii of Norm A VI will be treated at par with the merit index of the general candidate for specialization.
- (III) The candidates who have been promoted to Second Year and have taken admission in a session can be put in the following two categories on the basis of their attendance in the session.
- (1) Those who have put the required minimum percentage of attendance for appearing in Part II Examination and filled up examination form in time for appearing in Part II Examination;
  - (2) Those who did not put the required minimum percentage of attendance for appearing in Part II Examination or did not fill up examination form in time for appearing in Part II Examination. Candidates under Category (1) are eligible for appearing in the examination of Part II while candidates under Category (2) are not allowed to appear in the Examination of the session. However such candidates under category (2) are allowed to seek readmission in Part II. In case of change of syllabus, such candidates will be required to study the new syllabus introduced in the year.
- (IV) After appearing in the Examination of Part II the candidates can be put in the following Categories in the context of declaration of the result of Part II Examination.
- i) Passed.
  - ii) Promoted.
  - iii) Failed.
- The Pass percentage in each item will be the same as in the case of Part I Examination.
- (V) Definition of the Categories:
- (a) Passed : A candidate who has passed in all items.
  - (b) Promoted : A candidate who passes in all Practical papers of Part II but fails in One or both the Theory Papers of Part II.
  - (c) Failed : A candidate who fails in any of the Practicals of Part II.
- (VI) Promotion to Part III
- (i) A candidate who comes under the category "Passed" in Part II.

Examination is eligible to be promoted to Part III Class, if otherwise eligible;

- (ii) A candidate who fails or fails to appear in either of the TWO or both the Theory Papers of B.F.A. Part II and passes in all Practical papers shall be promoted to Part III and he/she have to clear the papers in which he/she has failed in successive regular examination(s) till the completion of the course.
- (iii) A candidate who fails or fails to appear in Practical Paper(s) including sessional of BFA Part II Examination, will be allowed to appear in the Practical Paper (s) in the ensuing Main Examination as ex-student and his/her sessional marks of Practical Papers will be carried over. This implies that a student of Part II will not be promoted to part III unless he/she clears all the Practical Papers.

**(C) PART – III COURSE & EXAMINATION**

(I) The candidates who have been promoted to Third Year and have taken admission in a session can be put in the following two categories on the basis of their attendance in the session.

- (1) Those who have put the required minimum percentage of attendance for appearing in Part III Examination and filled up examination form in time for appearing in Part III Examination;
- (2) Those who did not put the required minimum percentage of attendance for appearing in Part III Examination or did not fill up examination form in time for appearing in Part III Examination. Candidates under Category (1) are eligible for appearing in the examination of Part III while candidates under Category (2) are not allowed to appear in the Examination of the session. However such candidates under Category (2) are allowed to seek readmission in Part III. In case of change of syllabus, such candidates will be required to study the new syllabus introduced in that year.

(II) After appearing in the Examination of Part III the candidates can be put in the following Categories in the context of declaration of the result of Part III Examination.

- i) Passed : A candidate who has passed in all items of Examinations

of Part II and Part III .

- ii) Promoted: A candidate who has passes in all Practical papers but has failed in not more than TWO Theory Papers of Part II and Part III taken together.
- iii) Failed : A candidate who has not "Passed" or "Promoted" will be categorized as " Failed" The pass,percentage in each Item will be the same as in the case of Part I Examination.

**(III) Promotion to Part IV**

- (a) A student who comes under the category "Passed" in Part III Examination is eligible to be promoted to Part IV Class, if otherwise eligible.
  - (b) Candidates under the Category "Promoted" are also eligible for promotion to Part IV class . A student of category "Promoted" can clear the failed items in the subsequent examination(s) of Part II and/or Part III as the case may be, simultaneously with Main Examination of Part IV after completing necessary formalities for appearing in the examination.
- (IV) Provision for students FAILED in Part III Examination. A candidate who fails or fails to appear in Practical Paper(s) including sessional of B.F.A. Part III Examination or more than two Theory Papers of Part II and/or Part III taken together, will be allowed to appear in the Practical Paper(s) Theory Papers in the ensuing Main Examination as ex-student and his/her sessional marks of Practical Papers and Theory marks of passed papers will be carried over. This implies that a student of Part III will not be promoted to Part IV unless he/she clears all the Practical Papers as well as at least Two Theory Papers of Part II and Part III taken together.

**(D) PART-IV COURSE & EXAMINATION:**

As in the cases of Part I, Part II and Part III here also students of Part IV who have been promoted to Fourth Year and have taken admission in a session can be put in the following two categories on the basis of their attendance in the session.

- (1) Those who have put the required minimum percentage of attendance for appearing in Part IV Examination and fill up examination form in time for appearing in Part IV Examination;

- (2) Those who did not put the required minimum percentage of attendance for appearing in Part IV Examination or did not fill up examination form in time for appearing in Part IV Examination. Candidates under Category (1) are eligible for appearing in the examination of Part IV after completion of all necessary formalities of Examination, if otherwise eligible. Candidates under Category (2) are not allowed to appear in the Examination of the session. However such candidates may seek readmission in Part IV. In case of change of syllabus, such candidate will be required to study the new syllabus introduced in that year.

**(E) CLASSIFICATION OF RESULT**

After appearing in the Part IV Examination a candidate can be put in the following Categories in the context of declaration of result of Part IV Examination:

1. Passed
2. Failed

(a) A candidate who has passed in all the Items of Part. II, Part III and Part IV taken together will be declared as "Passed". Such passed candidates will be awarded with the Division according to the following criterion:

- (i) First Division : 60% and above in aggregate of marks secured at II, III and IV Examination; .
- (ii) Second Division : 45% and above but below 60% marks in the aggregate. Note : Passing in Part I (Preparatory Course ) is essential. The marks obtained in Part I shall not, however, be added to the general aggregate for classification of result.

(b) All the students who have not PASSED will be categorized as "FAILED"

**(F) PROVISION FOR STUDENTS FAILED IN PART IV EXAMINATION :**

- (1) (i) A student who fails or fails to appear in BFA Part IV Examination in Theory Paper(s), will be allowed to appear in Supplementary Examination. If he/she fails in the Supplementary Examination too, he/she will be allowed to appear in ensuing Annual Examination as an exstudent.
- (ii) A student who fails or fails to appear in Practical Paper(s) will be allowed to appear in the ensuing Main examination as an ex-student

and his/her sessional marks for Practical Paper (s) will be carried over.

**(G) FURTHER CLARIFICATIONS**

- (a) A student has to clear the whole course in NOT MORE THAN SIX YEARS subject to a maximum of 2 years for completing Part I course. Even after that if a student fails, he/she has to leave the course.
- (b) There will be no Supplementary Examination in Part II and Part III level. However, for the students who fail or fail to appear in the Theory Papers of Part IV Supplementary Examination will be usually arranged for them one week prior to the D.P. holidays.
- (c) A student who is promoted to a higher class or re-admitted due to shortage of attendance shall be required to study the same syllabus as being taught in the year. But if there is any common paper which has been already studied by him/her in Part I/ Part II/ Part III, he/she may be taught some other paper not studied by him (preferably a paper which is in the new syllabus) with the permission of the Dean.
- (d) The Educational Tour to Visual Arts students will not be compulsory. No marks will be given to the students for Educational Tour.

**3.0 AWARD OF DEGREE:**

A successful examinee shall be awarded Degree in prescribed form signed by the Vice-Chancellor of the University.

- 4.0** The Reservation to SC/ST/other category candidates shall be applicable as per the norms of the State Government of Madhya Pradesh.

**5.0 LEGAL JURISDICTION:**

All matters of any dispute shall be limited to Balaghat court only. The University reserves the rights to change configuration, courses, contents, fee structure, scheme of evaluation, time schedule of face to face programme and examination as per need.

- 6.0** 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. 38, of 2018****BACHELOR IN SOCIAL WORK (BSW), 3 YEARS DEGREE COURSE****1.0 PREAMBLE**

This degree programme consists of theory and practice components, through a combination of lectures, field work and research project. The BSW programme is designed to equip the students with sound theoretical and practical knowledge about social work, social welfare and development concerns of the poor, and enable the students to develop skills and insights into working with people at the individual, group and community levels.

**2.0 DURATION OF COURSE**

The Duration of Course shall be 3 Years spread in 6 Semester.

**3.0 ELIGIBILITY**

The minimum qualification for admission to BSW programme is H. Sec. ( 10+2), from a recognized Board securing minimum 45% marks in aggregate. Relaxation to SC, ST, OBC and PWD candidates as per M.P. Govt. rules.

**4.0 INTAKE**

The intake shall be as decided by University.

**5.0 MODE OF INSTRUCTION**

- The course of study shall include learning and teaching through Regular.
- Instructions shall be imparted through lecture programmes, supplemented with written assignments, lesson packages and contact programmes.
- Medium of instructions shall be Hindi/English.

**6.0 FEES STRUCTURE**

As decided by the University with the approval of M.P. Private University Regulatory Commission.

**7.0 SYLLABUS**

The syllabus for Bachelor in Social work shall be decided by University.

**8.0 ATTENDANCE**

Has attended not less than 75% of the total classes held in each theory/lab/seminar/dissertation etc. This requirement shall be fulfilled separately for each subject of study. A deficiency up to 10% may be condoned by the Chairman of the



Department. A further condonation of 5% in attendance may be allowed in severe/compassionate circumstances by the Vice-Chancellor. However it may not be treated as a matter of right by the students. (In case a student fails to fulfill the necessary requirement of the attendance in any subject(s) in any semester, he/ she shall not be promoted to next semester and will have to repeat that academic semester in the next academic session along with regular students.)

#### 9.0 STANDARD OF PASSING / DIVISION

The course shall be awarded divisions in accordance with the total aggregate marks secured by them in all the semester examinations taken together.

First Division with Distinction	:	75% and above
First Division	:	60% and above but less than 75%
Second Division	:	50% and above but less than 60%
Pass Division	:	40% and above but less than 50%

Candidates who have not passed the examination in the first attempt along with the batch in which they were admitted are not eligible for getting rank certificates, medals.

#### 10.0 GENERAL

In matters of admission, attendance, and examination and in all other matters not provided in this Ordinance, the course shall be governed by the provision of the relevant ordinance of the same in the University so far as they are not inconsistent with the provision of this ordinance.

#### 11.0 LEGAL JURISDICTION:

All matters of any dispute shall be limited to Balaghat court only. The University reserves the rights to change configuration, courses, contents, fee structure, scheme of evaluation, time schedule of face to face programme and examination as per need.

12.0 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. 39, of 2018****MASTER OF SOCIAL WORK (MSW), 2 YEARS PG DEGREE COURSE****1.0 PREAMBLE**

The duration of the Master of Social Work course of study shall extend over four semesters in two academic year and it will be a full time programme.

**2.0 AIMS**

The aim of the course is to impart knowledge, develop skills and create suitable Attitudes and behavior patterns required for effective provision of social and welfare services in Different Field of Social Work. To prepare competent professionals for development and welfare services.

**3.0 DURATION:**

Total duration of the course shall be of two years spread over in four semesters.

**4.0 INTAKE**

The intake shall be as decided by University

**5.0 ELIGIBILITY AND ADMISSION:**

**5.1** A candidate possessing a Bachelor's Degree (10+2+3) pattern of examination from this University or from any other University recognized as equivalent thereto shall be eligible for seeking admission to the M.S.W. course provided he/she has secured 45% marks in the aggregate (40% for SC/ST/OBC/PWD candidates) at the Bachelor's level. Candidates appearing at Final Year Degree Examination may seek admission to the course. But their candidature will be subject to the fulfillment of the eligibility condition after the declaration of result. Such candidates will have to submit relevant proof of eligibility before the last date fixed for admission

**5.2** The admission shall be strictly on the basis of merit prepared on the basis of marks obtained in qualifying exam.

**6.0 MODE OF INSTRUCTION**

- The course of study shall include learning and teaching through Regular.
- Instructions shall be imparted through lecture programmes, supplemented with written assignments, lesson packages and contact programmes.
- Medium of instructions shall be Hindi/English.

**7.0 SYLLABUS**

The syllabus for Master in Social work shall be decided by University.

**8.0 CANCELLATION OF ADMISSION**

In case of Producing false documents and non payment of the fees, the admission will be cancelled.

**9.0 FEES**

To be decided by University.

**10.0 ATTENDANCE**

Has attended not less than 75% of the total classes held in each theory/lab/seminar/ dissertation etc. This requirement shall be fulfilled separately for each subject of study. A deficiency up to 10% may be condoned by the Chairman of the Department. A further condonation of 5% in attendance may be allowed in severe/compassionate circumstances by the Vice-Chancellor. However it may not be treated as a matter of right by the students. (In case a student fails to fulfill the necessary requirement of the attendance in any subject(s) in any semester, he/ she shall not be promoted to next semester and will have to repeat that academic semester in the next academic session along with regular students.)

**11.0 STANDARD OF PASSING / DIVISION**

The course shall be awarded divisions in accordance with the total aggregate marks secured by them in all the semester examinations taken together.

First Division with Distinction	:	75% and above
First Division	:	60% and above but less than 75%
Second Division	:	50% and above but less than 60%
Pass Division	:	40% and above but less than 50%

Candidates who have not passed the examination in the first attempt along with the batch in which they were admitted are not eligible for getting rank certificates, medals

**12.0 GENERAL**

In matters of admission, attendance, and examination and in all other matters not provided in this Ordinance, the course shall be governed by the provision of the relevant ordinance of the same in the University so far as they are not inconsistent with the provision of this ordinance.

**13.0 LEGAL JURISDICTION:**

All matters of any dispute shall be limited to Balaghat court only. The University reserves the rights to change configuration, courses, contents, fee structure, scheme of evaluation, time schedule of face to face programme and examination as per need.

**14.0** 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. 40, of 2018**  
**BACHELOR OF LAW (LLB)**  
**(03 Years degree Course)**

This Ordinance shall be applicable to candidates admitted to LLB. The ordinance is subject to change in accordance with the Directives and Regulations issued by the Apex body (BCI), UGC, Department of Higher Education of MP, Central Government, M.P.P.U.R.C. and University from time to time. LLB shall be of three years duration spread over six semesters of approximately six months each. LLB (3 Years Degree Course) shall be whole time (day) Institute and the candidates will be full time regular students.

**1. Eligibility criteria for Admission**

- a) An Applicant who has graduated in any discipline of knowledge from a university established by an Act of parliament or by a state legislature or an equivalent Institution recognized a Deemed to be University or foreign university recognized as equivalent to the status of an Indian University by an authority competent to declare equivalence may apply for a LLB (3YDC) Course leading to conferment of LL.B. degree on successful completion of the regular program conducted by a university whose degree in law is recognized by the BCI for the purpose of enrollment.

Provided that applicants who have obtained 10+2 higher secondary pass certificate or first degree certificate after prosecuting studies in distance or correspondence method shall also be considered as eligible for admission in the three years LL.B. Course.

**Explanation:** The applicants who have obtained 10+2 or graduation/ Post Graduation through open university system directly without having any qualifying for prosecuting such studies are not eligible for admission in the law course.

- b) The qualifying examination for candidates in law shall have minimum percentage of marks not below 45% of the total marks in case of general category, 42% for OBC category and 40% of the total marks in case of SC/ST applicants to be obtained for the qualifying examination.
- c) The maximum age for seeking admission in to a stream of three year LL.B. (3YDC) courses in law as prescribed by Bar Council of India time to time.
- d) Number of seats may be fixed/ decided by the Bar Council of India time to time.

- e) The Govt. Employees dismissed from Government Service on disciplinary grounds and those who are known to have been involved in acts of crime and of gross indiscipline or misbehavior will not be eligible for admission.
- f) Admission shall be granted to the candidates on their own risk and responsibility on the basis of details furnished by them. If any time it is noticed that admission has been obtained by any candidate by giving incorrect, false information, concealing information or by oversight, the admission granted shall be cancelled.

**2. Duration of Course**

Bachelor of Law (LLB) course shall be a three year degree course (3 Y.D.C.) spread over six semester and shall be of three years duration.

- a) There shall be at least 90 days of teaching in every semester. Bachelor of Law (LLB) is 3 Years Degree course, spread over six semesters of approximately six months each.
- b) A Candidate may provisionally continue to attend next higher year/semester, even if the result of qualifying year/ semester has not been declared. However, subsequently if he/she is not able to clear qualifying semester examination, the candidate cannot claim any right to continue in the higher semester on the basis of his/her provisional admission.
- c) The maximum duration of the course shall be Five years. However, one mercy attempt can be granted to student by the Vice Chancellor, which should be not more than one year on satisfactory reasons.

**3. Selection Procedure**

The admission to the course conducted by UTD shall be through written/oral entrance examination or as prescribed/decided by the university from time to time.

**4. Reservation**

Reservation to SC/ST/OBC and other shall be as per BCI & MP government reservation policy.

**5. Fee structure**

- a) All the fee categories including program fee and the examination fee shall be determined by the university and reviewed by the MP Private Regulatory Commission from time to time, and shall be payable by the students at the beginning of each semester.
- b) Registrar shall notify the quantum of fees payable and schedule of registration before the start of each semester.

- c) A fee, once paid, and if a student has started attending the classes, is not refundable in any case except for the caution money. In some case of genuine hardship, the vice-chancellor may permit an extension in the last date of payment of fees however, all the students shall be required to pay the prescribed fee before the start of examination.
- 6. Teaching Schedule and pattern**  
Teaching schedule and pattern will be as per prescribed by Bar Council of India, & UGC norms.
- 7. Scheme of examination**  
Scheme of examination shall be as prescribed by BCI and University from time to time.
- 8. Conditions of passing**  
If an examinee fails in any paper, he or she may be permitted to appear in the subsequent examination in the/those paper (s). He/She would allowed to keep the term and would be promoted to the next semester or year as per rules. Such a student may appear his back papers with his next Semester/year exams after depositing the required fees for his failed subjects.
- 9. Examination**  
**9.1 There shall be the following three examination for the Degree of Bachelor of law, via:-**
- LL.B. (Part-I) Examination 1<sup>st</sup> & 2<sup>nd</sup> Semester
  - LL.B. (Part-II) Examination 3<sup>rd</sup> & 4<sup>th</sup> Semester
  - LL.B. (Part-III) Examination 5<sup>th</sup> & 6<sup>th</sup> Semester
- 10. Attendance**  
Candidates appearing as regular students for any semester examination are required to attend 75% of the lectures delivered and the practical classes held separately in each subject of the course of study including moot court tutorial and practical training course provided that in exception cases for reasons to be recorded the vice chancellor may condone short of attendance required by the rule.
- 11. Rules for promotion to the next semester and higher class of 3 year degree course:**
- The minimum passing marks in each, paper shall be 40 marks and passing marks in aggregate shall be 50 percent of that Semester Examination.
  - A candidate shall be allowed to carry a particular semester if he has acquired minimum passing marks in all the papers of that semester and has failed in aggregate by reason thereof such a candidate shall be allowed to reappear in semester

examination in any number of papers of his choice in which he has acquired minimum passing marks in that semester in order to pass in aggregate in such semester examination but shall not be allowed to reappear in any paper in which he has already acquired passing marks, that is 50% or more marks.

- b) (i) **From odd semesters to even semester**  
 A Candidate who has appeared in the odd semester (theory and practical examination) of any particular year shall be promoted to an even semester of that year i.e. from I to II from III to IV and from V to VI semester) irrespective of falling in any number of theories and practical examination of that semester.
- b) (ii) **From even to odd Semester**  
 A candidate shall be entitled to carry a back log of papers for his promotion from even to odd semester of next academic sessions as under-
- a) A back log of two papers (Theory and practical) for his promotion from second semester of LL.B. Ist year to third semester of LL.B. IInd year.
- b) A back log of four paper (theory and Practical) inclusive a back log of two papers of LL.B. Ist Year) for his promotion from IVth Semester of LL.B. IInd year to Vth Semester of LL.B. Third year.
- b) (iii) The examination of odd semester shall be held with the odd Semester and the examination of even Semester shall take place with the even Semester.
- b) (iv) Subject to the general rule of promotion from odd semester to even semester a candidate shall become ex-student of LL.B. First year LL.B. IInd year and LL.B. IIIrd year as under:-  
 - Ex student in LLB Ist year – If he carries a backlog of three or more papers in Ist and / or IVth Semester of LL.B. Ist year.  
 -Ex Student in LL.B. IInd year-If he carries a back log of three or more papers in third and / or forth Semester. Of LL.B. Second year.  
 -Ex Student in LL.B. III year – If he carries a backlog of any paper (theory and/or practical) in fifth and six semester of LL.B. Third year.
- b) (v) **Attempt for regular and Ex candidate:-**  
 -A candidate carrying a backlog of one or two papers in LL.B. first year as a regular candidate of the time of examination of six semester of LL.B. third/final/year shall be deemed to be an ex student on and after declaration of his result of the said examination the maximum limit of six year from the



date of his/initial/ original admission in First Semester LL.B. First year of any academic year.

-A candidate carrying a backlog of four or less than four papers inclusive of a back log of one or two papers of LLB) first year in LL.B. second year as a regular student of the time of examination of sixth semester of LL.B. third/final year shall also be deemed to be an Ex- student and after declaration of his result of the said examination (till the passes the same within the maximum limit of six years from the date of his initial /original/admission in first semester of LL.B. First year of any academic year.

-A Deemed Ex-candidate carrying a backlog of any papers inclusive of backlog of any papers of LL.B. first year and / or LL.B. Second year and/or an ex-candidate carrying a backlog of any papers of LL.B. the papers with in the minimum limit of six year from the date of his /her initial/original admission in first semester of LL.B. First year of any academic year

-If the candidates fails to pass the backlog of papers within six years he/she shall cease to be a deemed ex-student and has to take new admission as a regular candidate of LL.B. First year according to the rules applicable for the time being inforce.

-A Candidate if fails in aggregate in any semester and carrying any semester by reason thereof in LL.B. First year, LL.B. Second year and /or LLB Third Year or after the declaration of his result of six semester of LL.B. third/ Final year shall also be deemed to be an ex-student He/she shall be entitled to pass the backlog of semester for passing in aggregate within the maximum limit of six year from the DTE of his initial/original admission. If first semester of LL.B. First year of any academic year if he fails to pass the backlog of the semester by passing in aggregate, he/she shall cease to be a deemed ex-student and shall be regulated to take new admission as a regular candidate in LL.B. First year according to the rules applicable for the time being in force.

A candidate shall not be permitted to appear/reappear in any examination or any paper in which he has been declared pass by the university for any purpose whatever.

- d) The subjects and papers for each year of LL.B. shall be prescribed by the Faculty of Law on the recommendations of the Board of Studies. Unless otherwise provided each paper will carry 100 marks and will be of 3 hours duration.
- e) The minimum passing marks in each year's examination shall be 50 percent in the aggregate of all the papers and 40 percent marks in each individual paper. Division to successful candidates for the LL.B. degree will be assigned at the end of Final Year Examination on the basis of the aggregate. The total marks obtained by him at the LL.B. First Year, Second year and Final Year Examination i.e. all Six Semesters as under.
- (f) (i) First Division will be 60 percent or above of the aggregate marks.  
(ii) Second Division will be 50 percent or above (but less than 60 percent of the aggregate marks).  
(iii) Candidates who obtain 75 percent or more marks in aggregate shall be declared to have passed the LL.B. degree course in First Division with distinction.
- (g) (i) For each paper there shall be lecture classes for at least 6 hours per week. Candidates appearing for the LL.B. Examination shall have the option of answering questions though the medium of Hindi. (Devanagri Script) or English.  
(ii) VC grace mark as per rules can be awarded: (i) 1 marks for division grace 3 marks for passing aggregate.

#### 12. Medium of Instruction

- (a) The medium of instruction and examination shall be English/Hindi throughout the course of study.
- (b) Subjects to be studied in different semesters of LL.B. (3Years) shall be as per the schemes, approved by Board of Studies of the University with the guidelines prescribed by BCI.

#### 13. General Conditions

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 is competent to take a decision. The decision of the Vice-Chancellor shall be final.

#### 14.0 Legal Jurisdiction:

All matters of any dispute shall be limited to Balaghat court only. The University reserves the rights to change configuration, courses, contents, fee structure, scheme of evaluation, time schedule of face to face programme and examination as per need.

**ORDINANCE No. 41, of 2018**  
**(INTEGRATED COURSE)**  
**BALLB ( FIVE YEARS INTEGRATED COURSE)**

This Ordinance shall be applicable to candidates admitted to Bachelor of Arts and Bachelor of Laws (B.A.LL.B.) (Integrated Course). The ordinance is subject to change in accordance with the directives and regulations issued by the (BCI), UGC, Department of Higher Education of MP, Central Government, M.P.P.U.R.C. and this University from time to time.

**1. Preamble**

The Degree of Bachelor of laws BA.LL.B. Integrated course shall comprise a course of study spread over a period of five academic years and the, Candidates will be full time regular students. Integrated Degree course in Law means double course comprising the bachelor degree in arts prosecuted simultaneously with the degree course in law (in an integrated manner as designed by the university from time to time for a continuous period of not less than five years. The five year course shall comprise two part i.e. I which will be a two year course programme of pre-law study and part II-which will be a three year programme for professional training in law.

**2. Duration of the Programme**

- a) The duration of the programme is 5 academic years which spread over 10 semesters with the University Examination at the end of each Semester. Each Academic Year shall be divided into two semesters. An examination for each of the semester shall be held twice in a year at such places and on such dated as may be fixed by the University.
- b) A candidate may provisionally continue to attend next higher year/semester, even if result of qualifying year/semester has not been declared. However, subsequently if he/she is not able to clear qualifying semester examination, the candidate cannot claim any right to continue in the higher semester on the basis of his/her provisional admission.

**3. Eligibility criteria for admission**

- a) At the time of joining the course of B.A.LL.B. The person concerned has to pass on examination 10+2 course or equivalent from a recognized university of India or outside or from a senior secondary board or equivalent, constituted or recognized by the union or by state government or from any equivalent institution from a foreign

country recognized by the government of that country for the purpose of issue of qualifying certificate in successful completion of the course, may apply for and be admitted in to the program of the university to obtain the integrated degree in law with a degree in any other subject as the first degree from the university whose such a degree in law is recognized by the Bar Council of India for the purpose of enrollment.

Provided that applicants who have obtained 10+2 Higher Secondary pass certificate or First Degree certificate after prosecuting studies in distance or correspondence method shall also be considered as eligible for admission in the integrated five years course.

**Explanation:** The applicants who have obtained 10+2 or graduation/ Post Graduation through open university system directly without having any qualifying for prosecuting such studies are not eligible for admission in the law course.

- b) As per stipulation of the Bar Council of India the minimum percentage of marks not below 45% of the total marks in case of general category applicants, 42% for OBC category and 40% of the total marks in case of SC/ST applicants, to be obtained in the qualifying examinations, such as 10+2 examination in case of Integrated Five Year B.A.LL.B. Course.
- c) The maximum age for seeking admission into a stream of integrated Bachelor of law degree program as prescribed by Bar Council of India time to time.
- d) The Eligibility for admission to the first year of B.A.LL.B. bachelor course shall be as prescribed by the bar council of India (BCI).
- e) Number of seats may be fixed/decided by the Bar Council of India time to time.
- f) The government employees dismissed from government service on disciplinary grounds and those who are known to have been involved in acts of crime and of gross indiscipline or misbehavior will be not be eligible for admission.
- g) Admission shall be granted to the candidates on their own risk and responsibility on the basis of details furnished by them. If any time it is noticed that admission has been obtained by any candidate by giving incorrect, false information, concealing information or by oversight, the admission granted shall be cancelled.

#### 4. Eligibility for the Degree

- (a) A Candidate shall be eligible for the degree of Bachelor of Law (BALLB) when he has undergone the prescribed course of study for a period of not less than five years in the university and has passed the requisite examination in all the subjects.

(b) The student, successfully completing first three years of BALLB will be awarded BA (LAW) degree approval by the university this degree will be equivalent to other graduation degree of the university such degree shall not entitle the student to enroll as an advocate.

**(5) Selection Procedure**

The admission to the course conducted by the university shall be through written/oral entrance examination or as prescribed/decided by the university from time to time.

**(6) Reservation**

Reservation to SC/ST/OBC and other shall be as per M.P. government reservation policy.

**(7) Fee Structure**

a) All the fee categories including program fee and the examination fee shall be determined by the university and reviewed MP Private University Regulatory Commission from time to time, and shall be payable by the students at the beginning of each semester.

b) Registrar shall notify the quantum of fees payable and schedule of registration before the start of each semester.

c) A fee, once paid, and if a student has started attending the classes, is not refundable in any case except for the caution money. In some case of genuine hardship, the vice chancellor may permit an extension in the last date of payment of fees however, all the students shall be required to pay the prescribed fee before the start of examination.

**(8) Teaching Schedule and pattern** decided by the university As per BCI/ UGC Norms accordingly.

**(9) Scheme of examination**

Scheme of examination shall be as prescribed by BCI and the University from time to time.

**(10) Conditions of passing**

If an examinee fails in any paper, he or she may be permitted to appear in the subsequent examination in the/those paper (s). He/ She would be allowed to keep the term and would be promoted to the next semester of year as per rules. Such a student may appear his back papers with his next semester / year exams after deposition the required fees for his failed subjects.

**(11) Attendance**

Candidates appearing as regular students for any semester examination are required to attend 75% of the lectures delivered and the practical classes held separately in each subject of the course of study including moot court tutorial and practical training course provided

that in exception cases for reasons to be recorded the vice chancellor may condone short of attendance required by the rule.

**Rules for promotion to the next semester and higher class of B.A.LL.B. (5y DC)**

- a) The minimum passing marks in each, paper shall be 40 marks and passing marks in aggregate shall be 50 percent of that semester examination.
- b) A candidate shall not be admitted in the fifth or higher semester classes unless he/she has fully cleared the first and second semester examinations.
- c) A candidate shall not be admitted in to seventh or higher semester classes unless he/she fully cleared the third and fourth semester examinations.
- d) A candidate shall not be admitted in the ninth or higher semester classes unless he/she fully cleared the fifth and sixth semester examinations.
- e) No candidate shall be declared to have cleared the final BALLB examination unless he/she has cleared the previous semester. The result of the candidate who have cleared the tenth and final BALLB semester but not previous semesters shall be withheld. He/she shall be deemed to have passed the final BALLB examinations in the year in which he/she fully clears all the previous semester examination.
- f) The examination of the odd semester shall be held with the odd semester and the examination of even semester shall take place with the even semester.
- g) A candidate shall not be permitted to appear/reappear in any examination or any paper in which he has been declared pass by the university for any purpose whatever.
- h) The subjects and papers for each year of BALLB shall be prescribed by the faculty of law on the recommendations of the Board of Studies. Unless otherwise provided each paper will carry 100 marks and will be of 3 hours duration. In each theory paper the allocation of marks shall be 80% on external assessment (Theory Paper) and 20% on internal assessment. The internal assessment for each subject shall be based on activities scheduled by the department such as presentation group discussion moot court, mock trial etc along with regular attendance in library and class lectures. The marks for internal assessment shall be finalized by the department.
- i) The minimum passing marks in each year's examination shall be 50 percent in the aggregate of all the papers and 40 percent marks in each individual paper. Division to successful candidate for the BALLB degree will be assigned at the end of final year examination on the basis of the aggregate. The total marks obtained by him at the BALLB first to final year examinations i.e. all ten semesters as under.

- (I) The maximum duration of the course shall be Eight years. However, one mercy attempt can be granted to student by the Vice Chancellor, which should be not more than one year on satisfactory reasons.
- j) (i) First Division will be 60 percent or above of the aggregate marks.  
(ii) Second Division will be 50 percent or above (but less than 60 percent of the aggregate marks).  
(iii) Candidates who obtain 75 percent or more marks in aggregate shall be declared to have passed the BALLB degree course in first division with distinction.
- k) (i) For each paper there shall be lecture classed for at least 6 hours per week. Candidates appearing for the BALLB examination shall have the option of answering questions though the medium of Hindi, (Devnagri Script) or English.  
(ii) VC grace mark as per rules can be awarded: (i) 1 marks for division grace  
(ii) 3 marks for passing aggregate.
- (13) Course component for BALLB integrated five year course**  
In BALLB one major subject with two minor, besides, English is compulsory subject. Student are expected to learn at least and foreign or Indian Language. These shall be 6 papers in major and three papers each in minor and in language. The University follow the curriculum Development committee report of UGC in designing the course and stipulate the standard.
- (14) Medium of Instruction (For Teaching and Examination)**  
(a) The medium of instruction for teaching and examination shall be English, Hindi throughout the course of study.  
(b) The subjects to be studied in different semesters of B.A.LL.B. shall be as per the schemes, approved by Board of Studies of the University.
- (15) Legal Jurisdiction**  
All matters of any dispute shall be limited to Balaghat court only. The University reserves the rights to change configuration, courses, contents, fee structure, scheme of evaluation, time schedule of face to face programme and examination as per need.
- (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 is competent to take a decision. The decision of the Vice Chancellor shall be final.**

**ORDINANCE No. 42, of 2018**  
**BACHLOR OF BUSINESS ADMINISTRATION AND BACHELOR OF LAWS**  
**(B.B.A.LL.B.)**  
**( FIVE YEARS INTEGRATED COURSE)**

This Ordinance shall be applicable to candidate admitted to B.B.A.LL.B. (Integrated Course). The ordinance is subject to change in accordance with the Directives and Regulations issued by the Apex body (BCI), UGC, Department of Higher Education of MP, Central Government, M.P.P.U.R.C. and this University from time to time.

**1. Preamble**

The Degree of Bachelor of laws B.B.A.LL.B. Integrated course shall comprise a course of study spread over a period of Five Academic years and the. Candidates will be full time regular students. Integrated Degree course in Law means double course comprising the bachelor degree in Business Administration prosecuted simultaneously with the degree course in law in an integrated manner as designed by the university from time to time for a continuous period of not less than five years. The five year B.B.A.LL.B. Course shall comprise two parts i.e. Part I- which will be two year core programme of pre law study and Part II- which will be a three year programme for professional training in law.

**2. Duration of the Programme**

- a) The duration of the programme is 5 academic years which spread over 10 semesters with the University Examination at the end of each Semester. Each Academic Year shall be divided into two semesters. An examination for each of the semester shall be held twice in a year at such places and on such dated as may be fixed by the University.
- b) A candidate may provisionally continue to attend next higher year/semester , even if the result of qualifying year/semester has not been declared. However, subsequently if he/she is not able to clear qualifying semester examination, the candidate cannot claim any right to continue in the higher semester on the basis of his/her provisional admission.

**3. Eligibility criteria for admission in BBALLB. (SYDC)**

- a) At the time of joining the course of B.B.A.LL.B. The person concerned has to pass on examination 10+2 course or equivalent from a recognized university of India or outside or from a senior secondary board or equivalent, constituted or recognized by the union or by state government or from any equivalent institution from a foreign



country recognized by the government of that country for the purpose of issue of qualifying certificate in successful completion of the course, may apply for and be admitted in to the program of the university to obtain the integrated degree in law with a degree in any other subject as the first degree from the university whose such a degree in law is recognized by the Bar Council of India for the purpose of enrollment.

Provided that applicants who have obtained 10+2 Higher Secondary pass certificate or First Degree certificate after prosecuting studies in distance or correspondence method shall also be considered as eligible for admission in the integrated five years course.

**Explanation:** The applicants who have obtained 10+2 or graduation/ Post Graduation through open university system directly without having any qualifying for prosecuting such studies are not eligible for admission in the law course.

- b) As per stipulation of the Bar Council of India the minimum percentage of marks not below 45% of the total marks in case of general category applicants, 42% for OBC category and 40% of the total marks in case of SC/ST applicants, to be obtained in the qualifying examinations, such as 10+2 examination in case of Integrated Five Year B.B.A.LL.B. Course.
- c) The maximum age for seeking admission into a stream of integrated Bachelor of law degree program as prescribed by Bar Council of India time to time.
- d) The Eligibility for admission to the first year of B.B.A.LL.B. bachelor course shall be as prescribed by the Bar Council of India (BCI).
- e) Number of seats may be fixed/decided by the Bar Council of India time to time.
- f) The government employees dismissed from government service on disciplinary grounds and those who are known to have been involved in acts of crime and of gross indiscipline or misbehavior will be not be eligible for admission.
- g) Admission shall be granted to the candidates on their own risk and responsibility on the basis of details furnished by them. If any time it is noticed that admission has been obtained by any candidate by giving incorrect, false information, concealing information or by oversight, the admission granted shall be cancelled.

#### 4. Eligibility for the Degree

- (a) A Candidate shall be eligible for the degree of Bachelor of Law BBA.LL.B. when he has undergone the prescribed course of study for a period of not less than five years in the university and has passed the requisite examination in all the subjects.
- (b) The student, successfully completing first three years of BBA.LL.B. will be awarded B.B.A. (LAW) degree approval by the university this degree will be equivalent to other

graduation degree of the university such degree shall not entitle the student to enroll as an advocate.

**5. Selection Procedure**

The admission to the course conducted by university UTD shall be through written/oral entrance examination or as prescribed/decided by the university from time to time.

**6. Reservation**

Reservation to SC/ST/OBC and others shall be as per M.P. government reservation policy.

**7. Fee Structure**

a) All the fee categories including program fee and the examination fee shall be determined by the university and reviewed MP Niji Vishwavidyalaya Regulatory Commission from time to time, and shall be payable by the students at the beginning of each semester.

b) Registrar shall notify the quantum of fees payable and schedule of registration before the start of each semester.

c) A fee, once paid, and if a student has started attending the classes, is not refundable in any case except for the caution money. In some case of genuine hardship, the vice chancellor may permit an extension in the last date of payment of fees however, all the students shall be required to pay the prescribed fee before the start of examination.

**8. Teaching Schedule and pattern**

Decided by the university As per BCI /UGC norms accordingly.

**9. Scheme of examination**

Scheme of examination shall be as prescribed by BCI and the University from time to time.

**10. Conditions of passing**

If an examinee fails in any paper, he or she may be permitted to appear in the subsequent examination in the/those paper (s). He/ She would be allowed to keep the term and would be promoted to the next semester or year as per rules. Such a student may appear his back papers with his next Semester/year exams after depositing the required fees for his failed subjects.

**11. Attendance**

Candidates appearing as regular students for any semester examination are required to attend 75% of the lectures delivered and the practical classes held separately in each subject of the course of study including moot court tutorial and practical training course provided that in exceptional cases for reasons to be recorded the Vice Chancellor may condone short of attendance required by the rule.

**12. Rules for promotion to the next semester and higher class of B.B.A.LL.B. (5YDC)**

- a) The minimum passing marks in each, paper shall be 40 marks and passing marks in aggregate shall be 50 percent of that semester examination.
- b) A candidate shall not be admitted in the fifth or higher semester classes unless he/she has fully cleared the first and second semester examinations.
- c) A candidate shall not be admitted in to seventh or higher semester classes unless he/she fully cleared the third and fourth semester examinations.
- d) A candidate shall not be admitted in the ninth or higher semester classes unless he/she fully cleared the fifth and sixth semester examinations.
- e) No candidate shall be declared to have cleared the final B.B.A.LL.B examination unless he/she has cleared the previous semester. The result of the candidate who have cleared the tenth and final B.B.A.LL.B semester but not previous semesters shall be withheld. He/she shall be deemed to have passed the final B.B.A.LL.B examinations in the year in which he/she fully clears all the previous semester examination.
- f) The examination of the odd semester shall be held with the odd semester and the examination of even semester shall take place with the even semester.
- g) A candidate shall not be permitted to appear/reappear in any examination or any paper in which he has been declared pass by the university for any purpose whatever.
- h) The subjects and papers for each year of B.B.A.LL.B shall be prescribed by the faculty of law on the recommendations of the Board of Studies. Unless otherwise provided each paper will carry 100 marks and will be of 3 hours duration. In each theory paper the allocation of marks shall be 80% on external assessment (Theory Paper) and 20% on internal assessment. The internal assessment for each subject shall be based on activities scheduled by the department such as presentation group discussion moot court, mock trial etc along with regular attendance in library and class lectures. The marks for internal assessment shall be finalized by the department.
- i) The minimum passing marks in each year's examination shall be 50 percent in the aggregate of all the papers and 40 percent marks in each individual paper. Division to successful candidate for the B.B.A.LL.B degree will be assigned at the end of final year examination on the basis of the aggregate. The total marks obtained by him at the B.B.A.LL.B first to final year examinations i.e. all ten semesters as under.

- (l) The maximum duration of the course shall be Eight years. However, one mercy attempt can be granted to student by the Vice Chancellor, which should be not more than one year on satisfactory reasons.
- j) (i) First Division will be 60 percent or above of the aggregate marks.  
(ii) Second Division will be 50 percent or above (but less than 60 percent of the aggregate marks).  
(iii) Candidates who obtain 75 percent or more marks in aggregate shall be declared to have passed the B.B.A.LL.B degree course in first division with distinction.
- k) (i) For each paper there shall be lecture classed for at least 6 hours per week. Candidates appearing for the B.B.A.LL.B examination shall have the option of answering questions though the medium of Hindi, (Devnagri Script) or English.  
(ii) VC grace mark as per rules can be awarded: (i) 1 marks for division grace  
(ii) 3 marks for passing aggregate.

13. **Course component for Integrated B.B.A.LL.B. (5YDC) Course**

In B.B.A.LL.B. Major and minor subjects or compulsory and optional subjects/papers may be taken from the following papers/subjects such as Business communication, Business Mathematics quantitative Analysis, Business statistics, Business environment, Accounts and Finance Management theory and practice, Human Resource Management and marketing management. Language Policy shall remain same. However one can take English as major or minor, where there is a system of major and minor, with other management subjects. The university follow the UGC/AICTE module in designing the course stipulate the standard.

14. **Medium of Instruction (For Teaching and Examination)**

- (a) The medium of instruction for teaching and examination shall be English/ Hindi throughout the course of study.
- (b) The subjects to be studied in different semesters of B.B.A.LL.B. shall be as per the schemes, approved by Board of Studies of the University.

15. **LEGAL JURISDICTION:**

All matters of any dispute shall be limited to Balaghat court only. The University reserves the rights to change configuration, courses, contents, fee structure, scheme of evaluation, time schedule of face to face programme and examination as per need.

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 is competent to take a decision. The decision of the Vice Chancellor shall be final.

**ORDINANCE No. 43, of 2018****BACHELOR OF COMMERCE AND BACHELOR OF LAWS (B.Com. LL.B.)  
(FIVE YEARS INTEGRATED COURSE)**

This Ordinance shall be applicable to candidates admitted to B.Com.LL.B. (Integrated Course). The ordinance is subject to change in accordance with the Directives and Regulations issued by the Apex body (BCI), Department of Higher Education of MP, Central Government, M.P.U.R.C. and this University from time to time.

**1. Preamble**

The Degree of Bachelor of laws B.Com.LL.B. Integrated course shall comprise a course of study spread over a period of Five Academic years and the. Candidates will be full time regular students. The five years course shall comprise two parts i.e. part I- which will be a two year course programme of pre law study and part II-which will be a three year programme for professional training in law.

**2. Duration of the Programme**

- a) The Duration of the programme is 5 academic year which spread over 10 semesters with the University Examination at the end of each Semester. Each Academic Year shall be divided into two semesters. An examination for each of the semester shall be held twice in a year at such places and on such dates as may be fixed by the University.
- b) A candidate may provisionally continue to attend next higher/semester, even if the result of qualifying year/semester has not been declared. However, subsequently if he/she is not able to clear qualifying semester examination, the candidate cannot claim any right to continue in the higher semester on the basis of his/her provisional admission.

**3. Eligibility criteria for admission (B.Com. LL.B.)**

- a) At the time of joining the course of B.Com.LL.B. The person concerned has to pass on examination 10+2 course or equivalent from a recognized university of India or outside or from a senior secondary board or equivalent, constituted or recognized by the union or by state government or from any equivalent institution from a foreign country recognized by the government of that country for the purpose of issue of qualifying certificate in successful completion of the course, may apply for and be admitted in to the program of the university to obtain the integrated degree in law

with a degree in any other subject as the first degree from the university whose such a degree in law is recognized by the Bar Council of India for the purpose of enrollment.

Provided that applicants who have obtained 10+2 Higher Secondary pass certificate or First Degree certificate after prosecuting studies in distance or correspondence method shall also be considered as eligible for admission in the integrated five years course.

**Explanation:** The applicants who have obtained 10+2 or graduation/ Post Graduation through open university system directly without having any qualifying for prosecuting such studies are not eligible for admission in the law course.

- b) As per stipulation of the Bar Council of India the minimum percentage of marks not below 45% of the total marks in case of general category applicants, 42% for OBC category and 40% of the total marks in case of SC/ST applicants, to be obtained in the qualifying examinations, such as 10+2 examination in case of Integrated Five Year B.Com.LL.B. Course.
- c) The maximum age for seeking admission into a stream of integrated Bachelor of law degree program as prescribed by Bar Council of India time to time.
- d) The Eligibility for admission to the first year of B.Com.LL.B. bachelor course shall be as prescribed by the bar council of India (BCI).
- e) Number of seats may be fixed/decided by the Bar Council of India time to time.
- f) The government employees dismissed from government service on disciplinary grounds and those who are known to have been involved in acts of crime and of gross indiscipline or misbehavior will be not be eligible for admission.
- g) Admission shall be granted to the candidates on their own risk and responsibility on the basis of details furnished by them. If any time it is noticed that admission has been obtained by any candidate by giving incorrect, false information, concealing information or by oversight, the admission granted shall be cancelled.

#### 4. Eligibility for the Degree

- (a) A Candidate shall be eligible for the degree of Bachelor of Law (B.COM.LL.B) when he has undergone the prescribed course of study for a period of not less than five years in the university and has passed the requisite examination in all the subjects.
- (b) The student, successfully completing first three years of B.COM.LL.B will be awarded B.COM. (LAW) degree approval by the university this degree will be equivalent to other graduation degree of the university such degree shall not entitle the student to enroll as an advocate.

**5. Selection Procedure**

The admission to the course conducted by the university shall be through written/oral entrance examination or as prescribed/decided by the university from time to time.

**6. Reservation**

Reservation to SC/ST/OBC and others shall be as per M.P. government reservation policy.

**7. Fee structure**

a) All the fee categories including program fee and the examination fee shall be determined by the university and reviewed the MP Private University Regulatory Commission from time to time, and shall be payable by the students at the beginning of each semester.

b) Registrar shall notify the quantum of fees payable and schedule of registration before the start of each semester.

c) A fee, once paid, and if a student has started attending the classes, is not refundable in any case except for the caution money. In some case of genuine hardship, the vice chancellor may permit an extension in the last date of payment of fees however, all the students shall be required to pay the prescribed fee before the start of examination.

8. Teaching Schedule and pattern decided by the university As per BCI /UGC norms accordingly.

**9. Scheme of examination**

Scheme of examination shall be as prescribed by BCI and the University from time to time.

**10. Conditions of passing**

If an examinee fails in any paper, he or she may be permitted to appear in the subsequent examination in the/those paper (s). He/ She would be allowed to keep the term and would be promoted to the next semester or year as per rules. Such a student may appear his back papers with his next Semester/year exams after depositing the required fees for his failed subjects.

**11. Attendance**

Candidates appearing as regular students for any semester examination are required to attend 75% of the lectures delivered and the practical classes held separately in each subject of the course of study including moot court, tutorials and practical training course provided that in exceptional cases for reasons to be recorded, the vice chancellor may condone short of attendance required by the rule.

**12. Rules for promotion to the next semester and higher class of (3YDC) (B.COM. LL.B.) (5YDC)**

- a) The minimum passing marks in each, paper shall be 40 marks and passing marks in aggregate shall be 50 percent of that semester examination.
- b) A candidate shall not be admitted in the fifth or higher semester classes unless he/she has fully cleared the first and second semester examinations.
- c) A candidate shall not be admitted in to seventh or higher semester classes unless he/she fully cleared the third and fourth semester examinations.
- d) A candidate shall not be admitted in the ninth or higher semester classes unless he/she fully cleared the fifth and sixth semester examinations.
- e) No candidate shall be declared to have cleared the final B.COM.LL.B examination unless he/she has cleared the previous semester. The result of the candidate who have cleared the tenth and final B.COM.LL.B semester but not previous semesters shall be withheld. He/she shall be deemed to have passed the final B.COM.LL.B examinations in the year in which he/she fully clears all the previous semester examination.
- f) The examination of the odd semester shall be held with the odd semester and the examination of even semester shall take place with the even semester.
- g) A candidate shall not be permitted to appear/reappear in any examination or any paper in which he has been declared pass by the university for any purpose whatever.
- h) The subjects and papers for each year of B.COM.LL.B shall be prescribed by the faculty of law on the recommendations of the Board of Studies. Unless otherwise provided each paper will carry 100 marks and will be of 3 hours duration. In each theory paper the allocation of marks shall be 80% on external assessment (Theory Paper) and 20% on internal assessment. The internal assessment for each subject shall be based on activities scheduled by the department such as presentation group discussion moot court, mock trial etc along with regular attendance in library and class lectures. The marks for internal assessment shall be finalized by the department.
- i) The minimum passing marks in each year's examination shall be 50 percent in the aggregate of all the papers and 40 percent marks in each individual paper. Division to successful candidate for the B.COM.LL.B degree will be assigned at the end of final year examination on the basis of the aggregate. The total marks obtained by



him at the B.COM.LL.B first to final year examinations i.e. all ten semesters as under.

- (i) The maximum duration of the course shall be Eight years. However, one mercy attempt can be granted to student by the Vice Chancellor, which should be not more than one year on satisfactory reasons.
- j) (i) First Division will be 60 percent or above of the aggregate marks.  
(ii) Second Division will be 50 percent or above (but less than 60 percent of the aggregate marks).  
(iii) Candidates who obtain 75 percent or more marks in aggregate shall be declared to have passed the B.COM.LL.B degree course in first division with distinction.
- k) (i) For each paper there shall be lecture classed for at least 6 hours per week. Candidates appearing for the B.COM.LL.B examination shall have the option of answering questions though the medium of Hindi, (Devnagri Script) or English.  
(ii) VC grace mark as per rules can be awarded: (i) 1 marks for division grace  
(ii) 3 marks for passing aggregate.

**13. Course Component for B.COM.LL.B. Integrated (5 YDC Course)**

In B.Com.LL.B. Major and Minor Courses are to be selected from the list of subjects like accounts, Advanced Accounting, Secretarial practice, Business Administration Managing Accounting, Audit Practice etc. The University follow the curriculum development committee report of UGC in designing the course and stipulate the standard.

**14. Medium of Instruction (For Teaching and Examination)**

- a) The medium of instruction for teaching and examination shall be English/Hindi throughout the course of study.
- b) The subjects to be studied in different semesters of B.Com.LL.B. shall be as per the schemes, approved by Board of Studies of the University.

**15. Legal Jurisdiction**

All matters of any dispute shall be limited to Balaghat court only. The University reserves the rights to change configuration, courses, contents, fee structure, scheme of evaluation, time schedule of face to face programme and examination as per need.

- 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 is competent to take a decision. The decision of the Vice Chancellor shall be final.

**ORDINANCE No. 44, of 2018****Master of Law (LL.M.) (02 Years Course)**

This Ordinance shall be applicable to candidates admitted to Master of Law (LL.M.). The ordinance is subject to change in accordance with the Directives and Regulations issued by the UGC, Department of Higher Education of M.P., Central Government, M.P.P.U.R.C. and this University from time to time.

**1. Preamble**

The LL.M. (Master of Law) is an internationally recognized postgraduate law degree. Law students and professionals pursue the LL.M. course to gain expertise in a specialized field of law.

**2. Duration of Course**

- (a) There shall be at least 90 days of teaching in every semester.
- (b) Duration: The Program for LL.M. Degree shall be two years duration, namely LL.M.(Previous) year (I & II semester) and LL.M. (Final) (III & IV semester).
- (c) A candidate may provisionally continue to attend next higher year/semester, even if the result of qualifying year/semester has not been declared. However, subsequently if he/she is not able to clear qualifying semester examination, the candidate cannot claim any right on the basis of his/her provisional admission.
- (d) The maximum duration of the course shall be Three year. However, one mercy attempt can be granted to student by Vice Chancellor which should be not more than one year on satisfactory reasons.

**3. Eligibility Criteria for Admissions**

- (a) Admission to LL.M. program shall be provided as per Ordinance
- (b) The candidates seeking admission to the LL.M. degree must have passed LL.B. (3Y DC or BALLB 5Y DC) Examination of the University or other equivalent examination of any recognized University. The admission shall be made in order of Merit/ and as per Government Rules and/or University Rules applicable to the course.
- (c) Admission to the LL.M. Degree Course of study shall be open to those candidates who has passed the three year LL.B. degree examination of this university or such examination of any other university or institution after Graduation under 10+2+03

Year Examination on the basis of the aggregate. The total marks obtained by him at the LL.M. First Year and Second year Examination i.e. all four Semesters as under.

- (c) (i) First Division will be 60 percent or above of the aggregate marks.  
(ii) Second Division will be 50 percent or above (but less than 60 percent of the aggregate marks).  
(iii) Candidates who obtain 75 percent or more marks in aggregate shall be declared to have passed the LL.M. degree course in First Division with distinction.
- (d) (i) For each paper there shall be lecture classes for at least 6 hours per week. Candidates appearing for the LL.M. Examination shall have the option of answering questions through the medium of Hindi. (Devanagri Script) or English.  
(ii) VC grace mark as per rules can be awarded: (i) 1 marks for division grace (ii) 3 marks for passing aggregate.
- (12) A candidate who has been declared unsuccessful in an examination on his/her option reappear in subsequent examination as an ex-student without being required to attend regular course of study for the same semester subject to the condition that such a candidate shall abide by and be governed by the provisions of the ordinance rules and regulations applicable time to time.
- (13) Candidates appearing as regular students for any semester examination are required to attend 75% of the lectures delivered provided that a short fall in attendance up to a maximum of 5% can be condoned by the Vice-Chancellor of the University, for satisfactory reasons.
- (14) Medium of Instruction (For Teaching and Examination)  
(a) The medium of instructing for teaching and examination shall be English/Hindi throughout the course of study.  
(b) The subjects to be studied in different semesters of LL.M. shall be as per the schemes, approved by Board of Studies of the University.
- (15) Legal Jurisdiction  
All matters of any dispute shall be limited to Balaghat court only. The University reserves the rights to change configuration, courses, contents, fee structure, scheme of evaluation, time schedule of face to face programme and examination as per need.
- (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 is competent to take a decision. The decision of the Vice-Chancellor shall be final.

- b) Registrar shall notify the quantum of fees payable and schedule of registration before the start of each semester.
- c) A fee, once paid, and if a student has started attending the classes, is not refundable in any case except for the caution money. In some case of genuine hardship, the vice chancellor may permit an extension in the last date payment of fess however, all the students shall be required to pay be prescribed fee before the start of examination.

**8. Teaching Schedule and pattern**

As per prescribed by the University and UGC norms accordingly.

**9. Scheme of examination**

Scheme of examination shall be as prescribed by Apex Body/ university from time to time.

**10. Rules for Promotion**

- (a) A backlog of two papers in first semester for his promotion from second semester of LL.M. first year to third semester of LL.M. second year.
- (b) A backlog of two papers in second semester for his promotion from third semester of LL.M. second year to four semester of LL.M. second year.
- (c) The examination of odd semester shall be held with the odd semester and the examination of even semester will take place with the even semester the backlog of the papers shall be completed in the related semester of that year.
- (d) A candidate shall be treated as an ex-student in particular semester if the candidate has secured less than 40 marks in one more papers of that semester, or if has failed in aggregate in that semester securing 40 or more marks in all the papers of the concerned semester examination.
- (e) The Ex-student shall not be permitted to appear in any semester examination in which he has secured 50 marks or more for any purpose whatever.

**11. Successful examinees of the LL.M. Part II Third Semester examination shall be placed in a division on the basis of the total marks obtained by them in four semester examinations taken together as follow:-**

- a) The subjects and papers for each year of LL.M. shall be prescribed by the Faculty of Law on the recommendations of the Board of Studies. Unless otherwise provided each paper will carry 100 marks and will be of 3 hours duration.
- b) The minimum passing marks in each year's examination shall be 50 percent in the aggregate of all the papers and 40 percent marks in each individual paper. Division to successful candidates for the LL.M. degree will be assigned at the end of Final

pattern, or five year Law degree course under 10+02+05 pattern is recognized by the university as equivalent for the purpose of LL.M. degree course.

The qualifying examination for LL.M. shall have minimum percentage of marks not below than 55% of the total marks in general category and 50% of the total marks in case of SC & ST applicant.

If the university organized entrance test the minimum percentage of marks not below than 50% of the total marks in general category and 45% of the total marks in case of SC & ST applicant.

**4. Selection Procedure**

The admission to the course conducted by UTD shall be through written/oral entrance examination /merit or as prescribed/decided by the university from time to time.

5. (I) The University shall decide the number of seats for University Teaching Department of Law with the approval of MPPURC.
- (II) Candidates appearing as regular students for any semester examination are required to attend 75% of the lectures in each subject of the course of study including project / dissertation / practical training course provided that in exceptional cases for reasons to be recorded the vice chancellor may condone short of attendance required by the rule.
- (III) LL.M. Degree Course is a full time Course. Hence an admitted student to the LL.M. Degree Course is not permitted to take admission in any other degree course.
- (IV) A candidate who wants to appear in LL.M. Final Examination of the University and who has passed LLM previous year examination from any other university shall require to clear the remaining papers and group of papers of this university.
- (V) In each paper the allocation of the marks shall be 100 marks.
- (VI) In order to be successful at semester examination a candidate must secure at least 40% in each paper and 50% of aggregate of grand total.

**6. Reservation**

Reservation to SC/ST and others shall be as per M.P. government reservation policy.

**7. Fee structure**

- a) All the fee categories including program fee and the examination fee shall be determined by the University and reviewed by the MP Private Regulatory Commission from time to time, and shall be payable by the students at the beginning of each semester.

**ORDINANCE No. 45, of 2018****BACHELOR IN JOURNALISM AND MASS COMMUNICATION****1.0 ELIGIBILITY FOR ADMISSION:**

Graduate possessing second class or at least 45% marks in any faculty of any statutory University.

**2.0 DURATION:**

1 Year's (Two Semesters).

**3.0 MODE OF INSTRUCTION**

The mode of instruction is given in English and Hindi.

**4.0 SCHEME OF EXAMINATION**

The scope of studies in different papers shall be such as is prescribed by the Academic Council from time to time in due course.

**5.0 PASS PERCENTAGE AND DIVISION**

The final result will be declared on the basis of the combined marks obtained in the first and second semester. The student secure less than 40% marks in final result will be declared as a fail and the successful candidates will be classified as follows:

- First Division : 60% or more marks.
- Second Division : Greater than or equal to 50% but less than 60% marks.
- Third Division : Greater than or equal to 40% but less than 50% marks.

**6.0 LEGAL JURISDICTION:**

All matters of any dispute shall be limited to Balaghat court only. The University reserves the rights to change configuration, courses, contents, fee structure, scheme of evaluation, time schedule of face to face programme and examination as per need.

- 7.0 Not with understanding 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 director of the schools. The decision of the Vice-Chancellor shall be final.

**ORDINANCE No. 46, of 2018****MASTER IN JOURNALISM AND MASS COMMUNICATION****1.0 ELIGIBILITY FOR ADMISSION:**

Graduates in Journalism and Mass Communication or equivalent qualification, possessing second class or at least 45% marks from any statutory University. Reservation for SC/ST/ Other Category students as per M.P. Govt. rules.

**2.0 DURATION:**

1 Years (Two Semesters).

**3.0 MODE OF INSTRUCTION**

The mode of instruction is given in English and Hindi.

**4.0 SCHEME OF EXAMINATION:**

The scope of studies in different papers shall be such as is prescribed by the Academic Council from time to time in due course.

**5.0 PASS PERCENTAGE AND DIVISION**

The final result will be declared on the basis of the combined marks obtained in the first and second semester. The student secure less than 40% marks in final result will be declared as a fail and the successful candidates will be classified as follows:

- First Division : 60% or more marks.
- Second Division : Greater than or equal to 50% but less than 60% marks.
- Third Division : Greater than or equal to 40% but less than 50% marks.

**6.0 LEGAL JURISDICTION:**

All matters of any dispute shall be limited to Balaghat court only. The University reserves the rights to change configuration, courses, contents, fee structure, scheme of evaluation, time schedule of face to face programme and examination as per need.

- 7.0** Not with understanding 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 director of the schools. The decision of the Vice-Chancellor shall be final.

**ORDINANCE No. 47, of 2018****DEGREE IN BACHELOR OF LIBRARY AND INFORMATION SCIENCE****1.0 OBJECTIVES:-**

- 1.1 To impart essential know - how of modern library practices with a view to developing basic expertise in modern Library Management.
- 1.2 To inculcate a sense of responsibility and awareness of professional belonging.
- 1.3 To impart an understanding and an appreciation of the role of libraries in the society, in other words, to impart knowledge about their social purpose.

**2.0 DURATION OF THE COURSE**

This course shall be of one year's (Two Semester) duration.

**3.0 ELIGIBILITY FOR ADMISSION**

For admission to B.Lib. & Inf. Sc. course the minimum requirements are Bachelor's degree from a recognized University, with minimum 45% marks in aggregate. For SC/ST Candidates 5% relaxation provided in aggregate marks as per rules of M.P. Govt.

**4.0 MODE OF INSTRUCTION**

The mode of instruction is given in English and Hindi.

**5.0 SCHEME OF EXAMINATION**

The scope of studies in different papers shall be such as is prescribed by the Academic Council from time to time in due course.

**6.0 PASS PERCENTAGE AND DIVISION**

The final result will be declared on the basis of the combined marks obtained in the first and second semester. The student secure less than 40% marks in final result will be declared as a fail and the successful candidates will be classified as follows:

- i. First Division : 60% or more marks.
- ii. Second Division: Greater than or equal to 50% but less than 60% marks.
- iii. Third Division : Greater than or equal to 40% but less than 50% marks.



**7.0 ELIGIBILITY FOR SUPPLEMENTARY EXAMINATION**

- i. Candidates securing less than 36% marks in individual theory paper and 40 % in practical will be treated as failed. They can reappear at the subsequent examination in the papers concerned.
- ii. A candidate declared eligible for supplementary shall be required to clear the same in next subsequent attempt. Any attempt unavailed of shall lapse automatically and after expiry of this period he will be deemed to have failed in the examination.
- iii. An ex-student candidate seeking permission for readmission to a subsequent examination shall submit his/her application on prescribed form to the Registrar of University.

**8.0 LEGAL JURISDICTION:**

All matters of any dispute shall be limited to Balaghat court only. The University reserves the rights to change configuration, courses, contents, fee structure, scheme of evaluation, time schedule of face to face programme and examination as per need.

- 9.0 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. 48, of 2018****MASTER OF LIBRARY AND INFORMATION SCIENCE****1.0 OBJECTIVES**

- 1.1 To acquaint the students with the organisation and development of the Universe of knowledge and with the Research Organisations and Research Methodology.
- 1.2 To give the students specialised knowledge in respect of the kind of reading materials and different types of Libraries.
- 1.3 To make the students proficient in Advanced Library techniques/Methodology of Documentation and Advance Management of select types of Libraries.

**2.0 DURATION OF THE COURSE**

This course shall be of one year's (Two Semester) duration.

**3.0 ELIGIBILITY FOR ADMISSION**

For admission to M.Lib. & Inf. Sc. course the minimum requirements are:

- i) Bachelor's degree, followed by
- ii) B.Lib. Degree or P.G. Diploma in Lib. & Information Science from a recognised University.

**4.0 SCHEME OF EXAMINATION**

The scope of studies in different papers shall be such as is prescribed by the Academic Council of University.

**5.0 MODE OF INSTRUCTION**

The mode of instruction is English and Hindi.

**6.0 PASS PERCENTAGE AND DIVISION**

Division shall be awarded to the successful candidates on the aggregate marks obtained by him in first and second semester accordance with the following scale, viz.

First Division	:	60% and above
Second Division	:	50% but less than 60%
Third Division	:	40 % Less than 50 %

#### 7.0 ELIGIBILITY FOR SUPPLEMENTARY EXAMINATION

- i) Candidates securing less than 36% marks in individual theory papers and 40% in practical will be treated as failed. They can reappear at the subsequent examination in the papers concerned.
- ii) A candidate declared eligible for supplementary shall be required to clear the same in next subsequent attempt. Any attempt unavailed of shall lapse automatically and after expiry of this period he will be deemed to have failed in the examination.
- iii) An ex-student candidate seeking permission for readmission to a subsequent examination shall submit his/her application on prescribed form to the Registrar of University.

#### 8.0 LEGAL JURISDICTION:

All matters of any dispute shall be limited to Balaghat court only. The University reserves the rights to change configuration, courses, contents, fee structure, scheme of evaluation, time schedule of face to face programme and examination as per need.

- 9.0 Notwithstanding anything stated for any unforeseen issues arising, and not covered 'by this Ordinance, or in the event 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. 49, of 2018****HOMOEOPATHY (DEGREE COURSE) B.H.M.S.**

This ordinance is framed as per Regulation of Central Council of Homoeopathy. This ordinance shall be applicable to candidate admitted for Homoeopathy (Degree Course) B.H.M.S.

**ELIGIBILITY FOR ADMISSION:****Aims & Objective****1.0 Aims**

To heal and comfort the suffering humanity with compassion and respect; and to be recognized as a global leader in Homoeopathic Medical Education and Research

**2.0 Objective**

- To be a centre of excellence in Homoeopathic Medical Education and research.
- To be progressive in providing holistic health care services to all.
- To be a pioneer in reaching out to the underprivileged
- To inculcate moral values in the students to guide them in the service of the suffering humanity
- To be a pioneer in providing quality patient care and best medical education, responsive to society's needs through Homoeopathy.

**3.0 Duration of Course**

The duration of Course shall five & Half year including internship & the maximum duration shall be 8 years

**4.0 Eligibility Criteria for admission**

- 4.1 For admission to BHMS course, only those candidates are eligible who have passed the 12<sup>th</sup> Exam of 10+2 system (qualifying examination) with Physics, Chemistry and Biology subjects separately and has secured not less than 50% aggregate marks for unreserved

category and not less than 40% aggregate marks for reserved category. Candidate of all categories and classes are required to have passed ENGLISH subject in the qualifying examination of 10+2 system.

OR

Have passed an equivalent or higher examination with Physics, Chemistry and Biology from any other recognized Board or University recognized by Department of School Education, Government of Madhya Pradesh. For foreign nationals seeking admission, their eligibility shall be considered on the thesis of equivalent certificate issued to them by the concerned Board / University and approved by the Ministry of External Affairs, Government of India. Candidate of all categories and classes are required to have passed ENGLISH subject in qualifying equivalent examination. No candidate shall be allowed to be admitted in Homeopathy institutions until the candidate has completed or shall complete the age of 17 years and not more than 25 years on or before 31<sup>st</sup> December of the year of examination with relaxation of 5 years for the candidates belonging to SC/ST/OBC category and persons entitled for reservation under the Rights of Persons with Disabilities Act, 2016.

4.2 The relaxation for Scheduled Caste/Scheduled Tribe OBC/Physical handicapped the relaxation in eligibility marks shall be as per rules of State/Central Govt. and Regulatory Body i.e. Central Council of Homoeopathy.

4.3 All facility are provide as per rule of M.P. State Govt. /Central Govt. /Regulatory body.

5.0 **CRITERIA FOR SELECTION:**

Students for BHMS Course shall be admitted as decided by Board of Management of the University which should be as per directive/guideline of Regulatory body

5.1 Students for BHMS course shall be selected strictly on the basis of their academic merit and on the basis of merit as determined by the competitive entrance examination conducted by Sardar Patel University, Balaghat / any other designated agency approved and authorized by the Sardar Patel University, Balaghat or as decided by Regulatory Body i.e. Central Council of Homoeopathy.

5.2 Admission to the program is based on entrance exams National Eligibility Entrance Test (NEET) or any process adopted by M.P. State Govt. /Central Govt. /Regulatory body.

5.3 The minimum percentage of marks for eligibility for admission to BHMS Courses shall be 50% for general category candidates and 40% for the candidates belonging to Scheduled Castes and Scheduled Tribes, obtained in Entrance examination.

- 5.4 Filled up on the basis of national/state level test as decided by University. The remaining Students for BHMS course shall be selected strictly on the basis of their academic MERIT and on the basis of merit as determined by the competitive entrance examination conducted by Sardar Patel University, Balaghat (M.P.) / any other designated agency approved and authorized by the Sardar Patel University, Balaghat (M.P or as decided by Statutory Body. In case of merit list of competitive entrance examination is exhausted and seats are still available, the remaining vacant seats are shall be vacant seats shall be filled up on the basis of marks obtained in the qualifying examination on the merit basis at college level.
- 5.5 The candidates for admission to BHMS Course shall be selected on the basis of Admission selection process decided by statutory body. The fees for each course shall be decided by Board of Management of University. The Number of seats in each course will be as per approval of Central Council of Homoeopathy.

#### 6.0 ATTENDANCE

- 6.1 A student shall be required to have a minimum attendance of 75% or more in the aggregate of all the Subject taken together in an Academic year.

#### 7.0 CURRICULUM OF THE PROGRAMME

- 7.1 Curriculum of the B.H.M.S. courses, theory and practical's shall be as approved by the Academic Council as per guidelines of Regulatory body

#### 8.0 (A) MINIMUM TEACHING HOURS, EXAMINATION & EVALUATION, CRITERIA FOR PASSING COURSES, MARKS AND DIVISIONS

- 8.1 Any undergraduate may be admitted to the First B.H.M.S. examination provided that he has regularly attended, the following courses of instruction in the subjects of the examination, theoretical and practical for not less than one year in the college / institution to the satisfaction of the Principal / Director / Principal of the institution.
- 8.2 A candidate securing 75% or above marks in any of the subjects shall be declared to receive honors in that subjects provided he has passed the examination in the first attempt.
- 8.3 In order to pass the B.H. M.S. Examination a candidate must pass in all subjects of the examination

Pass marks in all subjects both homoeopathic and allied medical subjects shall be 50% in each part (written, oral with practical).

- 8.4 For appearing in Second B.H.M.S. Exam, the candidate should have passed the First B.H.M.S. examination at least one year previously; and for third B.H.M.S. Exam, he has passed the second B.H.M.S. examination at least one year previously. The Third B.H.M.S. examination shall be held at the end of 3 years of B.H.M.S. course or at the end of 36 month of admission to First B.H.M.S.
- 8.5 The Fourth B.H.M.S. Examination shall be held at the end of 54th month of admission to First B.H.M.S.

NOTE: -Any changes if notified through Regulation by the Central Council for Homoeopathy, the provision of the above clause shall be modified to the extent.

## 9.0 RESULTS AND READMISSION TO EXAMINATION

- 9.1 Controller of Examination will ensure that the results of the examination are published in time so that the students who successfully complete the B.H.M.S. Examinations can complete the course in 5 1/2 years after admission.
- 9.2 Candidates who have passed in one or more subjects need not appear in that subject or those subjects again in the subsequent examinations if the candidate passes the whole examination within four chances including the original examination.
- 9.3 Facility to keep term: Notwithstanding with the foregoing regulations, the students shall be allowed the facility to keep term on the following conditions:
- 9.3.1 The candidate must pass the Second B.H.M.S. Examination at least one term (6 months) before he is allowed to appear in the Third B.H.M.S. Examination.
- 9.3.2 The candidate must pass the Third B.H.M.S. Examination at least one term (6 months) before he is allowed to appear in the Fourth B.H.M.S. Examination.
- 9.3.3 No candidate shall be given more than 4 chances to appear in First B.H.M.S. Examination in the same subject.
- 9.4 A candidate who appears at Second or Third B.H.M.S. Examinations, but fails to pass in the subject or subjects, he may be admitted to the next examination in the subject or subjects. However candidates shall be allowed to keep term as provided in above.
- 9.5 Special classes, seminars, demonstrations, practical, tutorials etc. shall be arranged for the repeaters in the subject in which they have failed before they are allowed to appear at the next examination, in which attendance shall be Compulsory.

- 9.6 If a candidate fails to pass in all the subjects within four chances in examinations, he shall be required to prosecute a further course of studying all the subjects and in all parts for one year to the satisfaction of the head of the college and appearing for examination in all the subjects.

Provided that if a student appearing for the Fourth B.H.M.S. examination has only one subject to pass at the end of prescribed chances, he shall be allowed to appear at the next examination in that particular subject and shall complete the examination with this special chance.

- 9.7 The examining body may under exceptional circumstances, partially or wholly cancel any examination conducted by it under intimation to the Central Council of Homoeopathy and arrange for conducting re-examination in those subjects within a period of thirty days from the date of such cancellation.
- 9.8 Grace marks may be awarded to the students at the discretion of the University/ examining body on exceptional circumstances.

#### 10.0 INTERNSHIP

- 10.1 Training in pediatric department to understand pediatric problems and their management through Homoeopathy.
- 10.2 In the department of skin he should be exposed to various skin lesions and their diagnosis including allergy, leprosy, Leukoderma etc., and their management through Homoeopathy.
- 10.3 He should be exposed to various community based health activities, health programmes, their implementations and organizational set up. He should also be involved in motivational programmes, health education nutrition, M.C.H., Family welfare and other activities, Control of communicable diseases like tuberculosis, leprosy and sexually transmitted disease.
- 10.4 Medico-Legal: Acquaintance with issue of various medical certificates like leave certificate on the ground of sickness, fitness certificate, death certificate, birth certificate, medical examination, court procedures in police cases like deaths by unnatural cause, accident etc. preservation of viscera in poisoning cases, postmortem, various Drugs Acts, Homoeopathic Pharmacopoeias, Homoeopathy Central Council Act, various State Homoeopathic Acts, Act of professional conduct and ethics.
- 10.5 Drug Proving:



In case of degree level interneer, it shall be compulsory to take part in Drug Proving Programme and the Internee shall prove at least one drug during the period of internship.

- 10.6 Each student during the compulsory internship training shall be allotted specific assignment for doing his/her original work in an objective manner. The assignment to be given shall be. Decided mutually by the concerned students and the college authorities. Such assignments will be evaluated by a team of 3 experts (relevant to subject) appointed by the College/ institution with consent of University concerned. The College authority will also ensure avoidance of duplication of work.

10.7 **Maintenance of Records**

Each interneer shall have to maintain a detailed record of at least 25 acute cases and 15 chronic cases treated with homoeopathic medicine during his training in the medical department. Each interneer shall have to maintain a detailed record of at least 10 delivery cases attended by him in the Department of Obstetrics and 15 surgical cases assisted by him in the Department of Surgery. During this period interneer shall also have to carry out any selective assignment on any subject given to him by the physician In-charge.

10.8 **Attendance**

Minimum attendance of each interneer shall not be less than 80%.

- 10.9 Each candidate shall be required to undergo compulsory rotating internship of one year, after passing the final B.H.M.S. Examinations, to the satisfaction of the Principal of the Homoeopathic College. Thereafter only, the candidate shall be eligible for the award of Degree of Homoeopathic Medicine and Surgery (B.H.M.S.) by the University.

10.9.1 All parts of the internship training shall be undertaken at the hospital attached to the College, and, in cases where such hospital cannot accommodate all of its students for internship then such candidates/ students shall be informed in writing by the college and it shall be the responsibility of the College to ensure that each of such students is put on internship training in a Homoeopathic Hospital or dispensary run by Government or local bodies.

10.9.2 To enable the State Board/ Council of Homoeopathy to grant provisional registration of minimum of one year to each candidate to undertake the internship, the University concerned shall issue a provisional passed certificate on passing the final B.H.M.S. Examination to each successful candidate.

Provided that in the event of shortage, or unsatisfactory work, the period of compulsory internship and the provisional registration shall be accordingly extended by the State Board/ Council.

- 10.9.3 Full registration shall only be given by the State Boards if the B.H.M.S. degree awarded by the University concerned is a recognized medical qualification as per Section 13(1) of the Act, and Board shall award registration to such candidates who produce certificate of completion or compulsory rotation internship of not less than one year duration from the Principal of College where one has been a bonafide student which shall also declare that the candidate is eligible.
- 10.9.4 The internee students shall not prescribe the treatment including medicines and each of them shall work under the direct supervision of Head of Department concerned and/or a Resident Medical Officer. No intern student shall issue any medico-legal document under his/her signatures.
- 10.9.5 Each candidate shall complete the internship training at the maximum within a period of 24 months after passing the final year examination.
- 10.10 The internship training shall be regulated by the Principal in consultation with concerned Heads of Departments and R.M.O. as under:-
- 10.10.1 Each internee student shall be asked to maintain a record of work which is to be constantly monitored by the Head of concerned Department and/or Resident Medical Officer under whom the internee is posted. The scrutiny of record shall be done in an objective way to update the knowledge, skill and aptitude of internee.
- 10.10.2 The stress during the internship training shall be on case taking, evaluation of symptoms, nosological and miasmatic diagnostic analysis, repertorisation and management of sick people based on principles of Homoeopathy. Weekly seminars shall be conducted where interns in rotation are given, a chance to present their cases for discussion, and, concerned teachers/ R.M.O. shall assess performance of each of interns.
- 10.10.3 Rotation of intern-students shall be as under:
- 10.10.3.1 Practice of Medicine- 8 months wherein internee will be rotated in each Psychology, Respiratory, Gastro-intestinal, Endocrinology, Skin and V.D., Locomotor, Cardiology, Paediatrics sections.

- 10.10.3.2 Surgery - 1 month
- 10.10.3.3 Obstetrics & Gynaecology - 2 months (1 month each (including Reproductive & child health care))
- 10.10.3.4 Community medicine (including PHC/ CHC) -1 month
- 10.10.4 Each interneer shall be exposed to clinicopathology work to acquire skill in taking samples and doing routine blood-examination, blood smear for parasites, sputum examination, urine and stool examination. Students shall be trained to correlate laboratory findings with diagnosis and management of sick people.
- 10.10.5 Each interneer shall be given opportunities to learn the diagnostic techniques like x-rays, Ultrasonography, E.C.G., Spirometer and other forthcoming techniques and co-relate their findings with diagnosis and management of cases.
- 10.10.6 Each interneer students shall be given adequate knowledge about issuing of medico-legal certificates including medical and fitness certificates, death certificates, birth certificates, court producers and all of such legislation's be discussed which were taught in curriculum of Forensic Medicine.
- 10.10.7 Each interneer shall maintain records of 40 actual and 25 chronic cases complete in all manner including follow up in Practice of Medicine, record of 5 antenatal check-up and 3 delivery cases attended by him/ her in Department of Obstetrics and 3 cases of Gynecology, records of 5 surgical cases assisted by him (and demonstrational knowledge of dressings) in Surgery department, and records of knowledge gained in Primary Health Centers, Community Health Centers, various health programmers.
- 10.10.8 It shall be compulsory for each intern-student to prove at least one drug during the Period of internship.
- 10.10.9 Each interneer shall be given a liberty to choose an elective assignment on any subject, and complete out-put shall be furnished in writing by the interneer in respect of selective assignment to the Principal of the College within internship duration.
- 10.10.10 Each intern shall be posted on duty in such a manner that each of them attend at least 15 days in O.P.D. and 15 days in I.P.D. at least in each month

(except for duty in Community Medicine) and attend the other parts of duty including self-preparation in Library.

10.10.11 Each intern-student shall be made to learn importance of maintaining statistics and records, intern-student shall also be familiarized with research-methodology.

10.10.12 Each internee shall have not less than 80% of attendance during the internship training.

10.10.13 Each internee shall be on duty of at least 6 hrs. per day during the compulsory internship training.

#### 11.0 AWARD OF DEGREE

A student shall be awarded a degree if:

11.1 If he has successfully passed the final B.H.M.S. examination, held at the end of 4 1/2 years and completed one year of compulsory rotatory internship after passing the final examination, as prescribed.

11.2 There are no dues outstanding in his/her name to the University/ Institution; and

11.3 No disciplinary action is pending against him/her

12.0 The Fees of this Course shall be as decided by the Board of Management of the University and after the approval of M.P. Private University Regulatory Commission.

13.0 The medium of Instruction and Examination shall be English.

14.0 The Reservation to SC/ST/other category candidates shall be applicable as per the norms of the State Government of Madhya Pradesh.

15.0 However, in clause 10 it is subject to the provision that any changes if notified Through Regulation by the Central Council for Homoeopathy, the provision of the above clause shall be modified to the extent.

#### 16.0 Legal Jurisdiction

All matters of any dispute shall be limited to Balaghat court only. The University reserves the rights to change configuration, courses, contents, fee structure, scheme of evaluation, time schedule of face to face programme and examination as per need.

17.0 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 shall be final.

**ORDINANCE No. 50, of 2018****BACHELOR OF SCIENCE (FASHION DESIGN)****1.0 OBJECTIVES:**

The Bachelor of Science (Fashion Design) Degree Programme shall be of three years of Study. The first, second and third year will be identified as B.Sc. (Fashion Design) first, second & third year respectively (Total Six Semesters).

**2.0 ELIGIBILITY**

A candidate who has passed 12th class under 10+2 pattern in any discipline or any other equivalent examination of any recognised Board or University shall be eligible for admission.

**3.0 DURATION OF PROGRAMME:**

The duration of the B.Sc. (Fashion Design) degree programme will be of three years and six semesters.

**3.0 MODE OF INSTRUCTION**

The mode of instruction is given in English and Hindi.

**4.0 SCHEME OF EXAMINATION**

The scope of studies in different papers shall be such as is prescribed by the Academic Council of University from time to time in due course.

**5.0 PASS PERCENTAGE AND DIVISION**

The final result will be declared on the basis of the combined marks obtained in the first, second and third year (Aggregate marks obtained in all Six Semesters). The student secure less than 40% marks in final result will be declared as a fail and the successful candidates will be classified as follows:

- First Division : 60% or more marks.
- Second Division : Greater than or equal to 50% but less than 60% marks.
- Third Division : Greater than or equal ~~to~~ 40% but less than 50% marks.

**6.0 LEGAL JURISDICTION:**

All matters of any dispute shall be limited to Balaghat court only. The University reserves the rights to change configuration, courses, contents, fee structure, scheme of evaluation, time schedule of face to face programme and examination as per need.

- 7.0 Not with understanding 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 director of the schools. The decision of the Vice-Chancellor shall be final.

**ORDINANCE No. 51, of 2018**  
**DIPLOMA IN FASHION DESIGNING**

- 1.0 The diploma in Fashion Designing (DFD) shall be a full time one year programme of teaching and learning for women only. Programme of teaching and learning for DFD shall be a self-financing programme.
- 2.0 Only those candidate shall be eligible to apply for admission to the course who have secured 45% marks at the Intermediate examination under 10+2 pattern. The mode of entrance to the Diploma Course shall be through an Admission Test, conducted by the University or by merit of qualifying marks. The nature and scope and other necessary details of the admission test and rules of admission shall be such as may be decided and notified by the University from time to time. Reservations and other relaxations shall be as per UGC guidelines and State Government norms wherever applicable. There shall not be any relaxation in the course fee.
- 3.0 The scheme of examination and studies in various subjects for DFD programme will be as prescribed by the DFD Academic Programme Committee and approved by the Academic Council or its Standing Committee from time to time.
- 4.0 The Academic Programme Committee of the DFD shall consist of the Vice-Chancellor as the Chairman, two subject experts nominated by the Vice-Chancellor, Head of the Computer Science Department of the University and the Professor in Charge DFD as Member-Secretary. English/Hindi shall be the medium of the test instruction and the examinations.
- 5.0 The Syllabus of DFD Programme designed by Board of Studies of Sardar Patel University Balaghat (M.P.).
- 6.0 In order to pass the DFD programme a candidate must obtain a minimum of 50% in each sessional, 36% mar of aggregate in theory and 40% in each practical. Candidate obtaining

60% and above in aggregate shall be declared as passed in first division. Those obtaining between 48% and 59% in aggregate shall be declared as passed in second division. Those who fail in one subject only will be given a certificate of course participation.

7.0 All the candidates will have to submit a Designer's Profile Report as part of Fashion Designing Project and a Marketing Research Report as part of Marketing Management Project. The candidates will have to appear in viva-voce tests as part of Fashion Designing and Marketing Management Projects. As per the University norm.

8.0 A minimum of 75% of the attendance for lectures and practicals in the department/programme shall be necessary to be eligible to appear in the final examination.

9.0 Matters not provided for in this ordinance shall be governed by the orders passed by the Vice-Chancellor on a reference made to him/her by the Administrative Council of the course constituted under the provisions of the Sardar Patel University Balaghat.

**10.0 ADMISSION PROCESSES:**

Admissions are done at institutional level According to merit and the reservation rules are followed as per Norms of the Government.

**11.0 CANCELLATION OF ADMISSION:**

In case of Producing false documents and non payment of the fees, the admission will be cancelled.

**12.0 FEES:**

To be decided by University.

**13.0 ATTENDANCE:**

Has attended not less than 75% of the total classes held in each theory/lab/seminar/dissertation etc. This requirement shall be fulfilled separately for each subject of study. A deficiency up to 10% may be condoned by the Chairman of the Department. A further condonation of 5% in attendance may be allowed in severe/compassionate circumstances by the Vice-Chancellor. However it may not be treated as a matter of right by the students. (In case a student fails to fulfill the necessary requirement of the



attendance in any subject(s) in any semester, he/ she shall not be promoted to next semester and will have to repeat that academic semester in the next academic session along with regular students.)

**14.0 STANDARD OF PASSING / DIVISION:**

Candidates who have passed all the examination of DFTD the course shall be awarded divisions in accordance with the total aggregate marks secured by them in all the semester examinations taken together.

First Division with Distinction	:	75% and above
First Division	:	60% and above but less than 75%
Second Division	:	50% and above but less than 60%
Pass Division	:	40% and above but less than 50%

**15.0 LEGAL JURISDICTION:**

All matters of any dispute shall be limited to Balaghat court only. The University reserves the rights to change configuration, courses, contents, fee structure, scheme of evaluation, time schedule of face to face programme and examination as per need.

**16.0** 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 director of the schools. The decision of the Vice-Chancellor shall be final.

**ORDINANCE No. 52, of 2018****BASIC B.Sc. (NURSING) 4 YEAR DEGREE COURSE****1.0 AIMS & OBJECTIVES****1.1 AIMS**

The aims of the undergraduate nursing program are to:

1.1.1 Prepare graduates to assume responsibilities as professional, competent nurses and midwives in providing primitive, preventive, curative, and rehabilitative service.

1.1.2 Prepare nurse, who can make independent decisions in nursing situations, protect the right 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.

**1.1.3 OBJECTIVES**

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

1.1.4 Apply knowledge from physical, biological and behavioral sciences, medicine including alternative systems and nursing in providing nursing care to individuals, families and communities.

1.1.5 Demonstrate understanding of life style and other factors, which affect health of individuals and groups.

1.1.6 Provide nursing care based on steps of nursing process in collaboration with the individuals and groups.

1.1.7 Demonstrate critical thinking skill in making decisions in all situations in order to provide quality care.

1.1.8 Utilize the latest trends and technology in providing health care.

1.1.9 Provide primitive preventive and restorative health services in line with the national health policies and programmes.

1.1.10 Practice within the framework of code of ethics and professional conduct, and acceptable standards of practice within the legal boundaries.

- 1.1.11 Communicate effectively with individuals and groups, and members of the health team in order to promote effective interpersonal relationships and teamwork.
- 1.1.12 Demonstrate skills in teaching to individuals and groups in clinical/community health settings.
- 1.1.13 Participate effectively as members of the health team in health care delivery system.
- 1.1.14 Demonstrate leadership and managerial skills in clinical/community health settings.
- 1.1.15 Conduct need based research studies in various settings utilize the research findings to improve the quality of care.
- 1.1.16 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 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 Admission to the B.Sc. (N) course shall be made in accordance to the Norms of Indian Nursing Council.
- 3.2 The minimum educational requirement shall be the passing of Higher Secondary School Certificate Examination (10+2) with PCBE

OR

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

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).

OR

Students appearing in 10+2 examination in Science conducted by National Institute of Open School with 45% marks with PCB

OR

10+2 class passed with Science (PCB) & English Core/English Elective with aggregate of 45% marks from recognized board under AISSCE/CBSE/ICSE/SSCE/HSCE or other equivalent Board.

#### 4.0 CRITERIA FOR SELECTION

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

#### 5.0 COURSE DURATION

- 5.1 The duration of B.Sc. (Nursing) course shall be four years including internship.
- 5.2 The duration of each academic year of 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 of B.Sc. (N) 1<sup>st</sup> year shall start during the period of ~~July/August~~ <sup>October</sup> of every year. ~~as per INC Norms.~~
- 6.2 Vacation shall be granted to the student as per Indian Nursing Council guideline.
- 6.3 The subject to be studied in different academic year of B.Sc. (N) shall be as per scheme given as in subsequent sequence.

#### 7.0 SYLLABUS:

Syllabus of the course of B.Sc. (N) will be as per guidelines of Indian Nursing Council and as approved by the Board of Studies/Academic Council.

**8.0 SCHEME OF EXAMINATION:-**

8.1 The medium of instruction and examination shall be English throughout the course of the study.

**B.Sc (N) First Year**

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

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

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

**8.0 SCHEME OF EXAMINATION:-**

8.1 The medium of instruction and examination shall be English throughout the course of the study.

**B.Sc (N) First Year**

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

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

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

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

Paper No.	Subject		Assessment		
	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
Practical No.	Practical and Viva Vice				
3	Medical – Surgical Nursing (Adult including geriatrics)-I		50	50	100
4	Child Health Nursing		50	50	100
5	Mental Health Nursing		50	50	100

**B.Sc. (N) Fourt Year**

Paper No.	Subject		Assessment		
	Theory	Hours	Internal	External	Total
16	Midwifery and Obstetrical Nursing	3	25	75	100
17	Community Health Nursing-II	3	25	75	100
18	Nursing Research & Statistics	3	25	75	100
19	Management and Nursing	3	25	75	100
Practical No.	Practical and Viva Vice				
6	Midwifery and Obstetrical Nursing		50	50	100
7	Community Health Nursing		50	50	100

**8.2 UNIVERSITY EXAMINATION**

8.2.1 There shall be one Annual University Examination at the end of each academic year.

8.2.2 There shall be provision for supplementary examination.

8.2.3 The University examination for theory subject shall be out of 75 marks.

8.2.4 The University Examination marks for Nursing Foundation (Practical & viva voce Paper I) & Medical Surgical Nursing -I (Practical and viva voce paper II) shall be out of 100 marks.

- 8.2.5 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.
- 8.2.6 Anatomy and physiology –Question paper will consist of Section A Anatomy of 37 marks and Section B physiology should be of 38 marks.
- 8.2.7 Nutrition and Biochemistry- Question paper will consist of Section A Nutrition of 45 marks and Section B Biochemistry of 30 Marks.
- 8.2.8 Pharmacology, Pathology and Genetics : Section A of Pharmacology with 38 marks, Section B of Pathology of 25 and Genetics With 12 marks
- 8.2.9 Nursing Research & Statistics- Nursing Research Should be of 50 Marks and Statistics of 25 Marks.
- 8.2.10 Minimum pass marks shall be 40 % for English only.
- 8.2.11 Theory and Practical exams for Introduction to Computer will be conducted as Collage exam and marks to be sent to University for inclusion in the marks sheet.
- 8.2.12 Maximum number of candidate for practical examination should not exceed 20 per day.
- 8.2.13 All practical examinations must be held in the respective clinical areas.
- 8.2.14 Fourth year final examination to be held only after completion of internship.
- 8.3 INTERNAL EXAMINATION:-**
- 8.3.1 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.
- 8.3.2 The internal assessment marks for the theory subjects shall be out of 25 marks.
- 8.3.3 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.
- 8.3.4 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.
- 8.3.5 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 ns viva voce paper VID) shall be out of 50 Marks.

**SUPPLEMENTARY EXAMINATION:-**

- 8.4.1 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.
- 8.4.2 The first year students will have to clear all first year subjects in a maximum limit of 4 attempts, after which they will not be allowed to continue their Basic B.Sc. (N) Course if, candidate fails in 4<sup>th</sup> attempt of 1<sup>st</sup> year.
- 8.4.3 Non appearance at an examination on grounds of sickness or otherwise, will be treated as one of the four attempts allowed for 1<sup>st</sup> year subjects.
- 8.4.4 If a first year candidate fails in midsession supplementary papers, candidates will be given an opportunity to appear in the main examination of 2<sup>nd</sup> year provisionally along with the backlog of last year subjects.
- 8.4.5 If a candidate fails in backlog subjects of the 1<sup>st</sup> year, the result of 2<sup>nd</sup> year examination for which candidate will be provisionally admitted will be treated as cancelled. The candidate will have to repeat her backlog subjects of 1<sup>st</sup> year in next midsession supplementary examination.
- 8.4.6 A candidate, who appears in 2<sup>nd</sup> 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 2<sup>nd</sup> year subject, but if any candidates fails in 2<sup>nd</sup> year subject the candidates 3<sup>rd</sup> year result will be automatically cancelled. The same ruling will apply for the IV<sup>th</sup> year students also.
- 8.4.7 Only failed subjects will have to be repeated in midsession supplementary or Supplementary Examination with the main annual examination.
- 8.4.8 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.

**9.0 CRITERIA FOR PASSING**

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

**10.0 DIVISION & MERIT:-**

- 10.1 Distinction :- 75% and above in any subject (First attempt only).
- 10.2 First Division :- 60% and above in the aggregate of marks in all main subject.
- 10.3 Second Division :- Less than 60% in the aggregate of marks in all main subjects.
- 10.4 Pass Class :- Shall be awarded to the candidate passing with supplementary or more than one attempt.

**11.0 ATTENDANCE:-**

- 11.1 A candidate must have minimum of 80% attendance (irrespective of the kind of absence) in theory in each subject for appearing for examination.
- 11.2 A candidate must have 100% attendance in each of the practical area before award of degree.

**12.0 APPOINTMENT OF EXAMINER / QUESTION PAPER SETTER:-**

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

- 12.1 Question paper setter/moderator/head evaluator shall be Professor, Associate professor or Lecturer with an experience of minimum 3 year teaching experience working in any nursing institute conducting nursing course can be appointed.

**12.2 PRACTICAL EXAMINER:-**

- 12.2.1 One internal and one external examiner should jointly conduct practical examination for each student.
- 12.2.2 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.

**13.0 REVALUATION /RE-TOTALING:-**

- 13.1 Revaluation and re-totalling of marks is permitted for theory papers only. The University, on receipt of application within the stipulated time and remittance of a prescribed fee, shall permit a recounting of marks and/or revaluation for the subjects(s) applied.
- 13.2 The result after revaluation/re-totalling shall be declared as per prevailing revaluation/re-totalling rules and regulation of the Sardar Patel University, Balaghat, Madhya Pradesh.

**14.0 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;

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

OR

- 14.2 Candidate is not able to complete the course within the stipulated time as prescribed in ordinance no. 5.3. OR

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

**15.0 SCHEME OF STUDIES:-**

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

**(a) ANNUAL SCHEDULE OF STUDIES :-**

- |  |              |
|--|--------------|
| 1. Weeks available per year            | = 52 weeks   |
| 2. Vacation                            | = 8 weeks    |
| 3. Gazetted holidays                   | = 3 weeks    |
| 4. Examination (Including preparatory) | = 4 weeks    |
| 5. Available weeks                     | = 37 weeks / |

6. Hours per week	= 40 Hours
7. Practical	= 30 hours per wk (5x6=30)
8. Theory	= 10 hours per wk (2x5=10)
9. Internship	= 48 hours per wk (8x6=48)
10. Hours Available per academic year	=1480 (37wk x 40 hours)

**(b) DISTRIBUTION OF HOURS****FIRST YEAR :-**

Subject	Theory (in hrs.) (Class and lab)	Practical (in hrs.) (Clinical)	(In hrs)
English	60		
Anatomy	60		
Physiology	60		
Nutrition	60		
Biochemistry	30		
Nursing Foundations	265+200	450	
Psychology	60		
Microbiology	60		
Introd. to Computer	60		
**Hindi/Regional language Library work/Self Study Co- curricular Activities	30		50
Total Hours			50
Total hours =1480 Hrs.	930	450	100

\*\* (Optional)

**SECOND YEAR:-**

Subject	Theory (in hrs.) (Class and lab)	Practical (in hrs.) (Clinical)	(In hrs)
1-Sociology	60		
2-Pharmacology	45		
3-Pathology	30		
4-Genetics	15		
5-Medical Surgical Nursing I (Adult including Geriatrics)	210	720	
6-Community Health Nursing-I	90	135	

7Comm. And Edu.	60+30		
8-Library Work/self Study			50
9-Co-curricular activities			35
	540	855	85
Total hours=1480 hrs			

**THIRD YEAR**

Subject	Theory (in hrs.) (Class and lab)	Practical (in hrs.) (Clinical)	(In hrs)
1-Medical-Surgical Nursing-II(Adult including Geriatrics)	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

**FOURTH YEAR:-**

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

Note: - Project Work to be Carried Out during Internship

**INTERNSHIP (INTEGRATED PRACTICE) Practical Hrs. 30 Hrs. /WK**

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

**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.
3. Students during internship will be supervised by nursing teacher.
4. Fourth year final examination to be held only after completing internship.

**16.0 REGISTRATION**

After Successful completion of the said course as per the rules & regulation, registration is provided by State Nursing Council.

- 17.0** The Reservation to SC/ST/OBC/PWD candidates shall be applicable as per the norms of the State Government of Madhya Pradesh.

**18.0 LEGAL JURISDICTION:**

All matters of any dispute shall be limited to Balaghat court only. The University reserves the rights to change configuration, courses, contents, fee structure, scheme of evaluation, time schedule of face to face programme and examination as per need.

- 19.0** 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. 53, of 2018****GENERAL NURSING & MIDWIFERY (GNM) PROGRAMME****1.0. DURATION OF THE COURSE:**

- i. The duration of the course shall be three and half years with Internship.
- ii. Maximum period to complete the course successfully should not exceed 06 years from the date of admission.

**2.0 ADMISSION TO THE COURSE:**

Admission to the GNM course shall be made in accordance to the Norms of Indian Nursing Council.

**3.0 ADMISSION SCHEDULE AND RECEIPT OF FEES:**

The admission schedule including last date for the receipt of admission forms and fees shall be fixed by the University from time to time.

**4.0 ELIGIBILITY FOR ADMISSION:**

The eligibility criteria for admission shall be as under:

- i. Minimum age for admission will be 17 years.
- ii. Minimum education:
  - a. 10+2 class passed preferably Science (PCB) & English with aggregate of 40% marks
  - b. 10+2 in Arts (Mathematics, Biotechnology, Economics, Political Science, History, Geography, Business Studies, Accountancy, Home Science, Sociology, Psychology, Philosophy) and English Elective or Health care Science- Vocational stream ONLY, passing out from recognized Board under AISSCE/CBSE/ICSE/SSCE/HSCE or other equivalent Board.
  - c. 10+2 vocational ANM under CBSE Board of other equivalent board from the school and recognized by Indian Nursing Council.
  - d. Registered as ANM with State Nursing Registration Council.
- iii. Student shall be medically fit.
- iv. Students qualified in 10+2 Arts or Science examination, or Health care Science- Vocational stream only conducted by National Institute of Open School.

v. Student shall be admitted once in a year.

**5.0 CRITERIA FOR SELECTION:**

5.1 The candidate who fulfill the aforesaid academic qualification for admission.

5.2 Admission shall be based on merit of qualifying examination.

5.3 Candidate shall be medically fit

5.4 There shall be no upper age limit-for admission for trained Registered nurses.

**6.0 COURSE COMMENCEMENT:**

6.1 The commencement of first year GNM shall start during the period of ~~July/August~~ <sup>October</sup> of every year.

6.2 Vacation shall be granted to the student as per Indian Nursing Council guideline.

6.3 The subject to be studied in different academic year of GNM shall be as per scheme given as in subsequent section.

**7.0 SYLLABUS:**

Syllabus of the course of GNM will be as per guidelines of Indian Nursing Council and as approved by the Board of Studies/Academic Council.

**8.0 CLINICAL POSTINGS:**

Clinical postings will be according to master rotation plan in different clinical areas of hospital & community.

**9.0 EXAMINATIONS:**

9.1 The examinations shall be held as per Scheme of Examinations as approved by the Board of Studies/Academic Council of the University. The medium of instruction and examination shall be English/ Hindi throughout the course of study.

9.1.1 There shall be one annual University Examination at the end of each academic year in the month of June/July.

9.1.2 The external Examination for practical subject shall be as per the scheme of Examination

9.1.3 A minimum of 50% marks in theory and practical is required to clear the Examination.

9.1.4 A Candidate has to secure minimum of 33% in English (qualify examination). The obtained marks shall be not be added in grand total.

9.1.5 Maximum number of students for practical examination should not exceed beyond 15-20 per day.

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

9.1.7 The duration of theory examinations shall be Three hours.



9.1.8 If a candidate fails in any number of subjects in main examination, he/she will be considered as supplementary candidate in subsequent examination.

9.2 **SUPPLEMENTARY EXAMINATION:**

There will be only one mid-session Supplementary Examination by the University generally held in the month of September / October of each year. However those who clear the supplementary exam will appear in the main exam.

9.3 **INTERNAL EXAMINATION:**

9.3.1 The assessment of academic growth of the students shall be done continuously and on day to day basis.

9.3.2 Internal assessment marks shall be on the basis of two term examination and one pre-university examination, class tests, theory and practical assignment and clinical performance.

9.3.3 The internal assessment marks for the theory subjects shall be out of 25 marks.

9.3.4 The internal assessment marks for the practical shall be out of 50 marks.

9.3.5 A candidate has to secure minimum of 50% marks in internal examination for qualifying/appearing in the external examination.

9.3.6 In case a candidate fails in any subjects there shall be provision of improvement in internal assessment marks and those marks will be considered in subsequent examinations.

10.0 **CRITERIA FOR PASSING:**

10.1 A Candidate has to pass in theory and practical exam separately in each subject.

10.2 Minimum passing marks shall be 50% in each of the theory (i.e. internal assessment and university examination taken together) and practical (i.e. internal assessment and university examination taken together) papers separately.

10.3 A candidate has to secure minimum of 33% in qualifying subject (English) for passing.

10.4 If a candidate fails in either theory or practical paper he/she has to re-appear for both the papers (Theory and Practical).

10.5 A Candidate failing in any number of subjects will be promoted to the next year but the duration of completion shall not exceed then 6 years.

10.6 Grace marks up to a maximum of 5 marks may be awarded to students who have fail in two Subjects but passed in all other subjects.

11.0 **DIVISION & MERIT**

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

- Second Division : 50% and above but less than 60% in the aggregate of Marks of all main subjects.
- Pass : Shall be awarded to the candidate passing with Supplementary or more than one attempt

**12.0 SETTING OF QUESTION PAPERS:**

The examiner(s) will set the question papers as per criteria laid down in the Scheme of Examinations as approved by the Board of Studies/Academic Council of the University.

**13.0 ELIGIBILITY TO APPEAR IN THE EXAMINATIONS:**

The following regular students shall be eligible to appear in the examination:

- i. The student should bear a good moral character.
- ii. The student must have minimum of 80% attendance (irrespective of the kind of absence) in theory and practical of the each subject for appearing in the examination.
- iii. The student must have 100% attendance in each of the practical areas before award of Diploma in GNM.
- iv. The student must secure at least 50% marks of the total marks fixed for internal assessment in Each subject, separately.

**14.0 REGISTRATION**

After Successful completion of the said course as per the rules & regulation, registration is provided by State Nursing Council.

- 15.0 The Reservation to SC/ST/OBC/PWD candidates shall be applicable as per the norms of the State Government of Madhya Pradesh.

**16.0 LEGAL JURISDICTION:**

All matters of any dispute shall be limited to Balaghat court only. The University reserves the rights to change configuration, courses, contents, fee structure, scheme of evaluation, time schedule of face to face programme and examination as per need.

- 17.0 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. 54, of 2018****DIPLOMA IN PHARMACY (D. PHARM) 2 YEAR DIPLOMA COURSE**

This ordinance shall be applicable to candidate admitted for Diploma in Pharmacy (D. Pharm) as per rule 91 of pharmacy council of India.

**1.0 ELIGIBILITY FOR ADMISSION-**

Pass in any of the following examinations with Physics, Chemistry and Biology or Mathematics with 35%

- Intermediate examination in Science;
- The first year of the three year degree course in Science,
- 10+2 examination (academic stream) in Science;
- Pre-degree examination;
- Any other qualification approved by the Pharmacy Council of India as equivalent to any of the above examination.

Provided that there shall be reservation of seats for Scheduled Caste and Scheduled Tribes candidates in accordance with the instructions issued by the Central Govt. /State Govts./Union Territory Admns. as the case may be from time to time.

**2.0 DURATION OF THE COURSE-**

With each academic year spread over a period of not less than one hundred and eighty working days in addition to 500 hours practical training spread over a period of not less than 3 months. The duration of the course shall be for two academic years.

**3.0 ADMISSION OF CANDIDATES –**

The diploma in pharmacy part-I shall be made in order of merit on previous qualify exam or by 'pre-pharmacy test' conducted in accordance with the scheme of examinations and syllabus laid-down by the university.

**4.0 FEES**

As per statute no.25

**5.0 COURSE OF STUDY**

The course of study for Diploma in Pharmacy Part-I and Diploma in Pharmacy Part-II shall include the subjects as given in the Tables I & II below. The number of hour devoted to each subject for its teaching in Theory and Practical, shall not be less than that noted against it in columns 2 and 3 of the Tables below:-

**TABLE-I**  
**Diploma in Pharmacy (Part- I)**

Subject	No. of hours of theory	No. of hours of Practical
Pharmaceutics-I	75	100
Pharmaceutical Chemistry-I	75	75
Pharmacognosy	75	75
Biochemistry & Clinical Pathology	50	75
Human Anatomy & Physiology	75	50
Health Education & Community Pharmacy	50	-
	400 +	375 = 775

TABLE-II

## Diploma in Pharmacy (Part-II)

Subject	No. of hours of Theory	No. of hours of Practical
Pharmaceutics-II	75	100
Pharmaceutical Chemistry-II	100	75
Pharmacology & Toxicology	75	50
Pharmaceutical Jurisprudence	50	-
Drug Store and Business Management	75	-
Hospital and Clinical Pharmacy	75	50
	450	+275 = 725

**6.0 PRACTICAL TRAINING:**

Board / university or other examination body or any other course accepted as being by the pharmacy council of India, a candidate shall be eligible to undergo practical training in one or more the following institutions namely:

Hospital / dispensaries run by central state government /Municipal corporations / central government health scheme and employee's state insurance scheme. A pharmacy, chemist and druggist licensed under the drugs and cosmetics rules of state/ govt. of India.

**7.0 MODE OF EXAMINATIONS:**

(a) Each theory and practical examination in the subject mentioned shall be of three hours duration. A candidate who fails in theory or practical examination shall reappear in such theory or practical paper(s) as the case may be. Practical examination shall also consist of viva (oral) examination.

(b) Award of Sessional marks and maintenance of records:-

A regular record of both theory and practical class work and examination conducted in an institution imparting training for diploma in pharmacy part-I and diploma in pharmacy part-II courses, shall be maintained for each student in the institution and 20 marks for each theory and 20 marks for each practical subject shall be allotted as Sessional.

There shall be at least three periodic Sessional examinations during each academic year. The highest aggregate of any two performances shall form the basis of

calculating Sessional marks.

The sectionals marks in the practical shall be allotted on the following basis:

Actual performance in the Sessional examination	10
Day to day assessment in the practical class work	10

**(c) Minimum marks for passing the examination:**

A student shall not be declared to have passed diploma in pharmacy examination unless he/she secures at least 40% marks in each of the subject separately in theory examination, including Sessional marks and at least 40% marks in each of the practical examination including Sessional marks. The candidates securing 60% marks or above in aggregate in all subject in a single attempt at the diploma in pharmacy (part -I) or diploma in pharmacy (part-II) examination shall be declared to have passed in the first class the diploma in pharmacy (part-I) or diploma in pharmacy (part-II) examination, as the case may be. Candidates securing 75% marks or above in any subject or subjects provided he /she passes in all subjects in single attempts, will be given distinction in that subjects(s).

**(d) Eligibility for promotion to diploma in pharmacy (pt. II):**

All candidates who have appeared for all the subjects and passed the diploma in pharmacy part-I class. However failure in more than two subjects (each Theory paper or practical examination shall be considered as a subject) shall debar him/her from promotion to the diploma in pharmacy part-II class. Such candidates shall be examined in the failing subjects only at subsequent.

**(e) Improvement of Sessional marks:**

candidates who wish to improve sessional marks can do so by appearing in two additional sessional during the next year academic year. The average score of the two examinations shall be the basis for improved sessional marks in theory. The sessional of practicals shall be improved by appearing in additional practical examinations. Marks awarded to a candidate for day to day assessment in the practical class, cannot be improved unless he/she attends regular course of study again.

**(f) Certificate of passing examination for diploma in pharmacy (part-II):**

certificate of having passes the examination for the diploma in pharmacy part-II shall be granted by the examining Authority to a successful student.

**(g) Certificate of diploma in pharmacy:**

A certificate of diploma in pharmacy shall be granted by the examining Authority to successful candidate on producing certificate of having passed the diploma in pharmacy part-I and part-II and satisfactory completion of practical training for the diploma in pharmacy (part-III).

**(h)** The chairman and at least one expert member of examining committee of the examining Authority concerned with appointment of examiner and conduct, of pharmacy examination should be persons possessing pharmacy Qualifications.

**8.0 REGARDING EXAMINATION ATTENDANCE**

As per Ordinance No.4 of the university for this purpose.

**9.0** The Reservation to SC/ST/other category candidates shall be applicable as per the norms of the State Government of Madhya Pradesh.

**10.0 LEGAL JURISDICTION:**

All matters of any dispute shall be limited to Balaghat court only. The University reserves the rights to change configuration, courses, contents, fee structure, scheme of evaluation, time schedule of face to face programme and examination as per need.

**11.0** 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 shall be final.

**ORDINANCE No. 55, of 2018****BACHELOR OF PHARMACY (4 YEAR DEGREE COURSE)**

This ordinance shall be applicable to candidate admitted for Bachelor of Pharmacy (B.Pharm.) degree and shall be governed by rules & guidelines of pharmacy council of India.

1.0 The first degree in Pharmacy of four-year (Eight semesters) course, hereinafter called 4-YDC, shall be designated as Bachelor of Pharmacy (B.Pharm.) degree.

**2.0 ADMISSION**

2.1 The minimum qualification for admission to the first year B.Pharm. shall be the qualifying Higher Secondary School Certificate Examination (10+2) scheme with Physics, Chemistry and Mathematics/ Biology securing minimum 45% marks ( 5% will be relaxed for SC/ ST/ other categories) conducted by M.P. Board of secondary Education or an equivalent examination from a recognized Board/ University.

2.2 Any other qualification approved by the Pharmacy Council of India as equivalent to any of the above examinations. Provided that a student should complete the age of 17 years on or before 31st December of the year of admission to the course.

2.3 Provided that there shall be reservation of seats for the students belonging to the Scheduled Castes, Scheduled Tribes and other Backward Classes in accordance with the instructions issued by the Central Government/State Government/Union Territory Administration as the case may be from time to time.

**2.4 B. Pharm lateral entry (to second year/third semester) –**

a pass in D. Pharm course from an institution approved by the Pharmacy Council of India under section 12 of the Pharmacy Act. Minimum qualification for direct admission to second year of B. Pharm. Shall be 45% marks in Diploma in Pharmacy from any institution approved by the Pharmacy Council of India (PCI) and as per prevalent norms of government of Madhya Pradesh. **Justification- B.Sc. student cannot admit directly into B.Pharm. II year.**

2.5 Non-Resident Indian (NRI) candidates shall also be eligible for admission to B.Pharm. in accordance with directives to the Government of Madhya Pradesh, provided by the satisfy the criterion of clause 2.1.



2.6 The admission to Pharmacy course shall be governed by the rules of the Technical Education and Training Department, Government of Madhya Pradesh, Bhopal and/ or any other competent authority of State government of Madhya Pradesh.

2.7 The admission procedure will be as per decision of Board of Management of University.

2.8 The fees of the course shall be decided by board management & under of seats will be as per statute 25.

### 3.0 EXAMINATIONS-PROMOTION TO HIGHER SEMESTER AWARD OF CREDITS AND GRADES DIVISION AND CONDONATION OF DEFICIENCIES.

As per Ordinance No 4.

#### 3.1 EXAMINATION. –

1. There shall be an examination at the end of each academic year/semester of B.Pharm.
2. Each examination may be held twice every year namely regular and supplementary examination.
3. The examinations shall be having written and practical (including oral nature) carrying maximum marks for each part as may be prescribed by the Pharmacy Council of India from time to time.

#### 3.2 ELIGIBILITY FOR APPEARING EXAMINATION:-

Only such students who produce certificate from the Head of the Institution in which he or she has undergone the course of study by attending not less than 80% of the classes held both in theory and practicals separately in each subject shall be eligible for appearing at examination.

#### 3.4 MODE OF EXAMINATIONS:-

- (1) Theory examination shall be of three hours and practical examination shall be of four hours duration.

(2) A candidate who fails in theory or practical examination of a subject shall re-appear in theory or practical as the case may be.

- (3) Practical examination shall also consist of a viva –voce (Oral) examination.

### 3.5 AWARD OF SESSIONAL MARKS AND MAINTENANCE OF RECORDS:-

- (1) A regular record of both theory and practical class work and examinations conducted in an institution imparting training for B. Pharm course, shall be maintained for each student in the institution and 25 marks for each theory and 25 marks for each practical subject shall be allotted as sessional marks.
- (2) There shall be at least three periodic sessional examinations during each academic year and the highest aggregate of any two performances shall form the basis of calculating sessional marks.
- (3) The sessional marks in practicals shall be allotted on the following basis:-
- (i) Actual performance in the sessional examination (15 marks);
  - (ii) Day to day assessment in the practical class work, promptness, viva-voce, record maintenance, etc. (10 marks).

### 3.6 MINIMUM MARKS FOR PASSING EXAMINATION:-

A student shall not be declared to have passed examination unless he or she secures at least 50% marks in each of the subjects separately in the theory and practical examinations, including sessional marks. The students securing 60% marks or above in aggregate in all subjects in a single attempt at B. Pharm shall be declared to have passed in the First Class. Students securing 75% marks or above in any subject or subjects shall be declared to have passed with distinction in the subject or those subjects provided he / she passes in all the subjects in a single attempt.

### 3.7 ELIGIBILITY FOR THE PROMOTION TO THE NEXT YEAR. –

All the students who have appeared for all the subjects and passed the First year Annual Examination are Eligible for promotion to the second year and so on. However, failure in more than two subjects shall debar him /her from promotion to the next year classes.

### 3.8 APPROVAL OF EXAMINATIONS:-

Examinations mentioned in as per Ordinance No 5. shall be held by the examining authority which shall be approved by the Pharmacy Council of India under sub-section (2) of section 12 of the Pharmacy Act, 1948. Such approval shall be granted only if the

examining authority concerned fulfills the conditions as specified in as per PCI to these regulations.

### **3.9 CERTIFICATE OF PASSING EXAMINATION:-**

Every student who has passed the examinations for the B. Pharm shall be granted a certificate by the examining authority.

### **4.0 DURATION OF COURSE**

- 4.1 The course of study for B.Pharm shall extend over a period of eight semesters (four academic years) and six semesters (three academic years) for lateral entry students. The curricula and syllabi for the program shall be prescribed from time to time by Pharmacy Council of India, New Delhi.
- 4.2 A candidate may provisionally continue to attend next higher year, even if, the result of Qualifying year/ semester has not been declared. However, subsequently if he / she is not able to clear qualifying semester examination, the Candidate cannot claim any right on the, basis of his/ her provisional admission.
- 4.3 The maximum duration of the course shall be eight years. However, for one mercy attempt can be granted by Vice Chancellor which should be not more than one year on satisfactory reasons.

### **5.0 EDUCATIONAL TOUR, PROJET WORK AND PROFESSIONAL TRAINING**

#### **5.1 EDUCATIONAL STUDY TOUR**

For B.Pharm 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 "Grade point-F" however there shall not be any restriction of minimum pass grade in the Educational Tour.

## 5.2 PROJECT WORK

For B.Pharm VIII semester students a project work shall be compulsory. The project shall be undertaken in any of the areas of pharmaceutical Science. The project shall be made under the supervision and guidance of faculty members(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 supervision and one external examiner.

## 5.3 PROFESSIONAL TRAINING

5.3.1 The student is required to undergo practical training of 150 hrs either in (A) Pharmacy Practice (Hospital/Community pharmacy) or (B) Pharmaceutical and allied Industries spread over a period of not less than one month during the course of study in B.Pharm VII Sem.

5.3.2 The viva-voce examination based on the industrial training shall be carried out by board of examiners consisting of:

- |                                    |          |
|------------------------------------|----------|
| I. Head/Principal of the institute | Chairman |
| II. The external examiner          | Member   |
| III. The internal examiner         | Member   |

The marks shall be awarded by the board of Examiners.

## 6.0 MERIT LIST

Final merit list of first ten (10) candidates in the order of merit shall be declared by the University only after the main examination of the eighth and final semester for B.Pharm. Degree, 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 semesters in single attempts.

## 7.0 ATTENDENCE

As per Ordinance 3.

**8.0 MEDIUM OF INSTRUCTION AND EXAMINATION**

**8.1** The medium of instruction and examination shall be English throughout the course of study.

**8.2** The subject to be studied in different semester of bachelor of Pharmacy shall be as per the schemes, approved by board of studies of Sardar Patel University, Balaghat.

**9.0** The Reservation to SC/ST/other category candidates shall be applicable as per the norms of the State Government of Madhya Pradesh.

**10.0 LEGAL JURISDICTION:**

All matters of any dispute shall be limited to Balaghat court only. The University reserves the rights to change configuration, courses, contents, fee structure, scheme of evaluation, time schedule of face to face programme and examination as per need.

**11.0** 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 shall be final.

**ORDINANCE No. 56, of 2018****MASTER OF PHARMACY (2 YEAR POST GRADUATE DEGREE COURSE)**

This ordinance is framed as per the norms / guidelines / rules laid down by PCI shall be applicable to candidate admitted for two year master of pharmacy degree course

- 1.0 The post graduate degree in pharmacy of two year duration shall be designated as M.Pharm.

**2.0 ADMISSION**

- 2.1 Every applicant for admission to first semester of M.Pharm. Shall have passed B.Pharm. Or equivalent examination approved by AICTE/PCI with at least 55% marks in aggregate. Candidates belonging to SC/ST/other categories will get 5% relaxation in qualifying marks.
- 2.2 Applicants possessing valid GPAT score is given preference over to those candidates who do not possess GPAT score.
- 2.3 For sponsored candidates the minimum qualification shall be B. Pharm. With 50% marks and at least two years of experience for sponsored candidates.
- 2.4 The admissions to M.Pharm. Course shall be governed by the rules of the technical Education department of govt. Of Madhya Pradesh, Bhopal and/or any other competent authorized by the state government of Madhya Pradesh for this purpose.
- 2.5 The fees shall be as per decision of board of management of the university as per statute 25.

**3.0 EXAMINATIONS –****PROMOTION TO HIGHER SEMESTER AWARD OF CREDITS AND GRADES,  
DIVISION AND CONDONATION OF DEFICIENCIES**

As per ordinance No.4

- 3.1 The examination for M.Pharm shall be held in accordance with the provisions

contained in these regulations. The examinations shall be organised on the basis of grading or marking system to evaluate and certify candidate's level of knowledge, skill and competence at the end of the training.

**a) FOR M.PHARM (Part-I)**

- i) There shall be an examination for M.Pharm (Part-I) at the end of calendar year. The first examination shall be the annual examination and the second examination shall be supplementary examination.
- ii) The examinations shall be of written and practical (including oral).

**b) FOR M.PHARM (Part-II)**

For M.Pharm (Part-II) the examination shall be an evaluation of dissertation and viva voce at the end of 12 months (one year) after the commencement of M.Pharm (Part-II) course.

**3.2 ELIGIBILITY FOR APPEARING AT EXAMINATION. -**

- 3.2.1 Only such students who produce certificate from the Head of the Institution in which he has undergone the M.Pharm (Part-I), in proof of his having regularly and satisfactorily undergone the course of study by attending not less than 80% of the classes held both in theory and in practical separately in each subject shall be eligible for appearing at examination. Similarly a candidate who has put in a minimum of 80% of attendance in M.Pharm (Part-II) shall only be eligible to submit the dissertation.
- 3.2.2 A student pursuing M.Pharm programme shall study in the concerned department of the institution for the entire period as a full time student. The student is not permitted to work in any laboratory/college/industry/pharmacy etc., while studying M.Pharm Programme except as a part of training programme.
- 3.2.3 Each academic session shall be taken as a unit for the purpose of calculating attendance.
- 3.2.4 Every student shall attend symposia, seminars, conferences, journal review meetings and lectures during each year as prescribed by the department/college/university and not absent himself without prior permission.
- 3.2.5 Any student who fails to complete the course in the manner stated above shall not be permitted to appear for the University examinations.

### 3.3 SCHEME OF EXAMINATIONS –

#### 3.3.1) MODE OF EXAMINATION

- i) Theory examination shall be of three hours and practical examination shall be of six hours duration.
- ii) A student who fails in theory or practical examination of a subject shall re-appear both in theory and practical of the same subject.
- iii) Practical examination shall also consist of a viva –voce (Oral) examination.
- iv) The maximum number of candidates to be examined in clinical / practical and Oral on any day shall not exceed fifteen for M.Pharm examinations.
- v) M.Pharm examinations, in any subject shall consist of Thesis, Theory Papers, and Practical and Oral examinations.

#### 3.3.2) SESSIONAL EXAMINATIONS

- i) There shall be atleast two periodic sessional examinations in each subject of specialization conducted at regular intervals at the end of the first term and second term respectively both in theory and in practical which include seminars.
- ii) The highest aggregate of any two performances shall form the basis of calculating sessional marks.
- iii) The sessional marks shall be awarded out of a maximum of 50 in theory and practical as follows:

#### **THEORY**

Written Test: 30 marks (average of two)

Seminar: 20 marks

Total: 50 marks

#### **PRACTICALS**

Practicals Test: 30 marks (average of two)

Lab.Work (Record): 20 marks

Total: 50 marks



- 3.4 A regular record of both theory and practical class work and examinations conducted in an institution imparting training for M.Pharm Programme shall be maintained.

### 3.5 IMPROVEMENT OF SESSIONAL MARKS -

Students who wish to improve sessional marks can do so, by appearing in two additional Sessional examinations during the next academic year. The average score of the two examinations shall be the basis for improved sessional marks in theory. The sessional marks of practicals shall be improved by appearing in additional practical examinations. Marks awarded to a student for day to day assessment in the practical class cannot be improved unless he attends a regular course of study again.

### 3.6 UNIVERSITY EXAMINATION M.PHARM (Part- I)

- (i) There shall be two university examinations annually (Annual & Supplementary).
- (ii) Each theory paper shall be of 3 hours duration carrying 100 marks each.
- (iii) Each practical paper shall be of 6 hours duration carrying 100 marks each.

#### THEORY

- (i) There shall be four theory papers.
- (ii) The theory examinations shall be held sufficiently earlier than the Practical examination so that the answer books can be assessed and evaluated before the start of Practical and Oral examination.

#### PRACTICAL AND ORAL EXAMINATION

- (i) Practical examination shall be conducted to test the knowledge and competence of the candidates for making valid and relevant observations based on the experimental/Laboratory studies and his ability to perform such studies as are relevant to his subject.
- (ii) The Oral examination shall be thorough and shall aim at assessing the candidate's knowledge and competence about the subject, investigative procedures, technique and other aspects of the specialty, which form a part of the examination.

**THESIS**

1. Every candidate shall carry out work on an assigned research project under the guidance of a recognized Postgraduate Teacher, the result of which shall be written up and submitted in the form of a Thesis.
2. Work for writing the Thesis is aimed at contributing to the development of a spirit of enquiry, besides exposing the candidate to the techniques of research, critical analysis, acquaintance with the latest advances in medical science and the manner of identifying and consulting available literature. Thesis shall be submitted at least two months before the theoretical and practical examination.
3. The Thesis shall be examined by a minimum of two examiners; one internal and one external examiner.

**3.7 MINIMUM MARKS FOR PASSING EXAMINATION**

- (i) A student shall not be declared to have passed M.Pharm examination unless he secures at least 50% marks in each of the subject separately in the theory examinations, including sessional marks and at least 50% marks in each of the practical examinations including sessional marks.
- (ii) The students securing 60% marks or above in aggregate in all subjects in a single attempt at the M.Pharm examination shall be declared to have passed in first class.
- (iii) Students securing 75% marks or above in any subject or subjects shall be declared to have passed with distinction in the subject or those subjects provided he passes in all the subjects in a single attempt.

**3.8 ELIGIBILITY FOR PROMOTION TO M.PHARM (PART-II)**

- (i) All students who have appeared for all the subjects and passed the first year annual examination are eligible for promotion to the second year.
- (ii) The student failing in subjects of M.Pharm (Part-I) examination shall be permitted to register for M.Pharm (Part-II) programme. However, such students shall not be permitted to ~~submit the dissertation~~ unless he

completes the M.Pharm (Part-I) examination and passes both in theory and practical at a time together.

### **3.9 APPROVAL OF EXAMINATIONS. –**

Examinations mentioned in as per ordinance No.5 shall be held by the examining authority which shall be approved by the Pharmacy Council of India under sub-section (2) of Section 12 of the Pharmacy Act, 1948. Such approval shall be granted only if the examining authority concerned fulfills the conditions as specified in as per ordinance No.5 to these regulations.

### **3.10 CERTIFICATE OF PASSING EXAMINATION. –**

Every student who has passed the examinations for the M.Pharm (Master of Pharmacy) programme shall be granted a degree certificate by the Examining Authority.

### **3.11 EXAMINERS**

- (a) All the Postgraduate Examiners shall be recognised Postgraduate Teachers holding postgraduate qualifications in the subject concerned.
- (b) For all Postgraduate Examinations, the minimum number of examiners shall be two, out of which at least one shall be External Examiner, who shall be invited from other recognised Examining Authority from outside the Jurisdiction of the Examining Authority.
- (c) The examining authorities may follow the guidelines regarding appointment of examiners as per university Norms.

### **4.0 READMISSION**

- 4.1 A candidate who has discontinued the course any semester may, on the recommendation of the director / principal of the college, be permitted to take re-admission to the course at the beginning of the semester concerned in a subsequent year, provided that the duration of course for such readmitted candidate shall be counted from the date of his / her first admission.

**5.0 DURATION OF COURSE**

- 5.1 One hour of conduct in lecture (L)/tutorial (T) and six hours conduct in practical (p) per week shall be equal to one credit as allotted in the respective schemes.
- 5.2 The maximum duration of the course shall be five years. However, for one mercy attempt can be granted to the student by the vice chancellor which should be not more than one year on satisfactory reason.

**6.0 MERIT LIST**

- 6.1 In the notification declaring the results of the final semester examination for the degree of M.Pharm the names of the first five candidates in order of merit shall be notified by the university, securing at least first division and passing all semester examination in single attempt.

**7.0 ATTENDENCE**

As per Ordinance 3.

**8.0 MEDIUM OF INSTRUCTION AND EXAMINATION :**

- 8.1 The medium of instruction and examination shall be English throughout the course of study.
- 8.2 The study to be studies in different semester of M.Phram shall be as per schemes Approved by board of studies of the university

- 9.0 The Reservation to SC/ST/other category candidates shall be applicable as per the norms of the State Government of Madhya Pradesh.

**10.0 LEGAL JURISDICTION:**

All matters of any dispute shall be limited to Balaghat court only. The University reserves the rights to change configuration, courses, contents, fee structure, scheme of evaluation, time schedule of face to face programme and examination as per need.

- 11.0 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 shall be final.

**ORDINANCE No. 57, of 2018****PARAMEDICAL DIPLOMA AND CERTIFICATE COURSE****1.0 AIMS:**

To provide skill oriented training to the students and thus to provide skilled technicians who will be able to work in various Paramedical sectors.

**2.0 OBJECTIVES:**

2.1 To impart adequate theoretical and practical knowledge required for the paramedical technician.

2.2 To enable the student to perform various routine paramedical techniques and practices.  
This ordinance shall be applicable for two years paramedical Diploma Courses and one year paramedical Certificate Courses:

2.3 The first Paramedical Diploma of Two years course, Here in after called 2-YDC, shall be designed as Diploma in Paramedical in respective Branch.

2.4 The ordinance shall be applicable:

**LIST OF PARAMEDICAL DIPLOMA COURSE**

- ❖ Diploma in Dialysis Technician
- ❖ Diploma in O.T. Technology
- ❖ Diploma in X-Ray Radiographers
- ❖ Diploma in Medical Laboratory (DMLT)
- ❖ Diploma in Paramedical Ophthalmic Assistant
- ❖ Diploma in Cath -Lab Technician
- ❖ Diploma in Optometric –Refraction
- ❖ Diploma Anesthesia Technician
- ❖ Diploma in Sanitary Inspector
- ❖ Diploma in Medical Record Science
- ❖ Diploma in Clinical Biochemistry
- ❖ Diploma in Ayurveda Compounder
- ❖ Diploma in Sanitary and Health Inspector
- ❖ D.Pharm (Ayurved)
- ❖ Diploma in Human Nutrition

**LIST OF PARAMEDICAL CERTIFICATE COURSE**

- ❖ Certificate in Yoga
- ❖ Certificate in Naturopathy
- ❖ Certificate in Operation Theatre Technician
- ❖ Certificate in E.C.G. Technician
- ❖ Certificate in Health Inspector
- ❖ Certificate in Panchkaram Technician
- ❖ Certificate in Unani Compounder
- ❖ Certificate in O.T. Technician
- ❖ Certificate in Ultra Sound Technician
- ❖ Certificate in X-Ray Technician
- ❖ Certificate in Human Nutrition
- ❖ Certificate in Hospital Record Science
- ❖ Certificate in Audiologist Technician
- ❖ Certificate in Anesthesia Technician
- ❖ Certificate in Respiratory Technician
- ❖ Certificate in C.T.M.R.I Technician
- ❖ Certificate in Angiography Technician
- ❖ Certificate in Blood Transfusion Technician

**3.0 ACADEMIC QUALIFICATION AND SELECTION CRITERIA FOR ADMISSION:**

- 3.1** Minimum qualification for admission to the paramedical Certificate course shall be the Qualifying Higher Secondary School Certificate Examination, (10+2) with Science Physics, Chemistry, Biology and Mathematics from M.P. Board of Secondary Education or 12\* standard 2 years P.U.C or equivalent examination from a recognized Board/University.
- 3.2** For SC/ST/Other Category Candidate, The seat will be reserved as per provision of M.P. Govt. Norms as amended time to time. Other norms laid down by State Council of Paramedical course shall also be followed.
- 3.3** The Candidate should have completed minimum of 17 years of age on / before 31<sup>st</sup> December of the concerned academic session.
- 3.4** Selection Criteria: The admission in Paramedical Diploma program First Year shall be based on the merit of the qualifying examination.

**OR**

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

- 3.5** On admission, every candidate shall have to get fitness certificate, for physical fitness.

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**4.0 NUMBER OF SEATS:**

Number of seats shall be as per course approval by competent Authority.

**5.0 FEE STRUCTURE:**

5.1 The Fees for each courses shall be decided by Board of Management of University as approved by regulatory commission/competent authority.

**6.0 CURRICULUM AND SYLLABUS:**

The curriculum and syllabi will be framed by concerned Board of studies which duly approved by academic counsel in accordance with the guidelines issued.

**7.0 COMMENCEMENT OF COURSES:**

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

7.2 The subjects to be studied in the academic year of the Paramedical Diploma programs shall be as per the scheme, approved by Academic Council of the University.

**8.0 EXAMINATION:**

8.1 The medium of instruction shall be English and Hindi throughout the course.

8.2 University Examination; Theory & Practical:

8.2.1 There shall be University examination, at the end of the academic year.

8.2.2 The Main Examination shall be held on yearly basis for all the two years respectively.

8.2.3 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.

8.2.4 University examination shall consist of Theory in all the subjects. There shall be Practical examinations for practical subjects.

8.2.5 Theory and Practical examination shall be considered as separate heads/ subjects for passing.

8.2.6 Scheme of the Examinations shall be as per the Scheme, approved by Academic Council of the University

8.3 Written Examination

8.3.1 Written Examination shall be of 3 Hours

8.3.2 Each theory paper shall carry marks.

8.4 Appointment of Examiners/ Question Paper Setters

8.4.1 The appointment of examiner for the University Examination shall be as per ordinance No. 4 based on Following



- 8.5** Criteria for passing to pass a subject in the University examination:
- 8.5.1** A candidate shall have to obtain separately 50% marks in written exam plus internal assessment plus viva voce and 50% marks in practical exam of final examinations in order to declare pass.
- 8.5.2** A candidate failing either in Theory or Practical part shall be declared as failed in the subject and such candidate/ candidates shall appear for the subject in next examination.
- 8.5.3** A candidate had to clear all the subjects of first year to be eligible to appear in the final year examination. 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.
- 8.6** Internal Examination
- 8.6.1** Two Internal assessment Examinations (Theory and Practical) shall be conducted in each year as applicable for the subject.
- 8.6.2** The Internal assessment examinations shall be conducted for Theory subjects. 40% of internal assessment marks shall be allotted from best of two internal: examinations. 40% shall be on the basis of Day to Day Assessment based on Attendance, Seminars, Assignments, Symposiums, Clinical Postings, Ethical Practices/ Skills, etc. Remaining 20% weightage shall be for extracurricular activities & conduct of student at academic & clinical environment.
- 8.6.3** Best marks out of two internal examinations shall be considered for inclusion in the University examination
- 8.6.4** The Internal assessment marks shall be computed to determine the passing criteria in the University examination; the marks shall be added to the written exam.
- 8.7** Division and Merit List ;
- 8.7.1** 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:  $\geq 60\%$  and  $< 75\%$  of grand total marks in First attempt. Second Division:  $\geq 50\%$  and  $< 60\%$  of grand total marks in First attempt. Distinction in individual subject:  $\geq 75\%$  marks in individual subject shall be indicated exclusively in the mark sheet provided First attempt.
- 8.7.2** 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. A. S.



**9.0 GRACE MARKS:**

- 9.1 Award of Grace Marks shall be considered in Theory examinations, up to two subjects only when a student is likely to pass the whole examination with the help of Grace Marks.
- 9.2 Grace marks shall not exceed a Maximum of 5 marks under any circumstances in an examination.
- 9.3 The grace marks shall not be added to the aggregate of subject/ examination.
- 9.4 The Grace marks shall not be awarded in Dissertation/Practical examination.

**10.0 ATTENDANCE:**

- 10.1 Candidates appearing as regular student for any annual examination are required to attend a minimum of 75% of the total Theory and the practical classes held separately in each subject of the course of the study.
- 10.2 The total lectures and practical shall be conducted as per the scheme and the syllabus.

**11.0 CANCELLATION OF ADMISSION:**

- 11.1 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:
- 11.1.1 He/ she is not found qualified as per Rehabilitation Council of India/ M.P. Paramedical Council norms and guidelines or the eligibility criteria prescribed by the university.

OR

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

OR

- 11.1.3 He/ She is found involved in serious breach of discipline.

**12.0 LEGAL JURISDICTION:**

All matters of any dispute shall be limited to Balaghat court only. The University reserves the rights to change configuration, courses, contents, fee structure, scheme of evaluation, time schedule of face to face programme and examination as per need.

- 13.0 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. 58, of 2018****BACHELOR OF SCIENCE IN MEDICAL LABORATORY TECHNOLOGY  
(BMLT)****1.0 AIMS AND OBJECTIVES:****1.1 AIMS:**

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

1.1.2 To provide students with an overview of various medical laboratory procedures.

**1.2 OBJECTIVES:**

1.2.1 To impart adequate theoretical and practical knowledge in basic Medical Laboratory Sciences.

1.2.2 To perform routine and special laboratory investigations.

1.2.3 To introduce quality control system in laboratory.

**2.0 COURSE STRUCTURE**

2.1 The Degree in Medical Laboratory Technology of 3 years (Three academic years) course here in after called 3 year degree course shall be designated as Bachelor of Medical Laboratory Technology, in short BMLT.

**3.0 DURATION:**

3 YEAR

**4.0 ACADEMIC QUALIFICATION: & SELECTION CRITERIA FOR ADMISSION:**

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

- 4.2 Vocational Subjects like Bio-technology, MLT, Fisheries, Dietetics, Live Stock and Poultry in Substitution for Biology shall be also considered for eligibility.
- 4.3 The candidate should have completed minimum of 17 years of age on/before 31<sup>st</sup> December of the; academic session concerned.
- 4.4 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.

- 4.5 On admission, every candidate shall have to get fitness certificate from Hospital, for physical fitness.

**5.0 ADMISSION PROCESSES:**

Admissions are done at institutional level According to merit and the reservation rules are followed as per Norms of the Regulatory Authority.

**6.0 CANCELLATION OF ADMISSION:**

- 6.1 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:
- 6.1.1 He/ She is not found qualified as per MP Paramedical Council norms and guidelines or the eligibility criteria prescribed by the University.
- 6.1.2 He/ she is found to have produced false/ forged documents or found to have used unfair means to. Secure admission.
- 6.1.3 He/ She is found involved in serious breach of discipline in the institution. or in the University campus.

**7.0 FEE STRUCTURE**

- 7.1 The Fees for each course shall be decided by Board of Management of University as approved by regulatory commission/ competent authority

**8.0 DIVISION:**

The result will be decided & follow

1. Pass/Qualifying mark 50 %
2. II Division 50 %- 59 %
3. I Division 60% -74 %
4. Distinction 75% and above of grand total marks in first attempt

**9.0 MODE OF EXAMINATION:**

As per ordinance no. 4.

**10.0 CURRICULUM & SYLLABUS:**

The Curriculum and Syllabus will be framed by Board of Management of University as approved by Academic Council accordance with the issued by concerning regulatory authority i.e. M.P. Paramedical Council.

**11.0 LEGAL JURISDICTION:**

All matters of any dispute shall be limited to Balaghat court only. The University reserves the rights to change configuration, courses, contents, fee structure, scheme of evaluation, time schedule of face to face programme and examination as per need.

- 12.0** Not with understanding 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 director of the schools. The decision of the Vice-Chancellor shall be final.

**ORDINANCE No. 59, of 2018****MASTER OF MEDICAL LABORATORY TECHNOLOGY MMLT  
REGULATIONS GOVERNING M.Sc. MLT COURSE****1.0 AIMS:**

Paramedical Courses are those courses after qualifying them the candidate is able to perform as a paramedical Technician like medical courses ,paramedical courses are also having the importance ,because these technicians also have to help working in case of on Medical diagnose & treatment types of diseases.

**2.0 DURATION: (2 Year P.G. Degree)****3.0 ELIGIBILITY CRITERIA FOR ADMISSION**

3.1 The students who have passed B.Sc. MLT Course from recognized Institutions are eligible for this course.

3.2 Students who have passed B.Sc. MLT course from other Universities considered equivalent by Paramedical council of India are eligible for this course.

3.3 Candidates passing B.Sc. MLT through Correspondence course shall not be eligible

Eligibility certificate: No candidate shall be admitted for the postgraduate degree course unless the candidate has obtained and produced the eligibility certificate issued by the university. The candidate has to make the application to the university with the following documents along with the prescribed fee.

- o Pass / degree certificate issued by the university.
- o Marks cards of all the university examinations passed.
- o Migration certificate.
- o Certificate of conduct.
- o Proof of SC/ST or category I as the case may be

Candidates should obtain the eligibility certificate before the last date for admission as notified by the university.

A candidate who has been admitted to post-graduate course should register his/her name in the university within a month of admission after paying the registration fee.

**4.0 ADMISSION PROCESSES:**

Admissions are done at institutional level According to merit and the reservation rules are followed as per Norms of the Government.

**5.0 CANCELLATION OF ADMISSION:**

In case of Producing false documents and non payment of the fees, the admission will be cancelled.

**6.0 FEE STRUCTURE**

6.1 The Fees for each courses shall be decided by Board of Management of University as approved by regulatory commission/competent authority.

**7.0 ATTENDANCE**

Every candidate should have attended at least 80% of the total number of classes conducted in an academic year from the date of commencement of the term to the last working day as notified by university in each of the subjects prescribed for that year separately in theory and practical .Only such candidates are eligible to appear for the university examinations in their first attempt. Special classes conducted for any purpose shall not be considered for the calculation of percentage of attendance for eligibility.

A candidate lacking in prescribed percentage of attendance in any one or more subjects either in Theory or Practical in the first appearance will not be eligible to appear for the University Examination either in one or more subjects.

**8.0 DIVISION = THE RESULT WILL BE DECIDED & FOLLOW:**

1. Pass/ Qualifying mark 50 %
2. II Division 50 %- 59 %
3. I Division 60% -74 %
4. Distinction 75 % and above of grand total marks in first attempt

**9.0 MODE OF EXAMINATION:-**

As per ordinance no. 4.

**10.0 MEDIUM OF INSTRUCTION:**

English is the medium of instruction for the subjects of study as well as for the examination.

**11.0 CURRICULUM AND SYLLABUS:**

11.1 The curriculum and syllabus will be framed by Board of Management of University as approved by Academic council accordance with the guidelines issued by concerning. Regulatory Authority i.e. M.P. Paramedical Council.

**12.0 LEGAL JURISDICTION:**

All matters of any dispute shall be limited to Balaghat court only. The University reserves the rights to change configuration, courses, contents, fee structure, scheme of evaluation, time schedule of face to face programme and examination as per need.

13.0 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 director of the schools. The decision of the Vice-Chancellor shall be final.

**ORDINANCE NO. 60, of 2018****BACHELOR OF PHYSIOTHERAPY (BPT) OCCUPATIONAL THERAPY COURSE****1.0 AIM AND OBJECTIVES:****1.1 AIM :**

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

- (a) To acquire adequate theoretical & practical knowledge in the basic medical subjects.
- (b) To impart Electrotherapy & Therapeutic Exercise procedures with adequate theoretical & practical base.
- (c) To enable the student to acquire skills in the evaluation & diagnosis of the physical problems presented by the patients.
- (d) To build up a learning process that shall include living experience, problem oriented approach, case studies & community health care activities.
- (e) To impart competency in Physiotherapeutic measure of specific choice to wards Preventive, Curative, Symptomatic & Restorative or Rehabilitative goals in a variety of health care setting.
- (f) To develop professional autonomy through independent physical diagnosis and prescription as a physiotherapist for all physiotherapy related referrals and / or primary



clients.

- (g) 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.
- (h) To develop confidence in clinical, teaching and administrative assignments and continue to seek further knowledge in the fields of physiotherapy.
- (i) To introduce the students to the fundamentals of Biostatistics & Physiotherapy Research activities.
- (j) To teach every aspect of National policies on health and devote himself / herself to its practical implementation.

## 2.0 DURATION OF COURSES:

- 2.1 The Degree in Physiotherapy of 4½ years (Four academic years and Six months internship) course here in after called 4½ year degree course shall be designated as Bachelor of Physiotherapy, in short BPT.

## 3.0 ADMISSION QUALIFICATION & SELECTION CRITERIA FOR ADMSSION:

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

## 4.0 ADMISSION PROCESSES:

- 4.1 The admission in BPT-First Year shall be based on the merit of the qualifying examination.
- 4.2 Common Entrance Test (CET), conducted by the University/ any designated agency.
- 4.3 On admission, every candidate shall have to get fitness certificate from Medical Officer for physical fitness.

## 5.0 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 the Institution, if:

- 5.1 He/ she is not qualified as per MP Paramedical Council norms and guidelines or the

eligibility criteria prescribed by the University.

- 5.2 He/ she is found to have produced false/ forged documents or found to have used unfair means to secure admission.
- 5.3 He/ She is found involved in serious breach of discipline in the Institution or in the University campus.
- 5.4 In case of Producing false documents and non payment of the fees, the admission will be cancelled.

**6.0 COMMENCEMENT OF COURSE:**

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

**7.0 FEES STRUCTURE:**

The Fees for each courses shall be decided by Board of Management of University as approved by regulatory commission/ competent authority.

**8.0 ATTENDANCE:**

- 8.1 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.
- 8.2 The total lectures and practical shall be conducted as per scheme and syllabus given in subsequent section.

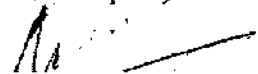
**9.0 MODE OF EXAMINATION:**

A. Examination will be conducted b the university, to which the college is affiliated as follows:

- (a) 1<sup>st</sup> year at the end of the 1<sup>st</sup> year
- (b) 2<sup>nd</sup> year at the end of the 2<sup>nd</sup> year
- (c) 3<sup>rd</sup> year at the end of the 3<sup>rd</sup> year]
- (d) B.P.T Final Examination at the off the 4<sup>th</sup> year.

Examination shall be with Theory and Practical. A candidate will be permitted to appear for the University examination in the subject only if.

- a. He secures not less than 75% of attendance in theory and Practical in each subject.
- b. He earns a Progress Certificate from the Head of the Institution of Having satisfactory completed the course of study prescribed in the subject as required by the regulations and his conduct has been satisfactory.
- B. Students may carry over two subjects from one year to the following year and must pass in the failed subject before appearing in the next year exam.
- C. Students may carry two subjects from 2<sup>nd</sup> year to 3<sup>rd</sup> year and must pass in failed subject before appearing in 3<sup>rd</sup> year annual exam.



- D. Students may carry two subjects from 3<sup>rd</sup> year to 4<sup>th</sup> year and must pass in failed subjects before appearing in the 4<sup>th</sup> year exam.
- E. There will be two examinations in a year with an interval of four to six months between the two examinations.

#### 10.0 INTERNAL ASSESSMENT

- A. It shall be based on day-to-day assessment (see note). Evaluation of student assignment, preparation for seminar, clinical case presentation etc.
- B. Regular periodical examination shall be conducted through the course. The question of number of examination is left to the institution.
- C. Day-to-Day records should be given importance during internal assessment.
- D. Weightage for the internal assessment shall be 20% of the total marks in each subject.

#### Note:

Internal assessment shall relate to different ways in which students participation in learning process during semesters is evaluated, some examples are as follows:

- (a) Preparation of subjects for student's seminar.
- (b) Preparation of a clinical case for discussion.
- (c) Clinical case study/problem solving exercise.
- (d) Participation in project for health care in the community (planning stage to evaluation)
- (e) Proficiency in carrying out a practical or a skill in small research project.
- (f) Multiple-choice question (MCQ) tests after completion of a system/teaching.
- (g) Each item tested shall be objectively assessed and recorded. Some of the items can be assigned as home work/Vacation work.

#### 11.0 MEDIUM OF INSTRUCTION:

The medium of Instruction and Examination shall be in English.

#### 12.0 CURRICULUM & SYLLABUS:

It will be framed by Board of Management of Sardar Patel University as approved by Academic Council in accordance with the guideline used by concerning regulatory authority i.e. M.P. Paramedical Council.

#### 13.0 LEGAL JURISDICTION:

All matters of any dispute shall be limited to Balaghat court only. The University reserves the rights to change configuration, courses, contents, fee structure, scheme of evaluation, time schedule of face to face programme and examination as per need.

- 14.0 Not with understanding 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 director of the schools. The decision of the Vice-Chancellor shall be final.

**ORDINANCE NO. 61, of 2018**  
**M.P.T. (MASTER OF PHYSIOTHERAPY)**  
**SPORT/ ORTHOPEDICS/ NEUROLOGY/ CARDIOTHORACIC/OBSTETRICS &**  
**GYNECOLOGY BRANCHES)**

**1.0 AIMS AND OBJECTIVES:**

**1.1 AIMS:**

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

- a) To acquire adequate theoretical & practical knowledge in the basic medical subjects.
- b) To impart Electrotherapy & Therapeutic Exercise procedures with adequate theoretical & practical base.
- c) To enable the student to acquire skills in the evaluation & diagnosis of the physical problems presented by the patients.
- d) To build up a learning process that shall include living experience, problem oriented approach, case studies & community health care activities.
- e) To impart competency in Physiotherapeutic measure of specific choice towards Preventive, Curative, Symptomatic & Restorative or Rehabilitative goals in a variety of health care setting.



- f) To develop professional autonomy through independent physical diagnosis and prescription as a physiotherapist for all physiotherapy related referrals and/or primary clients.
- g) 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.
- h) To develop confidence in clinical, teaching and administrative assignments and continue to seek further knowledge in the fields of physiotherapy.
- i) To introduce the students to the fundamentals of Biostatistics & Physiotherapy Research activities.
- j) To teach every aspect of National policies on health and devote himself / herself to its practical implementation.
- k)

#### 2.0 DURATION OF THE COURSES: (2 Year P.G. Degree)

The duration of master of physiotherapy course shall be extended over a period of two continuous years on a full time basis. Any break in the career, power of extension of the course and the fixation of the term shall be vested with the University.

I year :	MPT Part-II	0-12 months
II year:	MPT Part-II	13-24 months

#### 3.0 ELIGIBILITY FOR ADMISSION:

Candidates who have passed B.Sc. (PT) or BPT degree from institutions where the mode of study is a full time program, with minimum 3½ years/ 4 ½ years duration from this university or any other university in India or abroad as equivalent with not less than 50% of marks in aggregate and have completed 6 months of compulsory rotating internship in Physiotherapy Colleges. Candidates who have passed BPT through correspondence or Distance Education program are not eligible.

OR

Candidates who have passed BPT through Bridge Course or through Lateral Entry after completing their Diploma in Physiotherapy from institutions where the mode of study is a full time program from this university or any other university in India or abroad as equivalent with not less than 50% of marks in aggregate and have completed 6 months of compulsory rotating Internship in Physiotherapy Colleges recognized by

University are eligible. Candidates who have passed BPT through correspondence or Distance Education program are not eligible.

#### **4.0 OBTAINING ELIGIBILITY CERTIFICATE**

The candidate has to make the application to the university with the following documents along with the prescribed fee.

- (1) B.P.T. or B.Sc. (PT) provisional/degree certificate issued by the respective university.
- (2) Marks cards of all the university examinations passed
- (3) Completion of internship certificate.
- (4) Proof of SC/ST or category-I as the case may be. Candidate should obtain the eligibility certificate before the last date for admission as notified by the university.

A candidate who has been admitted to postgraduate course should register his/her name in the university within a month of admission after paying the registration fee.

#### **5.0 INTAKE OF STUDENTS:**

The intake of students to the course shall be in accordance with the ordinance in this behalf. The guide student ration should be 1:5.

#### **6.0 ADMISSION PROCESSES:**

Admissions are done at institutional level According to merit and the reservation rules are followed as per Norms of the Government.

#### **7.0 CANCELLATION OF ADMISSION:**

In case of Producing false documents and non payment of the fees, the admission will be cancelled.

#### **8.0 FEE STRUCTURE:**

- 8.1 The Fees for each courses shall be decided by Board of Management of University as approved by regulatory commission / competent authority/As guided by Paramedical Council.

#### **9.0 ATTENDANCE:**

A candidate is required to attend a minimum of 80% of training and of the total classes conducted during each academic year of the MPT course. Provided further, leave of any

kind shall not be counted as part of academic term without prejudice to minimum 80% of training period every year. Any student who fails to complete the course in this manner shall not be permitted to appear the University Examinations. A candidate who does not satisfy the requirement of attendance even in one subject or more will not be permitted to appear for University Examination. He / She will be required to make up the deficit in attendance to become eligible to take subsequent examination.

**10.0 MODE OF EXAMINATION:**

As per ordinance no. 4.

**11.0 CURRICULUM & SYLLABUS:**

The Curriculum Syllabus will be framed by Board of Management of University as approved by Academic Council Accordance with the guidelines issued by conncoring Regulatory Authority i.e. M.P. Paramedical council.

**12.0 LEGAL JURISDICTION:**

All matters of any dispute shall be limited to Balaghat court only. The University reserves the rights to change configuration, courses, contents, fee structure, scheme of evaluation, time schedule of face to face programme and examination as per need.

**12.0** Not with understanding 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 director of the schools. The decision of the Vice-Chancellor shall be final.

**ORDINANCE No. 62, of 2018****ORDINANCE FOR DIPLOMA IN YOGA SCIENCE****1.0 COURSE DURATION:**

The Duration of the Course for Diploma in Yoga Science shall be one Academic year (Two semesters).

**2.0 ELIGIBILITY:**

The minimum qualifications for admission to the course shall be:

A Candidate possessing a 10+2 in any Stream from a recognized Board in India or any equivalent Degree with minimum of 45% marks. The minimum eligibility condition of the 45% marks in the qualifying examination can be relaxed by 5% in case who have won position in Yoga at the Inter-university / Nations levels for Madhya Pradesh domicile.

**3.0 PROGRAMME MODE: Regular****4.0 SELECTION CRITERIA:**

Selection will be made strictly on the basis of merit score and other weight ages as per University rules approved from time to time.

4.1 A candidate having compartment in qualifying examination shall not be allowed admission in Diploma in Yoga Science even provisionally.

4.2 Maximum marks obtained in 10+2 examination shall be counted for preparing merit list for admission to Diploma in Yoga Science.

**5.0 EXAMINATION:**

The Examination shall be held twice a year ordinarily in the month of Nov/Dec and May/June on the dates fixed by the Vice-Chancellor. The dates fixed under this clause shall be notified by the Controller of Examination.

The Examination shall be open to a regular student who:

5.1 Has been on the rolls of the Department/College during the academic year preceding the examination;

5.2 Has attended not less than 75% of lectures in theory and in practical's

6.0 A candidate who has completed the prescribed course of instructions in the Department/College but does not appear in paper(s) or having appeared fails, may be



allowed on the recommendation of the HOD/Principle to appear/reappear in the concerned paper(s) as the case may be, in the next regular examination when such examination is held, without attending the classes.

- 7.0 The candidate will have to clear the entire exam for successful completion of yoga programme and has to pass the supplementary exam within three year of admission.
- 8.0 The Minimum number of marks required to pass the examination shall be 35% in each theory paper, 40% in each practical and 40% in the aggregate.
- 9.0 The amount of examination fee to be paid by a candidate shall be as per University rules.
- 10.0 The Medium of instructions and writing in examinations shall be English/Hindi.
- 11.0 After the termination of the examination, Registrar/COE shall notify the results of examination.
- 12.0 Each candidate after passing the examination shall be graded as under into three divisions on the basis of aggregate marks obtained in the examination:
- 12.1 Those who obtains 75% or more marks : Distinction
- 12.2 Those who obtain 60% or more marks : First division
- 12.3 Those who obtain 50% or more marks but less than 60% marks: Second division
- 12.4 Those who obtain less than 50% marks but more than 40% marks: Third Division
- 13.0 There will be no provision for improvement of marks/Division. However, grace marks will be allowed as per rules of the University.
- 14.0 **LEGAL JURISDICTION:**  
All matters of any dispute shall be limited to Balaghat court only. The University reserves the rights to change configuration, courses, contents, fee structure, scheme of evaluation, time schedule of face to face programme and examination as per need.
- 15.0 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. 63, of 2018****ORDINANCE FOR P G DIPLOMA IN YOGA SCIENCE****1.0 COURSE DURATION:**

The Duration of the Course for PG Diploma in Yoga Science shall be one Academic year  
(Two semesters)

**2.0 ELIGIBILITY:**

The minimum qualifications for admission to the course shall be:

2.1 A Candidate possessing a graduate or postgraduate Degree in any Stream from a recognized University in India or any equivalent Degree with minimum of 45% marks.

2.2 In case of two or more candidates securing equal percentage of marks, preference will be given to that candidate who is having Yoga at under-graduate level; if more than one candidates is having Yoga at UG level with equal percentage then in that case the candidate senior in age will be considered higher in merit.

2.3 Bachelor of Physical Education (B.P.E) 3 years degree course/ B.Sc(Physical Education, Health Education and Sports) D.P.Ed. one year after graduation with at least 45% marks in aggregate.

2.4 The last date for application for admission on prescribed form and fee shall be fixed by the Vice-Chancellor from time to time.

Note: The minimum eligibility condition of the 45% marks in the qualifying examination can be relaxed by 5% in case who have won position in Yoga at the Inter-university / Nations levels for Madhya Pradesh domicile.

**3.0 PROGRAMME MODE: Regular****4.0 SELECTION CRITERIA:**

Selection will be made strictly on the basis of merit score and other weight ages as per University rules approved from time to time.

4.1 A candidate having compartment in qualifying examination shall not be allowed admission in P.G Diploma in Yoga Science even provisionally.

**4.2** Maximum marks obtained in graduation or post-graduation examination shall be counted for preparing merit list for admission to P.G Diploma in Yoga Science.

**5.0 EXAMINATION:**

The Examination shall be held twice a year ordinarily in the month of Nov/Dec and April/May on the dates fixed by the Vice-Chancellor. The dates fixed under this clause shall be notified by the Controller of Examination.

The Examination shall be open to a regular student who:

**5.1** Has been on the rolls of the Department/College during the academic year preceding the examination;

**5.2** Has attended not less than 75% of lectures in theory and in practical's.

**6.0** A candidate who has completed the prescribed course of instructions in the Department/College but does not appear in paper(s) or having appeared fails, may be allowed on the recommendation of the HOD/Principle to appear/reappear in the concerned paper(s) as the case may be, in the next regular examination when such examination is held, without attending the classes.

**7.0** The candidate will have to clear the entire exam for successful completion of yoga programme and has to pass the supplementary exam within three year of admission.

**8.0** The Minimum number of marks required to pass the examination shall be 35% in each theory paper, 40% in each practical and 40% in the aggregate.

**9.0** The amount of examination fee to be paid by a candidate shall be as per University rules.

**10.0** The Medium of instructions and writing in examinations shall be English/Hindi.

**11.0** After the termination of the examination, Registrar/COE shall notify the results of examination.

**12.0** Each candidate after passing the examination shall be graded as under into three divisions on the basis of aggregate marks obtained in the examination:

**12.1** Those who obtains 75% or mare marks : Distinction

- 12.2 Those who obtain 60% or more marks : First division
- 12.3 Those who obtain 50% or more marks but less than 60% marks: Second division
- 12.4 Those who obtain less than 50% marks but more than 40% marks: Third Division
- 13.0 There will be no provision for improvement of marks/Division. However, grace marks will be allowed as per rules of the University.

**14.0 LEGAL JURISDICTION:**

All matters of any dispute shall be limited to Balaghat court only. The University reserves the rights to change configuration, courses, contents, fee structure, scheme of evaluation, time schedule of face to face programme and examination as per need.

- 14.0 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. 64, of 2018**  
**DOCTOR OF PHILOSOPHY (Ph.D)**  
**(Ordinance as per UGC Regulation 2016)**

The ordinance shall be called "Ordinance" governing doctoral degree. The ordinance will be governed on such rules & regulations as per approval from board of management of the university framed in accordance of regulation/ norms laid by UGC from time to time.

**1.0 ELIGIBILITY FOR ENROLMENT FOR DOCTOR OF PHILOSOPHY (Ph.D.)**

**1.1** A candidate for enrollment for the degree of philosophy must, at the time of application, hold master's degree with at least 55% marks or an equivalent grade of University/ deemed university or any other university incorporated by any law for the time being in force and recognized by the university (5% marks will be relaxed for SC/ST/ OBC/PWD category candidates).

**1.2** A candidate shall ordinarily be permitted to work for Ph.D. degree in the subject in which he/she has obtained his/her master's or bachelor degree in Engineering/ Technology/Applied Sciences or other streams. Provided that, research work leading to Ph.D. degree may be allowed in allied subjects of interdisciplinary nature of the same faculty or of allied faculties. Provided further that whether a subject is allied or not to the subject in which the candidate has done masters or bachelor degree in engineering/ Technology/Applied Sciences or other streams, shall be decided by the Academic council.

**2.0** A candidate must apply for registration for Ph.D. degree of his subject on a prescribed form obtainable on payment of prescribed fee, stating.

- (i) His/ her qualification and experience.
- (ii) Proposed subject/ discipline along with the relevant faculty in which he/ she proposes to work.
- (iii) Proposed title of the Ph.D. thesis.
- (iv) Name of the Supervisor (along with name of co-supervisors, if any)

(Strictly from the university list of approved supervisors & co-supervisors) under whom he/ she wishes to work and the place/places at which he/ she wishes to carry on investigations together with the consent of the supervisor and co-supervisor.

- (v) Certificate of qualifying the UGC/CSIR/DST/National or state level fellowship/NET/GATE/GPATISLET, if any
- (vi) Letter granting teacher 's following, if any
- (vii) Address Contact number, mobile number, email- id & other contact details.

### 3.0 AVAILABILITY OF SEATS:

Depending upon availability of Supervisor/Co-supervisor the number of seat shall be decided, provided that

- (i) A supervisor shall not have at a time, more than 08 Ph.D. scholars as supervisor in case of a professor, 06 Ph.D. Scholars as supervisor in case of Associate Professor/Reader and 04 Ph.D. Scholars as supervisor in case of Assistant Professor, in any University. For that supervisor have to submit undertaking regarding total number of candidates he is supervising.
- (ii) The seats available with the supervisor should be manageable for him/her and also manageable for the concerned research centre.

### 4.0 ADMISSION PROCEDURE:

4.1 The admission shall be made by the University, through an entrance test by the Admission Board following the norms prescribed by the UGC New Delhi. The board will perform the following work:

- (i) To prepare panel of name of papers setters in various subject and submit them to the University.
- (ii) To arrange for entrance test.
- (iii) To arrange for interview.
- (iv) To announce the names of candidates admitted along with the subject, place of research work, name of supervisor and of the thesis.
- (v) To resolve problems, if any.
  - a. Candidate who have qualified the UGC/CSIR/DST/National/State level Fellowship/GATE/GPAT SLET/NET/M.Phil. Shall be admitted directly without the entrance test.
  - b. Candidate who has been awarded teachers fellowship by statutory bodies for during Ph.D. degree shall also be admitted directly without the entrance test.
  - c. All other candidates will be selected through entrance test.

### 5.0 STRUCTURE OF TEST:

Entrance test will be conducted on following:

During - Two Hour

Question Paper

## Part 1 Research methodology

## Part 2 Related Subjects

**6.0 INTERVIEW AND ALLOTMENT:**

(1) Each student shall have to appear in an interview. The interview board shall consist of the following members.

- (i) Vice chancellor or his nominee as chairman
- (ii) Dean of school
- (iii) One of the chairman of relevant (board of studies) to be nominated by the vice chancellor.
- (iv) One of the recognize supervisors in university teaching department in the subject to be nominated by the vice Chancellor.
- (v) One subject expert to be nominated by the vice chancellor.

One third of the total members shall complete the quorum. However presence of the subject expert shall be complete the quorum. However presence of the subject expert shall be essential. If the Dean of School is not available, the Vice Chancellor may then appoint a Senior Professor of University Teaching Department as member.

(2) The interview shall be conducting in the University Teaching Department.

(3) The candidate shall be called for interview in the following order

- (i) Candidate who have qualified UGC/CSIR/DST/National or state level Candidates who have been granted teacher fellowship by a statement body.
- (ii) Candidate who have been guaranteed teacher following by a statement body.
- (iii) Candidate according to merit list of the entrance examination.

(4) At the time of interview, the candidate are expected to discuss are expected to discuss their research interest/area, choice of supervisor and co-supervisor (if any)

For the candidates belonging to category as mentioned in Para 6(3) 1&2 , 100% weight shall be on the interview for the candidates mentioned in para 6(3) (111) the weight as of the interview marks shall be 40% where as 40% weight as shall be given to the return entrance exam. Conducted as per Para 5 and remaining 20% weight as shall be given to aggregate of qualifying P.G examination.

(5) The allotment board then shall finalized the list of the names of the candidates admitted to the Ph.D in the concerned subject.

a. The candidate in category:

- (i) Of sub Para 6(3) above shall be admitted first, secondary the candidates in category .

- (ii) Shall be admitted in that order in thesis categories if there are more than one candidate having equal marks than merit shall be decide according to the percentage of marks a the qualifying PG examination
- b. As possible the allotment board shall allot the preformed place of research work and the perform supervisor and co- supervisor if any shall also approve the purpose title of the these however, the candidate may change tile of his/her thesis, after prior approved by research degree committed (RDC), the candidate may however, be allowed to take another chance for allotment in next admission processed if he does not want to change preferences in the first instant.
- (6) The admission process must be complete by the last date for admissions decide by the University for the Course.
- (7) A merit list shall be prepared on the basic of entrance test an interview as mentioned in PARA 6(4) and shall be declare as the result for the entrance examination by register.

#### 7.0 FEES:

Registration fee for Ph.D. program is to be paid to the university at the prevalent rates as announced by the university from time to time. The total program fee must be pain before submission of Ph.D. thesis.

#### 8.0 Course Work

- (a) After having been admitted, each PhD. student shall undertake course work in the subject as per guideline of UGC of a minimum period of six months i.e. one semester. The course shall include curriculum on research methodology it may also involve reviewing of published researched in the relevant field.
- (b) Evaluation-
- (i) The course work shall carry does credit (1 credit- equal to 15 hours). The concerned department/school/institution shall decide the details of the course work, teaching schedule and evaluation.
- (ii) The details of the specific subject shall be decided by the department/school.
- (iii) The procedure for admission shall be laid down from time to time by the Academic Council.
- (iv) University examination shall be held at the end of the semester. The Scheme of examination shall be notified by the University.
- (v) A candidate shall be declared to have successful completed the course, if he/she has successfully passed semester examinations with minimum 65% or equivalent grade as mentioned above. Minimum 6 credits to be earned during the coursework for successful completion.



**9.0 RESEARCH CENTRE:**

A candidate may pursue his research work Ph.D. degree in the university Teaching Department in the subject concerned.

**OR**

Research Centre i.e an organization of National or International repute (NIT/IIT other academic institutions of national importance/Research. Organization of Government/ repute corporate establishment with established R&D Laboratories etc.), recognized as a research Centre by the Academic Council: Provided that a M.O.U. shall have to sign between the University& the Institute / Organization.

- (a) After the M.O.U., the candidates may also be allowed by RDC to pursue research work at and industry of international repute involved in research and development activities in the subject and having sufficient R&D infrastructure for conducting research, which must be Government of India approved R&D infrastructure for conducting research, which must be Government on India approved R&D Centre and shall be recognized for this purpose by the BOM of the University.
- (b) A candidate permitted to work such Industry as stated in above para, having MOU with the University, shall be required to take at least one supervisor/co-supervisor from the industry such supervisor/co-supervisor should be Scientist/Director of the R&D center not below the rank of the Associate., Professor of the university.
- (c) Candidate may also be permitted to work by RDC in research establishment of repute like CSIR Labs/ DRDO Labs or Labs of repute established by Central Government and after MOU signed by the University with such establishment.
- (d) A candidate permitted to work in such Research Establishment, stated in above para, shall also be required to take at least one supervisor/co-supervisor from the establishment. Such supervisor/ co-supervisor should be scientist/Director of the R&D Center not below the rank of Associate professor of the university.

**10.0 SUPERVISOR/CO-SUPERVISOR:**

- (a) The person recommended as supervisor/co-supervisor to guide the research scholar must be:
- (a) The professor in the University who has obtained a doctorate in the subject and has published at least five research papers on the concerned subject in peer reviewed standard journals of repute.

**OR**

- (b) An Associate Professor or Reader in the University who has obtained a doctorate degree in the subject and has published at least five research paper on the concerned subject in standard journals of repute.

OR

An Assistant Professor in the University who has obtained a doctorate degree in the subject and has published at least five research papers on the concerned subject in standard journals of repute and has at least three year teaching experience with PhD

OR

A director/ Scientist/ professor / or an equivalent cadre in an organization of national/ international repute not below the rank of an associate professor of the university, working as regular employee or retired and who has published at list five papers in peer reviewed standard journals of repute.

- (a) Provided further that a person who is himself registered for PhD degree of the University shall not be eligible to act as supervisor or member of any committee mentioned in this Ordinance.
- (b) A person who wants to get himself/herself recognized as a supervisor/co-supervisor shall apply in the prescribed Performa, duly forwarded by Head/Principle/Director of his institution. The case will be put up before the RDC which will decide about the recognition.

#### 11.0 RDC:

1. After successful completion of Pre PhD course work, the candidate shall be eligible to submit a synopsis (as per Appendix 1.) of his proposed research work along with the title of these (finally decided by candidate) duly forward by the supervisor by the supervisor and Head of the institution where the candidate is pursuing his/her research. The synopsis has to be submitted in ten copies, with Signatures of candidate, supervisor, co-supervisor and head of the institution on each of the copy on each of the page.
2. The candidate shall be required to make an oral presentation of the proposal work before the research Degree Committee (RDC) consisting of the following members:-
  - (i) Vice Chancellor of his nominee- chairman.
  - (ii) Dean of the school concerned.
  - (iii) Chairman board of studies of the subject in the school.
  - (iv) (iv) Head of one professor of the university teaching department all in the case of non-availability of professor one associate professor of the university teaching department if the subject.
  - (v) One external subject expert of the rank of university professor to be appointed by the

vice chancellor ordinary out of a panel of a 5 expert given by the dean of the school concerned external expert and to other members shall from the quorum.

**NOTE:**

- a. On the request of the supervisor vice chancellor may permit him to be present and the observed during the oral presentation of his candidate.
- b. No. T.A. and D.A shall be payable to candidate and supervision for attending the Recharge Degree Committee meeting. The meeting of research Degree Committee (RDC) shall be held in the University office twice year. The Committee shall consider the application of the persons, who want to get recognized as supervisor/co-supervisor. Submitted under section 11 of this Ordinance and recommend the eligibility of the person for the appointment as supervisor / co-supervisor. The committee shall also prepare if list for approved supervisors/co-supervisors, along with their specialization as per provision of this ordinance. This list shall be available with the registrar.
3. After approval by the RDC of the title of the thesis, synopsis, supervisor, co-supervisor (if any), and place of research work, the candidate shall be registered for PhD/degree from the date on which the candidate had deposited the registration fee and other fees mentioned in para 7 of this Ordinance, at time of admission and this date will be the "date of registration" of the candidate. The letter of registration shall be issued by the registration and sum to all those concerned. The candidate shall be enrolled as a student from the date of registration and will be required to pay regular tuition, library and laboratory fees (six monthly) to the university.
4. If the RDC makes any change only in the title of thesis, the approved changed title shall be communicated to the candidate in the meeting of the RDC if self. The letter of registration shall be issued mentioning the approved title.
5. If the RDC suggests any change in the synopsis, then the change required shall be communicated to the candidate by the Registrar. The candidate will be required to resubmit the synopsis (in Ten copies) as revised by him/her, incorporating the changes suggested by the RDC within 3 month time. The dean of the School shall examine the revised synopsis, he will approve the same. The letter of registration shall then be issued by the registrar.
6. If the RDC decides that major revision is required in the synopsis and/ or the oral presentation was also found to be unsatisfactory, the candidate may be asked to revise the synopsis and/or improve upon the oral presentation and ~~reappear~~ reappear at the next meeting

of the RDC.

7. If the RDC does not recommend a candidate for registration to Ph.D. degree, the candidate shall be communicated the same by the registrar. In case, only the caution money deposited by the candidate shall be refunded.

**12.0 PERIOD FOR SUBMISSION OF THESIS:**

- (a) The candidate shall pursue his research at the approved place of research under the supervisor/co-supervisor on the approved subject. The candidate shall be permitted to submit his/her thesis not earlier than 24 month after successfully completion of course works at the research centre and not later five calendar year from the date of registration. In case a candidate does not submitted his/her thesis within five calendar year, from e date of registration and does not apply for extension in time, his/her registration shall and automatically cancelled.

Provided that the period for submission of thesis can be extended by one year by the Kulpati. If the candidate applies for extension at least one month before the expire of registration period together with a fee as prescribed by the University. In case candidate does not submit his/her thesis within the extended period his/her registration shall stand automatically cancelled.

Provide also that after the expiry of five years from the date of registration the Kulpati may permit a candidate to get registration on the same topic on payment of a re-registration fees as prescribed by the university the condition of minimum period of 24 month and attendance shall not apply to such re-registered candidate for summation of the thesis. For re-registration approval by RDC is not required. The candidate must submit the thesis within four years from the date on which the original registration expired. No. extension in this period is allowed. The registration will stand automatically canceled after 9 years from the date of original registration. After this period if a candidate desire to pursue research work for Ph.D. degree he will have to apply for registration as a fresh candidate.

- (b) A teacher candidate with five years teaching experience at the time of registration can submit his/her thesis after 18 months instead of 24 months after successful completion of course work.

**13.0 CHANGE OF SUPERVISOR:**

Only under special circumstance, the candidate may be allowed to change the supervisor the vice chancellor on the recommendation of the committee constituted by the vice chancellor for the purpose. No change in the topic of research will be permitted due to change of supervisor.

**14.0 SIX MONTHLY REPORT:**

The university shall obtain every six month a record of attendance, progress report of the work of research scholar from his supervisor as per appendix for which shall be scrutinized by the dean of the school. Those candidates who fail to deposited fees, the vice chancellor on the recommendation of the dean of t he Facility may order the removal of the name of the scholar from the list of those registered for the Ph.D. degree.

**15.0 SUMMARY OF THESIS AND APPOINTMENT OF EXAMINER:**

- a. The candidate shall submit 10 copies of the summary of the thesis together with a list of research papers published of accepted publication in the peer reviewed standard journals of repute as approved the university from time to time though his her supervisor to the register about 3 months prior to the anticipated date of submission of thesis.
- b. The supervisor shall submit to the register in a sealed cover a panel of at least 6 name of examiner actively engaged in the concerned area of research not below the bank of associate professor of a university. Teaching department for college professor, from outside the jurisdiction of this univcrsity. At least half of the name should be from outside the state another panel of the list 6 examiner, actively engaged in the concerned area of research and not below the rank of associate professor of a university. From outside the jurisdiction of this university shall be submitted by chairman board of studies examination comities of the concern department in which the candidate is perusing Ph.D.
- c. In case the candidate related to the supervisor then the first panel of examiner shall the obtained from Head University teaching department of the subject concerned of a senior professor nominate by vice chancellor.
- d. The vice chancellor shall appoint to examiners out of two aforesaid panel submitted by the supervisor and examination committee respectively. The consent of examiner shall be obtained by sending them the summary and list of publication.

**NOTE:** The summary shall be send by post airmail/ email.

**16.0 PRE SUBMISSION DEFENSE COMMITTEE:**

- (i) Prior submission of thesis, the candidate shall prepare a draft thesis and shall submit it in soft and hard copy in the prescribed format of the university.
- (ii) However prior to the submission of draft Ph.D. thesis and PSDC the candidate published at list two research paper in the peer reviewed standard journals of repute, as approved by the UGC (University Grant Commission) in which the candidate is the sole author or one of the co-authors, then his/her name should be as first author. The reprint of such a paper along with reprints of other research papers published by him if any shall be appended inside the thesis at the end. If reprint has not been obtained till the time of

submission of thesis, the acceptance letter along with the approved manuscript (i.e. preprint) shall be appended inside the thesis at the end.

- (iii) The candidate shall make a Pre-submission Defense, base on that draft thesis, in the university teaching department in the subject or any place in the University premise fixed by the university for the purpose. Arrangement for this shall be made on a request from the candidate, duly recommended by the supervisor to the university in the Performa given in Appendix 5.

#### 17.0 SUBMISSION OF THESIS:

1. After getting an approval from PSDC as mentioned in Para 15, the candidate can finalize his/her thesis.
  2. The finalized thesis shall be typed set on a computer using standard software like MS word or Latex. It shall then be type written only on one side of pages. It may then be photocopied (Only one side of the pages) for producing multiple copies.
  3. The Candidate shall submit the thesis to the university as follows:
    - (i) Three hard bound copies of the thesis, and
    - (ii) Soft copy in the form of CD (in Three copies)
  4. In the thesis after the cover page, the forwarding letter/declaration/certificate mentioned in (a) (b) and (c) below must be given.
    - (a) Thesis should be forwarded by head of the Department.
    - (b) The thesis must be accompanied by a declaration form the candidate as per (Appendix 2) that the thesis embodies his/her own work and he/she has worked under the supervisor at the approved place of work for the required period as per provisions of the Ordinance.
    - (c) The certificate from the supervisor together with Co-supervisor, if any, as per (Appendix 3)
- Note – (i) The candidate shall also remit with the thesis, prescribed fee as the examination fee as prescribed by the University.
- (ii) The no dues certificates from the place of work and the University library must be submitted along with the thesis.

#### 18.0 EVALUATION OF THESIS AND VIVA-VOCE EXAMINATION:

- (i) On receipt of the thesis, required fee and no dues certificates, the thesis shall be send to the two examiners already Consented
- (ii) The thesis to be accepted for the award of the Ph.D. degree must comply of the following conditions:
  - (a) It must be a piece of research work characterized either by the discovery of the new facts or by a fresh approach towards the interpretation of fact. In either case. It should evince the candidate's capacity for critical examination and sound judgment.

- (b) It must be satisfactory in point of language and presentation of the subject matter.
- (iii) The examiners shall categorically recommend in the prescribed Performa (Appendix 07) acceptance, revision or rejection of the thesis. He shall also give detailed comments on the points spend out in clause 20 of the Ordinance and also detailed comments on each chapter in the examiner's report, which should be typed on separate pages, in four copies. The examiner must also give a list of at least ten questions he wishes to be asked at the vice-voce. Examination
- (iv) (a) The examiner's may seek clarification of the subject matter of the thesis from the supervisor through the Registrar. This provision will be incorporated in the letter to be sent to the examiners while sending the thesis.
- b. The Vice Chancellor may recall the thesis from an examiner, who fails to send the reports within three months of the date of dispatch of thesis or such other date as may be extended by the Vice Chancellor and appoint another Examiners from the panels of Examiners.
- c. If one Examiner approves the thesis and the other rejects it or recommends for revision, the thesis shall be sent to the third Examiner, drawn from the panels of Examiners as constituted at par 15 (b) by the Vice chancellor, without the reports of earlier Examiner, the third Examiner shall be asked to give his/her opinion and his opinion shall be final.
- d. Incase both the original Examiners accept the thesis for the award of the Ph.D. degree or in the event of it being referred to the third Examiner, and the third Examiner accepts the thesis for the award of the degree, the candidate shall be called upon to appear at the viva-voce Examination before a board of Examiners comprising of the Supervisor, Co supervisor (if any) and one of two Examiners (as per Para 14(b), selected by the Vice chancellor, who have accepted the thesis for the award of the Ph.D degree . In case the candidate is related to the supervisor, then the Vice chancellor shall appoint Head of Studies/ institution/ Chairman Board of studies of the subject concerned to act as Vice-voce examiner, in place of the Supervisor.
- e. The Supervisor/Head of the concerned Department/Chairman Board of Studies of the subject concerned, as the case, may be, shall be communicated the name of the external examiner appointed by Vice Chancellor to conduct the viva-voce examination. The same shall then contact the external examiner and fix up a date Provided that in special circumstances, Kulapati may appoint alternate viva-voce examiner from the panel of examiner, if both the external examiners are not in a position to conduct the viva-voce examination.

- f. The viva-voce examination shall be conducted at the concerned department or at any place fixed by the University for the purpose. The date and time and place of open viva-voce examination shall be notified by the registrar on the University Notice board at least a week in advance. At the time of viva-voce examination, the board, of examiners shall be provided the reports of the examiners, which shall be returned along with the report of viva-voce examination to the Registrar to confidential care.
- g. The candidate shall present the work embodied in the thesis before the board of examiners, members of faculty research scholars and other interested person present in open viva. After the presentation of the research work the Board shall ask question together with those questions which have been given along with examiners reports. Others in the audience can also ask question and the candidate shall replay only those question which are permitted by the external examiner.
- h. In case the viva-voce examination is not satisfactory, the candidate shall reappear for viva-voce examination within six months. Such candidates would be required to pay an additional fee as prescribed by the University for Second viva-voce Examination. The Same examiner/external examiner for second viva-voce examination shall be appointed by the Vice Chancellor as above. If the candidate fails to satisfy the viva-voce examiners a second time, his/her thesis shall be finally rejected.
- v. If the examiner recommend that the candidate be asked to revise/improve his thesis , the Vice- Chancellor shall permit the candidate to resubmit his thesis not earlier than six months and not later than eighteen months ,the period being counted from the date of the issue of orders to the candidate.
- vi. The candidate shall be provided examiners reports without disclosing the names of the examiners to enable him/her to improve the thesis on the basis of the reports. All the copies of the thesis shall also be returned to candidate.
- vii. In case the candidate is allowed to resubmit the thesis he/she will have to pay the prescribed fee afresh at the time of resubmission but it shall not be necessary for him to reproduce any certificate of further attendance at the institution at which he/she carried out the work.
- viii. The resubmitted three copies of the thesis must make clear mention that is a revised version. The thesis shall be got examined as far as possible by the examiners who finally recommended for the revision. In case the candidate is asked to revise the thesis under clause 17 iv.c and one of the examiners recommends again for revision of the revised thesis and the other accept the thesis shall rejected . if he accepts the thesis for the award then the candidate shall be awarded the Ph.D. degree on successful viva-voce



examination as per provision of (clause 17 iv.d of the Ordinance).

- ix. In case a candidate is asked to further revise the thesis by the third examiner, as per provisions laid down under Para 17 iv.c, above thesis shall stand rejected. Second time revision is not permitted in any case and if so, the thesis shall automatically stand rejected.
- x. Note – Whether a candidate has incorporated the minor revision/s suggested by the examiner/s shall be evaluated by Dean of the School. Only after his satisfactory report, the viva-voce of the candidate shall be fixed.

**19.0 APPEARING IN OTHER EXAMINATION:**

No research scholar shall join any other course of study or appear at any other examination conducted by any University leading to a degree (except Certificate/Diploma course of languages, research methodology, statistics and computer courses).

**20.0 PUBLICATION OF THESIS:**

The thesis shall be published only with the permission of the University and such publication shall state on the title page itself that this approved for award of the Ph.D. degree of the University.

**21.0 AWARD OF Ph.D.:**

After the successful viva-voce, the Vice Chancellor shall have powers to issues Notifications for the award Ph.D. degree to the candidate and the matter shall be reported to the Board of Management for their approval in its forthcoming meeting .One copy of the thesis will be kept in the University Library and another copy will be kept in the Department Library of the institution where the research work was carried out; the third will be returned to the supervisor. Following the successful completion of the evaluation process, and announcement of the award of Ph.D. the University shall submit a soft copy of the Ph.D. thesis to UGC within a period of thirty days for hosting thesis in NET accessible all University/Institution.

**22.0 REPORTS OF EXAMINERS:**

After the declaration of the results the successful candidates may be provided the copies of reports examiners who recommended for the award of the degree on payment of fee prescribed by the University. The Reports will not disclose the identity of the examiners.

**23.0 WITHDRAWAL OF DEGREE:**

On detection of any irregularity or any plagiarism the University shall take suitable steps to withdraw the degree. Those candidates who have applied for registration but have not

been registered before this Ordinance comes into force , shall be governed by the provision of this ordinance i.e. they will have to fulfill all the requirement , as laid down in this Ordinance.

- 24.0** 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/advise of a Committee consisting of any or all the Directors of the Departments/Institution/Schools. The decision of the Vice-Chancellor shall be final.
- 25.0** The Reservation to SC/ST/Other category shall be applicable as per the norms of the State Government of Madhya Pradesh.

**Appendix-1****PROFORMA FOR SYNOPSIS**

- 1 Title of the thesis
- 2 Introduction : Giving purpose of research (in about 200 word)
- 3 A brief review of the work already done in the field.
- 4 Noteworthy contributions in the field of proposed work.
- 5 Proposed methodology during the tenure of the research work.
- 6 Expected outcome of the proposed work.
- 7 Reference in standard format.
- 8 List of published papers of the candidate.

Signature of the Supervisor  
Candidate

Date.....

Signature of Co supervisor (if any)

Date .....

Signature of the

Date .....

**Appendix-2****DECLARATION BY THE CANDIDATE**

I declare that the thesis entitled .....

Is my own work conducted under the supervision of Dr.....

(Supervisor/Co-Supervisor) at .....

(Center).....

Approved by Research Degree Committee. I have put in more than 200 days of attendance with supervisor at the center

I further declare that to the best of my knowledge the thesis does not contain my part of any work which has been submitted for the award of any degree either in this University or in any other University without proper citation.

Signature of the candidate

Date : .....

Place: .....

## Appendix-3

## CERTIFICATE OF THE SUPERVISOR CERTIFICATE

This is to certify that the work entitled ..... is a piece of research work done by Shr./Smt./Ku. .... Under My/Our Guidance and Supervision for the degree of Doctor of Philosophy of ..... University (M.P.) India.

I certify that the candidate has put in an attendance of more than 200 days with me. To the best of my knowledge and belief the thesis:

- i Embodies the work of the candidate himself/herself.
- ii Has duly been completed.
- iii Fulfill the requirement of the ordinance relating to the Ph.D. degree of the University:

Signature of the Co-Supervisor  
Supervisor

Signature of the

Date : .....

Date: .....

## Appendix - 4

## CONFIDENTIAL PROGRESS REPORT

Six monthly progress report of the research work done for the period from ..... to ..... of the research scholar.

1. Name of the research scholar .....
2. Subject .....
3. Topic registered for Ph.D Degree .....
4. Name of the Supervisor .....
5. Name of Co-Supervisor (if any) .....
6. Description of the guidance on the topic .....

Period with dates the Candidates has been with the guide for research work(It may also indicate the date of leave availed by the candidate during the above period ).

Remarks of the supervisor on the work done by the candidate on Topic.

Fees paid vide receipt No ..... Date .....

Date: .....

Place : ..... (signature of head of institution  
where the

Candidate was registered for

Ph.D.degree)

Signature of the Supervisor

Address: .....

Date: .....

Place: .....

## Appendix - 5

## FORWARDING LETTER OF HEAD OF INSTITUTION

The Ph.D thesis entitled .....

.....

..... Submitted by Shri/Smt./Ku. ....

is forwarded to the university in six copies. The candidate has paid the necessary fees and there are no dues outstanding against him/her.

Name ..... Seal .....

Date: .....

Place: .....

(Signature of Head of institution where the  
Candidate was registered for Ph.D. degree)

Signature of the Supervisor Date:

Date: .....

Address .....

Place: .....

.....

## Appendix-6

## EXAMINERS REPORTS ON Ph.D. THESIS

Title of thesis .....

.....

Name of candidate Shri/Smt./Ku. ....

Subject: ..... Faculty .....

1. Thesis is recommended for them ..... Award of Ph.D. degree. Yes/ No

2. The thesis be revised on the Lines Detailed .....

below .....

3. The thesis be rejected (Please write Yes/No, as the case may be)

This thesis requiring only minor revisions should also be covered in the category and suitable remarks detailing minor revisions required, is/are to be enumerated. Thesis requiring only major revision/s should be covered in this category and suitable remarks detailing the major revision/s required is/are to be enumerated.

## DETAILED REPORT

The examiner is requested to attach detailed report in four copies, covering also the following points

(a) It must be a piece of research work characterized either by the discovery of the facts or by a fresh approach towards the interpretation of facts. In either case it should evince the candidate's capacity for critical examination and sound judgment.

(b) It must be satisfactory in point of language and presentation of the subject matter.

Date : .....

(Signature of the Examiner)

Place : .....

Full Name & Address .....

Appendix-7

**PROVISIONAL CERTIFICATE REGARDING AWARD OF Ph.D. DEGREE**

This is to certify that vide notification no. ....

Dated ..... of this university, the Board of Management has decided that the degree of Ph.D. in  
(Subject) be awarded to .....

The title of Ph.D. thesis is .....

The title of Ph.D. thesis The Ph.D. degree has been awarded in compliance of the "University Grants Commission minimum Standards and procedure for award of M.Phil/ Ph.D. degree) Regulation, 2016".

Registrar

Date: .....

**ORDINANCE No. 65, of 2018**  
**MASTER OF PHILOSOPHY (M. Phil)**

The Ordinance shall be applicable for the Candidate admitted in MASTER OF PHILOSOPHY (M. Phil) degree.

**1.0 ELIGIBILITY FOR ADMISSION:**

1.1 A candidate for enrollment for the Master of Philosophy must, at the time of application, hold master's degree with at least 55% marks or an equivalent grade of University/ deemed university or any other university incorporated by any law for the time being in force and recognized by the university (5% marks will be relaxed for SC/ST/ OBC/PWD category candidates).

1.2 A candidate shall ordinarily be permitted to work for Master of Philosophy in the subject in which he/she has obtained his/her master's or bachelor degree in Engineering/Technology/Applied Sciences or other streams. Provided further that whether a subject is allied or not to the subject in which the candidate has done masters or bachelor degree in engineering/ Technology/ Applied Sciences or other streams, shall be decided by the Academic council.

**2.0 SELECTION OF CANDIDATES:**

The admission shall be made by the University, through an entrance test by the Admission Board following the norms prescribed by the UGC New Delhi. The board will perform the following work:

- (i) To prepare panel of name of papers setters in various subject and submit them to the University.
- (ii) To arrange for entrance test.
- (iii) To arrange for interview.
- (iv) To announce the names of candidates admitted along with the subject, place of research work, name of supervisor and of the thesis.
- (v) To resolve problems, if any.



- (a) Candidate who have qualified the UGC/CSIR/DST/National/State level Fellowship/ GATE/GPAT SLET/NET/ Shall be admitted directly without the entrance test.
- (b) All other candidates will be selected through entrance test.

**3.0 DURATION OF COURSE:**

The course of studies for the degree of Master of Philosophy shall spread over one and half year. (Three Semesters)

**4.0 FEES & INTAKE:**

The fees for each course shall be decided by Board of Management of University the Number of seats in each course will be as per Statute 28:

**5.0 SUBJECT:**

Master of Philosophy Courses shall be started as per the availability of PG courses in the University.

**6.0 EXAMINATION:**

**6.1** The examination shall be conducted generally by means of internal assessment, three written theory papers, one of which shall be on methodology of research, a practical test, a thesis on research work and a viva voce exam.

**6.2** The Teaching Department shall organize during the session, adequate numbers of seminars new developments in the subject or interpretation of different research work and its data. It shall also arrange at least three tests on each of the theory papers and award grades best two of which shall be taken into account for purpose of working out the average Internal Assessment.

**6.3** The scope of studies in different subjects shall be as prescribed by the Academic council on the recommendation of the Boards of Studies and the Faculties concerned from time to time and published by a notification.

**6.4** The written part of the Examination shall be held as far as possible in March April every year the date of commencement thereof having been notified in advance and at such centers as may be approved by the university. Provided that the first year of Introduction of the course if the teaching start in a later part of a session the examination may be held at such other time, after completion of the course, as approved by the Vice Chancellor from time to time.

**7.0** The Practical part of the Examination which shall be conducted jointly by a teacher in the Department and two External Examiners appointed for the purpose may be arranged

either before or after the theory examination in accordance with the convenience of the Department concerned.

**8.0 RESEARCH /PROJECT WORK:**

- 8.1 Every student admitted to the course shall be required to carry out research or project work under the supervision of a teacher in the teaching Department, on a problem assigned to him / her by the Head or die Department with the approval of the Research Degree committee in the subject constituted under the Ordinance of the University.
- 8.2 The candidate shall prepare a thesis on the research / project work done by him which must be characterized either by the discovery of facts or by a fresh approach toward the interpretation of facts capable in either case to advance knowledge in the subject.
- 8.3 The candidate shall submit three typed printed copies of the thesis through the Department so as to reach the office or the Registrar preceding by at least three weeks the date of commencement of the written examination, together with :
- (i) A declaration signed by him/ her that the thesis embodies the result of his/ her own work.
  - (ii) A certificate from the supervisor to the effect that the thesis research conducted being the result of the candidates own work, is on a subject on which similar work has not been previously carried out.

Provided that the Vice-Chancellor may, on the recommendation of the Head of the Department, permit student who could not prosecute the Research / Project in time the period can be extended.

- 9.0 A student of University Teaching Department seeking admission to the examination for the degree of Master of Philosophy shall submit his/her application therefore on prescribed form to the office of the Registrar by the date fixed for the purpose, together with a fee as decided by University for the examination and also the following certificates from the Head of the Teaching Department Via:

- I. Good Conduct.
- ii. Fitness to present himself / herself at the examination.
- iii. Having attended the classes as per Ordinance of SARDAR PATEL UNIVERSITY, BALAGHAT (M.P.) Candidates who have not received certificates prescribed of foregoing clause shall not be permitted to appear at the theory examination. All though he/she have appeared to the practical examination

which was conducted by the department before the start of theory examination.

- 10.0 After the copies of the thesis are received, Registrar shall send them to two external examiners for assessment for grade.
- 10.1 The Viva voce test shall be conducted by (i) one external examiners and (ii) the supervisor of the research work, who shall jointly award a grade on the performance of the candidate at the viva voce test.
- 11.0 In order to be successful at the Examination a candidate must obtain :—
- i. Grade not below B in theory papers.
  - ii. Grade not below in B in practical.
  - iii. Grade not below B in the thesis.
  - iv. Grade not below B in the viva voce test.
  - v. In overall grade not below B.
  - vi. Grades, Grade points, grade point averages and overall Grades, wherever necessary, shall be computed in accordance with the provisions of the ordinance of the University relating to Grading and internal Assessment.
- 11.1 A candidate who has appeared at the examination shall be supplied with a Grade Card indicating, inter alia the Grades and Grade points obtained by him/ her in the internal assessment, theory papers, practical, thesis, viva voce and also the overall Grade and Grade point average, under the provisions of Ordinance of the University.
- i. A candidate, who on obtaining a grade below the provision laid down in clause 9 sub clause (a) has been declared to have failed or who after having been admitted to the Examination fails on account of illness or a similar reason, to appear thereto, may reappear at it subsequently, as an ex-student in accordance with the provisions of ordinances and regulation of the University, provided he/she fulfils all such conditions laid down in this and other ordinances as are applicable to him/her from time to time .
  - ii. A candidate who has failed to obtain Grade B separately in the thesis and the viva voce. Test-shall not be permitted to re-appear at the examination as an ex-student.
  - iii. In the case of an ex-student candidate the grades and Grade points obtained by him / her previously in (a) internal Assessment and (ii) thesis shall be, if these were at least the minimum required for a pass, as laid-down in clause 9 above, carried over for the purpose of his/her result at the subsequent examination.
  - iv. An ex-student candidate shall be required to present himself/herself again before (i) a board of Viva voce examiners constituted as per the provisions of Examination.

- 12.0 The Registrar shall publish the results of the examination announcing the successful candidates and the overall grades obtained by them as soon as possible after the Examination is over but not later than the 60th day.
- 13.0 All candidates appearing in examination shall be required to abide by provisions and ordinance of the University and such other ordinance/ directives, if any, as are applicable to them.
- 14.0 **LEGAL JURISDICTION:**  
All matters of any dispute shall be limited to Balaghat court only. The University reserves the rights to change configuration, courses, contents, fee structure, scheme of evaluation, time schedule of face to face programme and examination as per need.
- 15.0 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.
- 16.0 The Reservation to SC/ST/Other category candidates shall be applicable as per the norms of the State Government of Madhya Pradesh.
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