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# मध्यप्रदेश राजपत्र

## प्राधिकार से प्रकाशित

क्रमांक 41]

भोपाल, शुक्रवार, दिनांक 9 अक्टूबर 2015—आश्विन 17, शक 1937

### भाग ४

#### विषय-सूची

- |                            |                               |                                  |
|----------------------------|-------------------------------|----------------------------------|
| (क) (1) मध्यप्रदेश विधेयक, | (2) प्रवर समिति के प्रतिवेदन, | (3) संसद में पुरःस्थापित विधेयक. |
| (ख) (1) अध्यादेश,          | (2) मध्यप्रदेश अधिनियम,       | (3) संसद् के अधिनियम.            |
| (ग) (1) प्रारूप नियम,      | (2) अन्तिम नियम.              |                                  |

#### भाग ४ (क)—कुछ नहीं

#### भाग ४ (ख)

#### अध्यादेश

#### उच्च शिक्षा विभाग

मंत्रालय, वल्लभ भवन, भोपाल

Bhopal, the 1st October 2015

No. R-318-CC-2015-XXXVIII.—WHEREAS pursuing the procedure specified in Section 28 of Madhya Pradesh Niji Vishwavidyalaya (Sthapna Avam Sanchalan) Adhinyam, 2007 (No. 17 of 2007), the L. N. C. T. University, J. K. Hospital & Medical College Campus, Kolar Road, Bhopal (M. P.) has made the following First Ordinance No. 01 to 13;

Now, THEREFORE, in pursuance of Section 35 (3) of the said Act the State Government, hereby publish the said First Ordinance in the official Gazette. The First Ordinance of the University shall come in to force from the date of notification.

First Ordinance No. 01 to 13.

By order and in the name of the Governor of Madhya Pradesh,

R. K. VIJAY, Dy. Secy.

## L. N. C. T. UNIVERSITY, BHOPAL

Established under M. P., Act No. 17 of 2007

### ORDINANCE NO. 1

#### ADMISSION, ENROLLMENT AND MIGRATION

##### DEFINITIONS:

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

- 1.1 "Equivalent" examination means an examination which has been conducted by;
- 1.1.1 Any recognized Board of Higher Secondary Education, or
- 1.1.2 Any Indian University /Board other than this University incorporated by any law in force for the time being, and recognized by this University as equivalent to its corresponding examination.
- 1.1.3 Any other Foreign qualifications considered equivalent by appropriate authority.
- 1.2 "Qualifying examination" means an examination the passing of which makes 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 LNCT University.

##### 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,
- 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 31<sup>st</sup> July, and for special reasons with the approval of the Vice-Chancellor, by the 14<sup>th</sup> August of that year.

**Provided** where, 31<sup>st</sup> July or 14<sup>th</sup> August is a holiday, the next working day will be the last date in each case. In institutions for Medicine, Dentistry, Pharmacy and Engineering (Undergraduate) the corresponding last date of admission shall be 30<sup>th</sup> Sept. or as prescribed by Apex Body.

**Provided** that, a student, who is eligible for second or supplementary examination of the University shall be permitted to take provisional admission the next higher class within the date prescribed above. If he/she fails to clear the supplementary or pass the second examination the provisional admission in the higher class shall stand 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 (Pravesh ka Viniyaman Avam Shulk ka Nirdharan) Adhinyam 2007 within One week from the last date of admission.

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

### 3.0 LATE ADMISSIONS:

3.1 A student admitted to an Institution after the commencement of the session shall be required to pay tuition fees from July of the year unless he/she migrates from another constituent institution of the University and has paid his/her fees in the former institution up to the preceding month.

3.2 The Head of the Institution may permit a student to change his optional subjects for a course with the approval of the Vice-Chancellor, within two weeks of last date of admission as prescribed by Competent Authority. No change thereafter shall be permitted.

### 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.

**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 absentism, 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 temporality from the Institution pending inquiry into his conduct in connection with an alleged offence.
- 5.5 The period, during which a student remain 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.

**ENROLMENT OF STUDENTS:**

- 6.1 A person who has been admitted to an institution as per the prescribed eligibility of a particular course, shall be enrolled as a student of University by the Registrar.
- 6.2 Application for enrolment as a student of the University shall be made to the Registrar in the prescribed form. Head of Institute will ensure that all the documents are enclosed along with enrollment form and it shall be accompanied by the prescribed enrolment fee. Such application shall be submitted through Head of Institution of the College to which the student has been admitted.

- 6.3 i. No student shall be deemed to have been admitted to any course of study as a regular student of the University unless his/her name is borne on the Register of Enrolled Students.
- ii. The fee for 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.

#### **MIGRATION:**

Migration of students from the University to another may be granted on any genuine grounds such as completion of studies, death of parents / near relative or on medical grounds.

However, the migration in professional colleges will be governed by Rules/Regulation of Statutory Bodies, such as MCI, DCI, INC, IPC & AICTE.

#### **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

### UNIVERSITY EXAMINATIONS

#### 1.0 DEFINITIONS:

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

- 1.1 "Regular candidate" means a person, who has attended a regular course of study in a University Teaching Department, School of Studies or Constituent College and seeks admission to an examination of the University as such.
- 1.2 "Ex-student /Repeater candidate" means a person, who was admitted to an examination as a regular candidate and was not declared successful thereat or was not able to appear in the examination though the admission card was correctly issued to him by the University and seeks admission again to the said examination.
- 1.3 "Non-collegiate candidate" means a person, who seeks admission to an examination of the University otherwise than as a regular candidate or Ex-student/Repeater candidate.
- 1.4 A "regular course of study" means:
- 1.4.1 In case of Faculties other than the Faculties of Medicine, Dental and Engineering, attend at least seventy five percent of lectures and practical separately have been conducted.
- 1.4.2 In case of the Faculties of Medicine and Dentistry, attendance of at least seventy five percent of lectures and eighty five percent of practical and clinical separately.
- 1.4.3 In case of the Faculty of Engineering and Pharmacy, attendance at least eighty five percent of lectures and practical/sessional work separately in a University Teaching Department, Schools of Studies, or College in each subject, which a candidate intends to offer for an examination.
- 1.4.4 "Forwarding officer" means:
- 1.4.4.1 In case of an ex-student candidate, the Principal of the college/HOD, where the candidate had prosecuted a regular course of study.

## 2.0 ADMISSION OF A REGULAR CANDIDATE TO AN EXAMINATION OF THE UNIVERSITY:

- 2.1 No regular candidate shall be admitted to an examination of the University unless he/she:
- 2.1.1 Has been enrolled as a student of the University.
  - 2.1.2 Possesses the minimum academic qualification for admission to the examination to which he seeks admission and has prosecuted a regular course of study for that examination.
- 2.2 Where a candidate offers an additional/optional subject for an examination in accordance with the provisions of the Ordinance relating to the examination, the minimum attendance requirement shall apply equally in case of such additional subject.
- 2.3 In computing the attendance for fulfillment of the condition regarding prosecution of regular course of study;
- 2.3.1 Attendance at lectures delivered and practical/clinical/sessional, if any held during the academic session shall be counted.
  - 2.3.2 Attendance shall be calculated from the date of commencement of course.
  - 2.3.3 Attendance kept by a regular candidate in a higher class shall be counted towards percentage of attendance for the examination of the lower class to which he may revert as a result of his failure to pass in the second/supplementary examination.
  - 2.3.4 Attendance at N.C.C./N.S.S Camp during the session shall be taken as full attendance at Lectures/Practical on each day of camp and the days of journey to such camp.
  - 2.3.5 Participation as a member of a University/College team in any inter University or Inter-Collegiate competition shall be taken as full attendance on the days of such competition and the days of journey for participation therein.
- 2.4 The aggregate number of lectures delivered and practical/ clinical/sessional held in an academic session in a University Teaching Department, School of Studies or College for a Post-graduate degree examination in the Faculties of Arts, Social Science, Life Science, Home Science and Commerce and for LL.B. Examinations shall not be less than 180/90 where semester system is being followed,



- 2.5 For special reasons such as prolonged illness deficiency in percentage of attendance not exceeding ten percent of the total number of lectures delivered and practical/clinical/sessional held in each subject may be condoned by the Vice Chancellor.
- 2.6 Except as otherwise provided, a regular candidate for an examination shall on or before the last date notified by the Controller of Examination.
- 2.6.1 Submit an application for admission to the examination in the prescribed form through the Principal of the College/Head of the University Teaching Department or School of Studies indicating the subject or subject in which he desires to present himself for the examination.
- 2.6.2 Pay along with the application, the fee prescribed for the examination concerned together with a fee for the supply of marks obtained by him/her in each paper at the examination.
- 2.7 Application submitted by regular candidates together with the examination fee and marks fee shall be forwarded by the Head of Institutions, so as to reach the Controller of Examinations on or before the last date prescribed for the purpose by the University.
- 2.7.1 In case of each application, the Head of the Institutions, shall certify that the candidate;
- 2.7.1.1 Possesses the minimum academic qualification as prescribed by Regulatory Body, for appearing at the examination to which he seeks admission.
- 2.7.1.2 Is a good conduct.
- 2.8 The Principal of the Institutions, concerned shall send to the Controller of Examinations at least three weeks before the commencement of the examination concerned three separate lists as detailed below :-
- 2.8.1 **List A** : These candidates who have full filled the minimum criteria of prescribed attendance
- 2.8.2 **List B** : Of those candidates, whose attendance is short by not more than 10% for condonation by the Vice Chancellor, the Principal of the Institutions concerned are required to give specific reasons for condonation of shortage alongwith their recommendation.
- 2.8.3 **List C** :Of those candidates, whose shortage of attendance exceeds 10% and who are to be debarred from appearing at the examination.
- 2.9 The Head of the institutions may detain a regular candidate from taking an examination if he does not pay out standing college dues, or does not return the college property and all the articles and uniforms issued to him for Sports or N.C.C. or N.S.S. or does not pay the cost thereof in case of loss, by one month preceding the examination or if the conduct of the student has been unsatisfactory between the time of submission of his application form to the Registrar for admission to the examination and the date of the commencement of the examination.

### 3.0 ADMISSION OF AN EX-STUDENT CANDIDATE TO EXAMINATIONS OF THE UNIVERSITY:

- 3.1 No ex-student /repeater candidate shall be admitted to an examination of the University unless he/she submits with his/her application for appearing in the examination:
- 3.1.1 The statement of marks (in original) obtained by him/her at the said examination issued by the University together with an attested copy thereof, or
- 3.1.2 In case he was duly admitted to the said examination as a regular candidate but could not appear thereat, a certificate from the Principal of the College last attended by him showing the year, the roll number and the examination to which he was admitted as a regular candidate.
- 3.2 No person shall be admitted as an ex-student/repeater candidate;
- 3.2.1 At any examination in the Faculty of Medicine or Dentistry.
- 3.2.2 At any examination in the Faculty of Engineering if he has failed to secure the minimum marks required for passing in the sessional.
- 3.2.3 In case of repeated student the norms of Statutory Bodies will always be followed.
- 3.3 An ex-student/repeater candidate for an examination shall:
- 3.3.1 Submit through the Head of the Institution, wherein he had prosecuted a regular course of study, an application for admission to the examination in the prescribed form on or before the last date notified by the University and specify therein.
- 3.3.1.1 Whether he/she is a candidate for the full examination or for supplementary examination.
- 3.3.1.2 The subject or subjects in which he/she desires to present himself/herself for the examination.
- 3.3.2 Submit with his application evidence or having been admitted to the examination earlier as required in paragraph 3(1) above.
- 3.3.3 Attach with his application for admission to the examination, his/her latest passport size photograph duly attested by the forwarding Officer.
- 3.3.4 Pay the fee prescribed for the examination together with the additional fee, as prescribed, per the statement of marks obtained in each paper at the examination. Fees shall be paid through crossed Bank Draft in favour of the Registrar of LNCT University or in any other manner prescribed by the LNCT University.

- 3.4 An ex-student/repeater candidate shall offer the subjects or optional papers which he/she had previously offered as a regular candidate unless on account of a change in the scheme of examination the subject/paper offered by him earlier ceases to be apart of the scheme of examination or syllabus for the examination and he is permitted by the University to offer instead a different subject or paper.
- 3.5 An ex-student/repeater candidate will be required to appear in the examination in accordance with syllabus specifying the scope of studies in different subjects in force in the University.
- 3.6 Every ex-student/repeater candidate shall appear at the examination center at which the regular candidates from the college in which he had prosecuted a regular course of study shall be appearing.
- Provided that, the Registrar may, for sufficient reasons, require or allow a candidate to change his/her Examination Center.**
- 3.7 In the event of change of Regulations, scheme and contents in the Courses and introductions of Revised schemes, the old Regulations shall continue for two academic years or four University Examinations.
- 3.8. The students of old scheme will be permitted to appear in the University Examinations for next two academic years or four University Examinations to complete the respective subjects, failing which the students shall come under the new scheme.

#### **ADMISSION OF A NON-COLLEGIATE CANDIDATE TO EXAMINATION OF THE UNIVERSITY:**

- 4.1 Subject to fulfilment of the requirements of Ordinance relating to the examination concerned, non-collegiate candidates shall be eligible to appear in B.A./B.Sc./B.Com/M.A./M.Sc.(Mathematics) M.Com examination and in all other examinations leading to a degree in the Faculties of Arts, Social Science and Commerce.
- 4.2 No non-collegiate candidate shall be admitted to an examination of the University unless such candidate, if he has offered a subject for such examination for which course of practical work is prescribed, has completed such work in an Institutions and submits to the Registrar before the last date notified by the University, a certificate of such completion from the Head of the Institutions.
- 4.3 Each non-collegiate candidate seeking permission for admission to an examination shall apply to the Registrar on or before the last date notified by the University in prescribed form through the Forwarding Officer i.e. the Principal/Dean of the College/HOD which the candidate chooses for Examination Center. The candidate shall submit with his application the original statement of marks obtained at the qualifying examination together with an attested copy thereof or at the examination in which he is to appear if he had failed at the examination earlier.
- 4.4 In the application for admission to the examination the candidate shall specify:

4.4.1 Whether he/she is a candidate for the full examination or for supplementary examination.

4.4.2 The subject or subjects in which he desires to present himself for the examination.

Provided that, no non-collegiate candidate shall be allowed to offer a subject or paper prescribed in the course of study unless the subject or paper is offered by a regular candidate.

4.5 A non-collegiate candidates shall pay with his application for admission to an examination the fee prescribed for the examination together with the following other fees ;

4.5.1	Registration Fee	As prescribed
4.5.2	Permission Fee	As prescribed
4.5.3	Statement of Marks Fee	As prescribed

**Provided that, a candidate who has been registered for an examination shall not be required to pay Registration Fee again for the same examination.**

**Provided also that, "Permission Fee" shall not be payable by a non-collegiate candidate who has been declared eligible for a Supplementary Examination appear the examination as a Supplementary Examination candidate.**

- Note:
- a. Permission Fee shall lapse to the University if the Candidate fails or does not appear at the examination for which such permission was granted by the University.
  - b. All fees shall be paid through crossed Bank Draft drawn in favour of the Registrar of the LNCT University.

4.6 A non-collegiate candidate migrating from another University or Board of Secondary Education shall send with his application for admission to an examination, the migration certificate from the University or Board from which he is migrating and pay an immigration fee as prescribed by LNCT University.

## 5.0 GENERAL CONDITIONS APPLICABLE TO ALL CANDIDATES

5.1 No candidate shall appear in more than one degree examination or in more than one subject for the Master's Degree (Previous or Final) in one and the same Academic Year.

5.2 A candidate who has passed the Bachelor's Degree Part I, or Part II Examination or the previous examination for a Master's Degree of another University may, with the permission of the Vice Chancellor be admitted to the next higher examination of the University for the Degree concerned provided the course offered by the candidate at such other University is equivalent to the course of the University for the Corresponding Examination.

- 5.3 No person who has been expelled or rusticated from any college or University or has been debarred from appearing at a University Examination shall be admitted to any examination during the period for which the sentence is in operation.
- 5.4 The Controller of Examination shall issue an admission card in favour of a candidate if;
- 5.4.1 The application of the candidate is complete in all particulars in accordance with the provisions applicable to him/her and in order.
- 5.4.2 The candidate is eligible for admission to examination, and
- 5.4.3 The fees\* as prescribed have been paid by the candidate.
- 5.5 Where the practical examination is held earlier than the examination in theory paper, a candidate shall not be treated as admitted to the examination until he/she is issued an admission card for appearing in the examination.
- 5.6 The admission card issued in favour of a candidate and also the permission given to non-collegiate candidate to appear at an examination may be withdrawn if it is found that:
- 5.6.1 The admission card was issued or permission was given through mistake and the candidate was not eligible to appear in the examination.
- 5.6.2 Any of the particulars given or documents submitted by the candidate in or with the application for enrollment, admission to a Institution or admission to an examination is false or incorrect.
- 5.7 The Registrar may, if he is satisfied that an admission card has been lost or destroyed, grant a duplicate admission card on payment of a further fee, as prescribed. Such card shall show at a prominent place the word "Duplicate".
- 5.8 A candidate shall not be admitted into the Examination hall unless he/she produces the admission card before the Superintendent of the Examination Center or the invigilator or satisfies such Officers that it shall be produced. A candidate shall produce his/her admission card whenever required by the Superintendent or the invigilator.
- 5.9 In the Examination Hall the candidate shall be under the disciplinary control of the Superintendent of the Center and he/she shall obey his/her instructions. In the event of a candidate disobeying the instructions of the Superintendent or his/her indisciplined conduct or insolent behaviour towards the Superintendent or any invigilator, the candidate may be excluded from the days examination and if he/she persists in misbehaviour he may be excluded from the rest of the examination by the Superintendent of the Center.

- 5.10 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 center or in its precincts endangering the personal safety of either of them or acts in a manner lively to the authorities in the discharge of their duties, the Superintendent may expel the candidate from the center and he may take police help.
- 5.11 If a candidate brings any dangerous weapon within the precincts of the examination center he may be expelled from the center and/or handed over to the Police by he Superintendent.
- 5.12 A candidate expelled on the any of the grounds mentioned in (b) or (c) above will not be allowed to appear in the subsequent papers.
- 5.13 In every case where action is taken by the Superintendent under (a), (b) or (c) above, a full report shall be sent to the University and the Board of Management may according to the gravity of the offence, further punish a candidate by canceling his/her examination and/or debarring him from appearing at the examinations of the University for one or more years after giving the candidate an opportunity to show cause and considering any explanation submitted by the candidate.
- 5.14
- i. If a candidate is found guilty of using or attempting to use or having used unfair means at an examination such as copying book or notes or from the answer of some other candidate or helping or receiving help from any other candidate or keeping with him in the examination hall material connected with the examination or in any other manner whatsoever, the Board or the Committee on use of unfair means appointed for the purpose by the Board may cancel his examination and also debar him from appearing at the examination of the University for one or more years according to the nature of the offence.
  - ii. The Board of Management may cancel the examination of a candidate and /or debar him/ from appearing at an examination of the University for one or more years. If it is discovered after words that the candidate was in any manner guilty of misconduct in connection with his/her examination and/or was instrumental in or had abetted the tempering of University records including the answer -books, mark sheets, result-charts, diplomas and the like.
  - iii. The Board may cancel the examination of a candidate and/or debar him/her from appearing at an examination of the Vishwavidyalaya for one more years, if it is discovered afterwards that the candidate had obtained admission to the examination by misrepresenting facts or by submitting false or forged certificate documents.
  - iv. When the University intends to award any of the aforesaid penalties under clause (i), (ii) or (iii) above it shall give the candidate concerned an opportunity to show cause in writing within fifteen days of the issue of such "show cause" letter as to why the proposed penalty may not be imposed on him and shall consider the explanation, if any, if filed within the specified time before awarding the penalty.

5.15 A candidate, who due to sickness or other cause, is unable to present himself/herself at an examination, shall not receive a refund of his fee. Provided that, the Vice Chancellor may in a case in which he is satisfied about the genuineness, or merit of it, order for adjustment of the following portion of the fee towards the immediately next examination.

5.15.1 Examination Fee after deduction of 50%.

5.15.2 Full Fee for statement of marks.

Others fees paid by the candidate shall lapse to the University. Application for such adjustment from a candidate accompanied by a Medical Certificate of illness, if applicable, must be sent so as to reach the Registrar not earlier than 15 days and not later than 30 days from the date of commencement of the examination at which the candidate was to appear.

Provided however, that a candidate shall not be entitled to the adjustment of examination fee mentioned in the foregoing paragraph if he/she changes the Faculty or his/her subject in case of Post-graduate examination.

5.16 The entire fees paid by a candidate whose application for appearing at an examination is cancelled on account of producing fraudulent documents or giving false particulars shall stand forfeited.

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

**Provided that, no candidate shall be allowed to have more than two answer-books revalued.**

**Provided also that, no revaluation shall be allowed in case of scripts of practical, field work, sessional work test and thesis submitted in lieu of a paper at the examination.**

**Note : There shall be provision for re-totaling and revaluation of written papers in the University Examination in Under Graduate Courses only.**

5.18 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 the University.

5.19 No Person, who is under sentence of expulsion or rustication from an Institution, and is debarred from appearing at an examination of the University for any period of time, shall be granted a Migration Certificate during the period for which the sentence is in operation.

- 5.20 Duplicate of University Degree/Diplomas Certificates shall not be granted except in cases in which the Vice Chancellor is satisfied by the production of an affidavit on a stamped paper of proper value required by Law for the time being in force, that the applicant has real need for a duplicate. In such cases, a duplicate of the Degree/Diploma may be granted on receipt of fee as prescribed by the University.
- 5.21 The names of first 10% to a maximum of ten successful candidates in each regular who obtain first division in first attempt examination, other than second full examination, who obtain First Division shall be declared in Order of Merit for each class/subject as the case may be.
- 5.22 Notwithstanding anything contained in the concerned Ordinance, an examinee who fails by a total of not more than three marks in not more than two subject in any of the examinations, except where it is held on a Semester basis, but secures more than the minimum aggregate marks required to pass shall be given three grace marks to enable him to pass the examination. However, the provision of grace marks as given by Statutory Bodies will always be adhered to.
- 5.23 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 not condoned, one mark shall no where be added.
- Provide** that, the benefit under this paragraph shall not be allowed to enable a candidate to get the benefit under paragraph 20.
- 5.24 The scope of studies in different subjects for an examination shall be as prescribed by the University from time to time and printed in the prospectus for the examination concerned.
- 5.25 There shall be a second full examination as far as possible in August/September every year for candidates, who have failed earlier or having been admitted to the examination were unable to appear in the BA, B.Sc, B.Sc. (Home Science), B.Com and LL.B, examinations provided the examination concerned is not conducted on a Semester basis. Candidates who are declared eligible to appear at a Supplementary Examination shall also be eligible to appear as supplementary candidates in these examinations. Every candidate desirous of appearing at the Second Examination shall submit an application as indicated in this Ordinance with the requisite fees. The results of candidates appearing in the Second Examination shall be declared in accordance with the provisions of the Ordinances.
- 5.26 Such candidates as are eligible to appear in the Second Examination may be provisionally admitted to the next higher class in an Institution and their attendance in the higher class shall be counted in cases they are declared successful at the Second Examination. If the candidate fails at the Examination, the admission to the higher class shall be cancelled and the candidate shall revert to the lower class.



- 5.27 The following shall be eligible to appear at the Supplementary Examination.
- 5.27.1 Candidates who have failed at the BA, B.Sc, B.Sc(Home Science) or B. Com examination in not more than one subject or group as the case may be.
- 5.27.2 Candidates for examinations other than those enumerated in (a)above, who are declared eligible to appear at a Supplementary Examination in accordance with the provisions of the respective examination Ordinance.
- 5.28 In the case of a subject for Supplementary Examination in which there is also a practical test, candidate shall be required to appear in the written papers only if he has passed at the main examination in the practical test and in practical only if he has passed in the written papers. A candidate who has failed both, in written paper and practical test shall be examined in both the parts of the subject.
- 5.29 Except when provided otherwise in the Ordinance or the Regulation concerned, candidate who has been declared eligible for a Supplementary Examination may appear as a Supplementary Examination Candidate in the two examinations immediately following the examination in which he was declared to be so eligible and thereafter he shall be required to appear in all the papers at the next examination.
- 5.30 A candidate appearing in the Supplementary Examination shall be declared to have passed the examination if he secures the minimum pass marks in the subject or group as the case may be, except when provided otherwise in the examination Ordinance concerned. Such a candidate shall be deemed to have obtained only the minimum passing marks in the subject or group as the case may be and such minimum passing marks shall be taken into account in determining the division at the examination.
- 5.31 Members (other than local members) of the Authorities, Bodies and Committees of the University, Moderators, Examiners Inspectors etc. appointed to inspect colleges or Centers of Examination shall be paid traveling allowance and daily allowance for attending meetings or for journeys connected with examinations or the affairs (other than Convocation) of the University, at the rates and subject to the conditions, being paid to other Authorities, Officers, Teachers and employees of the University from time to time as prescribed in the Ordinances/Rules

**ORDINANCE NO. 3****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 centers to conduct the University, Theory, Practical/ Clinical examinations in various institutions for different courses and obtain VC's approval.
- 2.2 The examination centers for Theory examinations shall have adequate space and furniture for making arrangement for seating students allotted to the center.
- 2.3 The examination center for theory examination shall have provision of Secured room to store examination material, Toilets and drinking water facility in proximity of examination hall/halls.

- 2.4 The practical/Clinical examinations shall preferably held in the respective departments of the Institutions.
- 2.5 Each constituent Institution is expected to make provision for minimum required infrastructure for conduction of University examinations.
- 2.6 The Controller of Examinations shall appoint the manpower required to conduct theory, Practical/ Clinical examinations in various center.
- 2.7 The persons whose relative is appearing for the examination, shall no be assigned any responsibility of that examination or that Center.
- 2.8 The Controller of Examination with the approval of Vice-Chancellor may cancel an examination at all centers if it is satisfied that there has been a leakage of question paper/s or any other irregularity that warrants such a step.
- 2.9 The University may change the examination center of the examinee/ examinees irrespective of Institution to which they belong anytime it deems proper without assigning any reason.
- 2.10 The Controller of Examination may, on the recommendation of the Chief Superintendent, appoint a writer to write down dictation pertaining to answer to questions at the examination on behalf of an examinee, who is unable to write himself/herself on account of temporally handicapped(who should be in possession of Medical Certificate issued by Competent Authority) provided that such a writer shall be a man/woman possessing qualification of at least two class examination lower than the examinee concerned.
- 2.11 The Controller of Examination may issue such general instructions for the guidance of the Examiners, Center Superintendents, Tabulators, Collators, Moderators, as it considers necessary for the proper discharge of their duties.
- 2.12 Subject to the provisions of this Ordinance, the Board of,Management may from time to time make, alter or modify rules and procedure about the conduct of examinations in consultation with the Academic bodies.
- 2.13 Any person who is entrusted with the examination work relating to paper setting, invigilation, supervision, evaluation, conduct of practical examination, printing of question papers and answer books, tabulation and preparation of marks cards and all such activities incidental thereto and connected therewith, shall discharge such duties prudently and with utmost integrity for attainment of the academic standards.
- 2.14 If any of their relatives are appearing in the examinations where they are posted, shall report the matter in writing to the Chief Superintendent before accepting the responsibility. Failure to disclose such matter will be viewed as an act of gross misconduct.
- 2.15 If any person who has been allotted the examination work is found guilty of breach of duties or is involved in any misbehavior, shall be liable for punishment and/or with a fine equivalent to any loss suffered by the University/College due to the breach of duty or misbehavior.

- 2.16 Whoever instigates or abets the commission of acts mentioned above shall also be liable for the same action as provided for the person who acts in the manner.
- 2.17 The Controller, may from time to time appoint flying Squad to see that the conduct of the Examination is strictly according to the rules and procedure laid down, free from malpractice.
- 2.18 The squad may consist of Two officers, not below the rank of Professors and shall be drawn from other Institutions in the University.
- 2.19 The squad shall record in writing, the malpractice, deficiencies, if any and obtain signature of Chief Superintendent before sending the report the Controller for further action.
- 2.20 If the report alleges very serious breach of rules, the University may take such action as may be necessary including postponement or cancellation, wholly or in part, of the examination at the center, and if any such action is taken, a report of the action taken shall be made to the Board of Management at its next meeting.
- 2.21 Controller of Examinations shall appoint the Chief Superintendent of the Center (in normal course-Head of the Institution) at each center for the purpose of conducting Theory Practical / Clinical examinations.
- 2.22 Authorized Manpower required to conduct the theory examinations.
- 2.22.1 The Chief Superintendent for each center.
- 2.22.2 Superintendent for the center.
- 2.22.3 Chief Invigilator for each hall / room.
- 2.22.4 Invigilators-One invigilator for every 20 students.
- 2.22.5 Supporting staff.
- 2.22.6 Examination clerk to prepare the data, stationery, and attendance Sheets, packing material etc
- 2.22.7 Clerk to help in sorting, packing and sealing of packets of answer books.
- 2.22.8 Water boys/ women - one each in Hall/ room.
- 2.23 Chief Superintendent shall appoint the personnel mentioned under 2.22.2 to 2.22.5 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 2.22-5 in the above list from among the non-teaching staff.

- 2.25 Persons not assigned any examination duty, shall neither involve themselves nor interfere in any part of examinations. Such act will be viewed as breach of conduct rules.
- 2.26 Authorized Manpower required to conduct Practical/clinical examinations.
- 2.26.1 The chief superintendent for each center.
- 2.26.2 Internal and external examiners.(appointed by the Controller)
- 2.26.3 Not more than two expert assistants from among the teaching staff in each subject to help in organizing, marking attendance, etc. as required by the examiners. The expert assistant shall neither interfere in the actual examination process nor valuation of any part of assignments and awarding of marks.
- 2.26.4 One technical assistant (Staff nurse in case of clinical examinations) to Organize patients, material and instruments.
- 2.26.5 Not more than two attenders
- 2.27 Duties and Responsibilities of Chief Superintendent**
- 2.27.1 Chief Superintendent shall be Head the center to conduct the Theory/ practical/ clinical examinations in proper, peaceful and fair manner as per the rules stipulated by the University.
- 2.27.2 He / She shall be responsible and custodian of the Seal of the Institution.
- 2.27.3 He / She shall be responsible and custodian of all the related confidential documents including question papers, answer books, marks sheets, blank 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 behavior 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 Center as maybe considered necessary, along with any other matter which he/she thinks fit to be brought to the notice of the University.
- 2.27.18 He She shall also be responsible for maintenance and submission, to the Controller of Examination of the University, the account of advance of money, if received, and expenditure incurred in connection with the conduct of the examinations.
- 2.27.19 The Center Superintendent shall have the power to expel an examinee from Examination/s on subsequent days, on any of the following grounds: -
- 2.27.19.1 That the examinee created a nuisance or serious disturbance at the examination center.
- 2.27.19.2 That the examinee showed a seriously aggressive attitude towards an Invigilator or a member of the staff entrusted with the examination work.
- 2.27.19.3 If, necessary, the Superintendent may get Police assistance. Where a candidates is expelled, the Controller of Examination shall be informed immediately.
- 2.27.20 Unless otherwise directed, only teachers of the Institution shall be appointed as Invigilators by the Center Superintendent, Provided that a teacher of the subject of the written, Examination at any session shall not. Be an Invigilator at such session of the examination.

~~2.27.21~~ It shall be the duty of the Center Superintendent to ensure that

an examinee is the same person, who had filled in the form of application for appearing at the examination, by way of checking the photograph pasted on the form.

#### **2.28. Duties and Responsibilities of Superintendent.**

- 2.28.1 Shall carry out the tasks as assigned by the Chief Superintendent.
- 2.28.2 He / she shall co-ordinate and compliment in the discharge of duty of the Chief Superintendent in conduction of examinations in fair manner as per prescribed stipulations and free from any malpractice.

#### **2.29 Duties and Responsibilities of Chief Invigilator**

- 2.29.1 He / she shall be overall responsible for disciplined and fair conduction of examinations in his/her hall/ room.
- 2.29.2 He / she shall ensure that examinees occupy their allotted seats within the stipulated time.
- 2.29.3 He / she shall make announcement drawing attention of students to check their pockets, clothing and desks for presence of any writing material. Such material if any, shall be collected before commencement of examination.
- 2.29.4 He / She shall ensure that No student carries with him/her any prohibited material like Mobile phones, 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 do not wish to continue writing. However their answer book and question paper shall be retained.
- 2.29.9 He / she may permit the student for attending nature calls once for not more than 5 minutes.
- 2.29.10 He / she shall ensure supply of drinking water within the hall/room.

- 2.29.11 He / she shall keep on making rounds in the examination hall/room and ensure that the invigilators also do the rounds regularly to keep watch on copying / malpractice.
- 2.29.12 He / she shall ensure that the candidates fill up the first page properly and additional sheets are tagged securely.
- 2.29.13 He / she shall ensure that 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 LNCT University.
- 2.30.3 External Examiner shall a full time teaching faculty from Universities other than the LNCT 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 centers.

**2.36 Answer Books and additional sheets.**

- 2.36.1 Controller shall be responsible for getting printed and stocked all the Stationary, like answer books both for theory and practical / Clinical examinations required in the process of University examinations.

- 2.36.2 Controller shall arrange to get designed Main Answer books and additional booklets as required to conduct "CODED" system and Not coded system of examination.
- 2.36.3 Such stationary required shall be kept in stock, ready for accounting and distribution to various Institutions to-conduct Examinations.
- 2.36.4 Other stationary like, examination application forms, Admit cards, mark award sheets, attendance sheets, daily reports of examinations, Malpractice 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.

### **2.37 Notification of schedule of registration for the examinations.**

- 2.37.1 The Controller shall notify the time table schedule and also schedule of registration of eligible candidates in prescribed form along with the prescribed fee after due approval from VC. The notification shall contain last date for registration without and with late fee.
- 2.37.2 The H.O.I, shall collect duly filled forms and admit card along with fee before the due date. Consolidated amount collected shall be paid to the University account within 3 days, after the due date.
- 2.37.3 The Head of the Institution shall prepare a consolidated list of all the students registered, in alphabetical order with the details of subjects in following 3 separate categories as per eligibility forward them to the Controller within three days of due date.
- 2.37.3.1 **List A** - The list shall contain all the eligible candidates with attendance of 75% and above 75%.
- 2.37.3.2 **List B** - The list shall contain the candidates attendance of 65% and below 75%. Such students may submit documents in support of valid reasons for shortage. The Vice Chancellor may consider condemnation of shortage of attendance, if he/she is convinced that the reasons of shortage are genuine and Condonable. The candidates whose shortage is condoned, shall be permitted to appear in the examinations.
- 2.37.3.3 **List C** - The list shall contain the candidates with attendance of less than 65%. Such Candidates shall not be permitted to appear in the examinations.

- 2.373.4 Controller shall be responsible to scrutinize the forms as per criteria of eligibility before issuing Admit cards.
- 2.373.5 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 the Chief Superintendent.
- 2.38.2 Group B- Creation of a nuisance or serious disturbance at the examination center and showed serious aggressive attitude towards invigilator or member of staff entrusted with examination work. Such candidate shall be expelled and debarred from writing the examination in one or more papers, by the Chief Superintendent. Controller shall be informed of offence and action taken in writing.
- 2.38.3 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 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 otheris 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 Chief Invigilator shall instruct the student to give written statement on his/or action on paper. The statement shall include number and nature of material in possession and whether he/she has copied from the same,
- 2.39.5 The candidate shall not be allowed to continue in the examination. However he/she may be permitted to write remaining papers on subsequent days.
- 2.39.6 The answer books, material found in possession, and the written statement shall be sealed in separate envelop and handed over to the Chief Superintendent for onward transmission to the Controller.

**2.40 Enquiry on such malpractice cases falling in Group D and other Serious offences.**

- 2.40.1 Controller with prior approval of VC, shall constitute a enquiry committee, consisting of 2-3 senior faculty members, for the purpose to conduct enquiry within the prescribed time framework.
- 2.40.2 Enquiry committee may summon the offender student, invigilators and others who are witness to the incident and wish to record their statement.
- 2.40.3 While deciding on gravity of malpractice and quantum of penalty the enquiry committee shall examine whether the student has used the material to copy in his/her answers. If so how much.
- 2.40.4 Gravity and nature of Malpractice shall be decided by the committee and may recommend the penalty.
- 2.40.5 If found guilty of charges by the enquiry committee, penalty shall be decided by the VC. In general penalty may include
- 2.40.5.1 Penalty recommended by the committee.
- 2.40.5.2 Cancellation of all the papers in the examinations.
- 2.40.5.3 Debar from appearing in examination for 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 centers to maintain the secrecy of Identity of the examinee.
- 2.41.3. The coder shall make bundles containing 25 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 centers well before commencement of practical/clinical examinations for valuation by the authorized examiner/examiners.
- 2.41.5 Chief Superintendents of centers shall get the answer books valued by the examiners in a common center earmarked for confidential work like valuation of theory papers.
- 2.41.6 The Chief Superintendents shall arrange to send the valued answer books in sealed bundles and their marks award list in separate sealed envelop to the controller.
- 2.41.7 Coder then shall decode the codes to registration numbers in mark award list for compiling and computing the results.

#### 2.42 Tabulations and Preparation of results

- 2.42.1 The Controller shall arrange to compile results in computer section by compiling the marks awarded in various sections of examination, like Internal assessment marks, written, VIVA, and practical/clinical examinations.
- 2.42.2 Controller shall furnish the detailed scheme of examination in various subjects including maximum and minimum pass marks in sections, grace marks and marks to declare pass/first/ Distinctions etc to the central computer section.
- 2.42.3 Central computer section shall prepare the results based on all the parameters furnished by Controller.
- 2.42.4 Controller shall nominate 2 senior teaching faculty in the course to scrutinize and approve the Result as per the stipulated regulations.
- 2.42.5 Controller shall declare and upload the result on website after due approval of VC. He/She shall send a copy of result sheet to the respective Institution.
- 2.42.6 Controller shall also arrange for printing and lamination of mark cards of individual students and send the same to the respective Institutions.

- 2.43 Retotaling 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 retotaling and/ or Revaluation in one or more subjects shall apply for the same in prescribed form along with prescribed fee within 7 days from the date of declaration of results,
- 2.43.3 Students who have failed can apply for 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.
- 2.42.1 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.
- 2.43.1 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. 4

### CONDITIONS FOR GRANT OF AWARD OF FELLOWSHIPS, SCHOLARSHIPS, STIPEND MEDALS AND PRIZES

1.0 1.1 The awards of Fellowships, Research and other Scholarships, Stipends etc shall be made by the Governing Body on the recommendation of a Committee consisting of:

- i. The Vice Chancellor, as Chairperson
- ii. Chancellor's Nominee.
- iii. Two Deans of Faculties.
- iv. One Chairperson of Board of Studies to be nominated by Academic Council for two years in rotation.
- v. Controller of Examination
- vi. Chief Finance & Accounts Officer
- vii. The Registrar as Member Secretary.

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

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

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

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

4.1 The fellow/scholar will do 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 when 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/scholarship for a period not exceeding three months during the tenure of the award on the recommendation of the guide.
- 4.8 The fellow/scholar shall be required to pay the fees prescribed by the Institution where he works.
- 5.0 Post-graduate scholarship Instituted by the University shall ordinarily be tenable for two academic sessions i.e. twelve months in the first year and 10 months in the second year on condition that the scholarship holder produces a certificate of efficiency in studies from the Head of the Department in the subject of study or the Head of the Institution.
- 6.0 The scholarship shall be tenable from the 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 drawal 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 hereinafter appearing.
- 2.0 2.1. The quantum of Gold or Silver as the case may be, to be used for a medal shall be such as are approved by the Governing Body and permissible under the central Gold control Act.
- 2.2 The expenditure on the preparation and award of medals shall be met 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 and candidates appeared at the M.B.B.S, BDS, BE, B.Sc (.Nursing), BPT, B.Pharm 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 post-graduate courses being run by University. Provided that the candidate must have passed all University/semester examinations of the consecutive years in single and first attempt.

The Committee comprising of the following shall select the candidates for the awards of medals and prizes:-

- I The Vice Chancellor (Chairman)
  - ii Chancellor's Nominee.
  - iii. Three Deans of Faculties to be nominated by the Vice Chancellor in rotation.
  - iv. Two Chairpersons of Board of Studies to be nominated by Academic Council.
  - v. Registrar.
- 5.0 University shall institute medals and prizes through endowment and donations received from individuals and trusts as may be approved by the Governing Body from time to time.
- 6.0 Notwithstanding anything contained in the foregoing paragraphs, award of University Medal for anyone or all of the Examinations mentioned in para 04 may be withheld, suspended or cancelled :-
- a. If, in respect of a year no candidate is found eligible for the award under the provision of para 04 above.
  - b. If the Vice Chancellor finds, after considering a report of the Head of the Institution, that the eligible student concerned is not worthy to receive the award on account of a serious charge against him/her, like gross Misconduct etc. (c) if the Governing Body is satisfied that the conduct of the examination concerned at one or more of the centers was not proper.

**The inscriptions on the medals shall be as follows:-**

- 7.1 On one side of the Medal - the following words shall be inscribed over the round shaped University emblem, विश्वविद्यालय स्वर्ण पदक और रजत पदक as the case may be in hindi and University Gold/Silver medal in English.
- 7.2 On the other side of the medal the following shall be inscribed
- (i) ----- परीक्षा (name of examination)
  - (ii) ----- संकाय (name of faculty)
  - (iii) माह/वार्षिक परीक्षा
  - (iv) प्रथम स्थान/द्वितीय (as the case may be)
  - (v)..... (short name of the recipient)

If for an examination two or more examinees are found eligible for the award for having obtained equal marks or grade point average, the medal shall be awarded:

- 8.1 In the case of a Bachelor's Degree Examination to both the candidates.
- 8.2 In case of Master Degree Examination also to both the candidates.

## Ordinance No. 5

### “ACADEMIC & RESEARCH ACTIVITY GRANTS”

#### PREAMBLE:

- 1.1 Research forms a very vital part in progress and academic matters of an Institute, the University is keen on providing research facilities in its institutions. To succeed in its goal of High Quality Research, it is necessary that the management not only provides the infrastructure but also encourages the teachers and staff to participate in research activities for sharing and updating the knowledge.
- 1.2 Knowledge is dynamic and not static. Knowledge shall not be confined within the four walls. It shall be disseminated. Knowledge multiplies by many folds, if it is allowed to be shared in classes, clinics symposia, workshop, conferences and other scientific platforms.
- 1.3 Active research work, exposure to scientific seminars, workshops and symposia are important part of learning and spread of knowledge.
- 1.4 In view of the above the guidelines are framed for deputation of personnel for various conferences, continued education and quality improvement programme etc. The guidelines shall be known as Academic and Research Activity Grants (ARAG).

#### CLASSIFICATION OF STAFF:

The teaching staff is classified into the following groups:

- |         |   |   |
|---------|---|---|
| Group A | - | Heads of Institutions (Principals/Dean/Directors/HOD)                                   |
| Group B | - | Professors and Associate Professors / Readers   |
| Group C | - | Asst. Professors/ Sr. Lecturers (possessing P.G. Degree in the respective specialties). |

#### FINANCIAL AIDS:

##### 3.1 FOR RESEARCH WORK:

- i. To encourage research activities, consolidated amount is granted as an aid for the projects
  - a. Quantum of grants is based on the requirements of individual projects.
  - b. The maximum amount shall not exceed per project, as prescribed by the University.

- c. Staff is required to submit the details of project including aims and objectives, material and methods, ethical clearance etc. and provisional cost, report along with timeframe.
- d. The project shall be submitted to the Head of Institution through the respective Heads of the Departments as per prescribed protocol.
- e. Research work forms the property of the Sponsoring Body/LNCT University. Research worker shall seek prior written permission for presentation/publication of the research work in part or full.
- f. If the work is not completed within stipulated time, Head of Institution may consider extending the time for a reasonable period, if required.
- g. The grant may be recovered in case the work is either abandoned or incomplete.
- h. Due credit shall be recorded in the research work. Publications on the role of the Sponsoring Body

**3.2****FOR SCREENING COMMITTEE:**

- i. The Head of Institution shall constitute a "Screening Committee" consisting of Head of Institution and two other senior faculty members.
- ii. The Screening Committee shall send its recommendation including Quantum of funds required to the management for the approval of grant.
- iii. The Management reserves its right to accept fully/partially the recommendations of screening committee.

**3.3****PERMISSIONS/ SANCTIONS:**

- i. The permission may be accorded to attend national conferences, continuing Education Programs, seminars, workshops and symposium etc. related to respective field of individuals.
- ii. Ordinarily the duration of such visits should not exceed more than two weeks.
- iii. Not more than 50% of teaching staff from the same department will be permitted to attend the conference at one time.

**3.4****SANCTIONING AUTHORITY**

- i. Sanctions Authority will consists -
  - a. Vice Chancellor -Chairpersons
  - b. Nominee of Chancellor
  - c. Two Dean of Faculty - Nominated by Vice Chancellor
  - d. One Chairperson of Board of Studies - Nominated by Academic Council,

- e. Chief Finance Officer & Accounts Officer- Member
- f. Registrar- Member Secretary

### 3.2 ELIGIBILITY OF STAFF:

#### i. For Head of the Institutions:

- a. Minimum service in the organization shall be one year.
- b. Eligible to attend one event in a year.
- c. Eligible for Airfare/First A.C fare from Bhopal to the place of event and back.
- d. Eligible for re-imbusement of registration fee in full.
- e. Eligible for grant of accommodation at actual or at the rate not more than as prescribed amount per day.
- f. Eligible for additional grant, as prescribed, if he/she is presenting a scientific research paper.
- g. Re-imbusement will be done on production of tickets and receipts.

#### ii. For Professors/Associate Professors/ Readers:

- a. Minimum service in the organization shall be one year.
- b. Eligible to attend one event in a year.
- c. Eligible for II A.C fare from Bhopal to the place of event and back.
- d. Eligible for re-imbusement of registration fee in full but not exceeding the amount as prescribed.
- e. Eligible for grant of accommodation at actual rate or at the rate not more than the amount as prescribed per day.
- f. Eligible for additional grant of amount, as prescribed, if he/she is presenting research paper/poster/table presentation.
- g. Re-imbusement will be done on production of tickets and receipts.

#### iii. For Assistant Professors / Sr. Lecturers:

- a. Minimum service in the organization shall be one year.
- b. Eligible to attend one event in a year.
- c. Eligible for II A.C fare from Bhopal to the place of event and back
- d. Eligible for re-imbusement of registration fee in full but not exceeding the amount as prescribed.  
Eligible for grant of accommodation at actual or at the rate not more than as prescribed amount per day.

- f. Eligible for additional grant of amount, as prescribed, if he/she is presenting research paper/poster/table presentation.
- g. Re-imburement will be done on production of tickets and receipts.

#### 4.0 PUBLICATIONS:

To encourage and appreciate the contribution of teachers in spread of research work through recognized journals, the University may grant financial aid.

- 4.1 An incentive amount, as prescribed by the University, will be given on publication of research article in indexed Foreign journal.
- 4.2 An incentive amount, as prescribed by the University, will be given on publication of research article in indexed Indian journal.
- 4.3 An incentive amount, as prescribed by the University, will be given to review/general /case reports article published in indexed Foreign/Indian journals.
- 4.4 Teachers shall apply for the above incentives to Head of Institutions with five hard copies and one Soft copy of publication.
- 4.5 Incentives will be granted on the approval of Screening Committee.

#### 5.0 SPECIAL PERMISSION:

- 5.1 Deputation to international conferences etc, and relaxation of the above guidelines for re-imburement at higher value if any, shall be at the sole discretion of the Chancellor on the merits of each case.
- 5.2 The teaching faculty not covered under para 2 above for Academic & Research Activity Grant may also be considered by the Chancellor based on the recommendation of Vice Chancellor.

**Ordinance No. 6****FEES OF EXAMINATION & RATES OF OTHER FEES FOR VARIOUS SERVICES TO BE CHARGED BY THE UNIVERSITY****EXAMINATION FEES (DEGREE/POST GRADUATE DEGREE/DIPLOMA/CERTIFICATE)**

No.	Course	Proposed Exam Fee
<b>UG COURSE</b>		
1	M.B.B.S.	Rs. 2500/-
2	B.D.S.	Rs. 2500/-
3	B.Sc. (NURSING)	Rs. 1000/-
4	POST BASIC B.Sc. (NURSING)	Rs. 1000/-
<b>PG COURSE</b>		
1	MD / MS	Rs. 3000/-
2	MDS	Rs. 3000/-
3	M.Sc. (NURSING)	Rs. 2000/-
<b>POST GRADUATE DIPLOMA</b>		
1	NURSING SUBJECTS	Rs. 1000/-
<b>OTHER FEES</b>		
1	PROCESSING FEES (For Regular & Supp. Exam)	Rs. 300/-
2	CENTRE CHARGE – For Regular Exam	Rs. 150/-
	CENTRE CHARGE – For Regular Exam	Rs. 200/-
3	EXAMINATION FORM FEES	Rs. 100/-
4	PRACTICAL FEES (Per Subject)	Rs. 100/-
5	SUPPLEMENTARY EXAM FOR 2 Subjects	
	- EXAMINATION FEES	Rs. 1500/-
	- CENTRE FEES	Rs. 300/-
	- PROCESSING FEES	Rs. 300/-

**LATE FEE: Rs. 1000/- upto 3 days from last date of submission of form  
Rs. 2000/- upto 2 days before examination**

**RATE OF OTHER FEE**

No.	Description	Proposed Fee
1	Enrollment Fees	Rs. 2000/- UG Course
		Rs. 3000/- PG Course



2	Eligibility Fees	Rs. 1000/- UG
		Rs. 2000/- PG
		\$50 for NRI
3	UG DEGREE FEES	Rs. 1000/-
4	PG DEGREE FEES	Rs. 1500/-
5	HIGHER SPECIALITY DEGREE	Rs. 2500/-
6	Ph.D.	Rs. 1500/-
7	FELLOWSHIP	Rs. 1000/-
8	POST DOCTORAL FELLOWSHIP	Rs. 1000/-
9	D.Sc. DEGREE	Rs. 1000/-
10	DUPLICATE MARKSHEET	Rs. 500/-
11	DUPLICATE DIPLOMA/DEGREE	Rs. 1000/-
12	DUPLICATE DIPLOMA/DEGREE (Urgent)	Rs. 3000/-
13	DUPLICATE MIGRATION	Rs. 500/-
14	DUPLICATE MIGRATION (Urgent)	Rs. 3000/-
15	CHANGE OF NAME	Rs. 500/-
16	DUPLICATE ADMISSION CARD	Rs. 200/-
17	PROV. CERTIFICATE in lieu of DEG/DIP	Rs. 500/-
18	PROV. DEGREE / DIPLOMA – Duplicate	Rs. 500/-
19	RE TOTALLING OF MARKS (in 1 Subj. only)	Rs. 1000/-
20	Ph.D REGISTRATION	Rs. 15000/-
21	Ph.D. THESIS SUBMISSION	Rs. 10000/-
22	D.Sc./D.Litt REGISTRATION	Rs. 15000/-
23	D.Sc./D.LITT THESIS SUBMISSION	Rs. 15000/-
24	EXTENSION OF REG. PERIOD FOR Ph.D FOR ONE YEAR	Rs. 5000/-
25	EXTENSION OF THESIS SUBMISSION FOR Ph.D FOR ONE YEAR	Rs. 5000/-
26	STUDENTS WELFARE FUND	Rs. 500/-
27	UNIVERSITY DEVELOPMENT FUND	Rs. 500/-
28	LIBRARY FEES	Rs. 1500/- For UG Course
		Rs. 2000/- For PG Course
29	SPORTS & CULTURE FEES	Rs. 500/-

**ORDINANCE NO. 7****BACHELOR OF MEDICINE AND BACHELOR OF SURGERY(M.B.B.S.)****AIMS & OBJECTIVES****1.1 AIMS**

- 1.1.1 Graduate medical curriculum is oriented towards training students to undertake the responsibilities of a physician of first contact who is capable of looking after the preventive, promotive, curative & rehabilitative aspect of medicine.
- 1.1.2 With wide range of career opportunities available today, a graduate has a wide choice of career opportunities. The training, though broad based and flexible shall aim to provide an educational experience of the essential<sup>^</sup> required for health care in our country. Training is designed to meet internationally acceptable standards.
- 1.1.3 To undertake the responsibilities of service situations which is a changing condition and of various types, it is essential to provide adequate placement training tailored to the needs of such services as to enable the graduates to become effective instruments of implementation of those requirements. To avail of opportunities and be able to conduct professional requirements, the graduate shall endeavour to have acquired basic training in different aspects of medical care.
- 1.1.4 The importance of the community aspects of health care and of rural health care services is to be recognized. This aspect of education & training of graduates shall be adequately recognized in the prescribed curriculum. Its importance has been systematically upgraded over the past years and adequate exposure to such experiences should be available throughout all the three phases of education & training. This has to be further emphasized and intensified by providing exposure to field practice areas and training during the internship period. The aim of the period of rural training during internship is to enable the fresh graduates to function efficiently under such settings.
- 1.1.5 The educational experience shall emphasize health and community orientation instead of only disease and hospital orientation or being-concentrated - on-curative -aspects. As such -all the basic concepts of modern scientific medical education are to be adequately dealt with.

- 1.1.6 There, must be enough experiences to be provided for self learning. The methods and techniques that would ensure this must become a part of teaching-learning process.
- 1.1.7 The medical graduate of modern scientific medicine shall endeavour to become capable of functioning independently in both urban or rural environment. He/she shall endeavour to give emphasis on fundamental aspects of the subjects taught and on common problems of health and disease avoiding unnecessary details of specialization.
- 1.1.8 The importance of social factors in relation to the problem of health and diseases shall receive proper emphasis throughout the course and to achieve this purpose, the educational process shall also be community based than only hospital based. The importance of population control and family welfare planning shall be emphasized throughout the period of training with the importance of health and development duly emphasized.
- 1.1.9 Adequate emphasis is to be placed on cultivating logical and scientific habits of thought, clarity of expression and independence of judgment, ability to collect and analyse information and to correlate them.
- 1.1.10 The educational process shall be placed in a historic background as an evolving process and not merely as an acquisition of a large number of disjointed facts without a proper perspective. The history of Medicine with reference to the evolution of medical knowledge both in this country and the rest of the world shall form a part of this process.
- 1.1.11 Lectures alone are generally not adequate as a method of training and are a poor means of transferring/acquiring information and even less effective at skill development and in generating the appropriate attitudes. Every effort shall be made to encourage the use of active methods related to demonstration and on first hand experience. Students will be encouraged to learn in small groups, through peer interactions so as to gain maximal experience through contacts with patients and the communities in which they live. While the curriculum objectives often refer to areas of knowledge or science, they are best taught in a setting of clinical relevance and hands on experience for students who assimilate and make this knowledge a part of their own working skills.
- 1.1.12 The graduate medical education in clinical subjects shall be based primarily on out-patient teaching, emergency departments and within the community including peripheral health care institutions. The out-patient departments shall be suitably planned to provide training to graduates in small groups.
- 1.1.13 Clinics shall be organised in small groups of preferably not more than 10 students so that a teacher can give personal attention to each student with a view to improve his skill and competence in handling of the patients.
- 1.1.14 Proper records of the work shall be maintained which will form the basis for the students' internal assessment and shall be

available to the inspectors at the time of inspection of the college by the Medical Council of India.

- 1.1.15 Maximal efforts shall be made to encourage integrated teaching between traditional subject areas using a problem based learning approach starting with clinical or community cases and exploring the relevance of various preclinical disciplines in both understanding and resolution of the problem. Every attempt shall be made to de-emphasize compartmentalisation of disciplines so as to achieve both horizontal and vertical integration in different phases.
- 1.1.16 Every attempt shall be made to encourage students to participate in group discussions and seminars to enable them to develop personality, character, expression and other faculties which are necessary for a medical graduate to function either in solo practice or as a team leader when he begins his independent career. A discussion group shall not have more than 20 students.
- 11.17 Faculty member shall avail modern educational technology while teaching the students and to attain this objective, Medical Education Units/ Departments shall be established in the medical college for faculty development and providing learning resource material to teachers.
- 1.1.18 To derive maximum advantage out of this revised curriculum, the vacation period to students in one calendar year shall not exceed one month, during the 4 Vz years Bachelor of Medicine and Bachelor of Surgery (MBBS) Course.
- 1.1.19 Institution shall insure that adequate financial and technical inputs are provided.
- 1.1.20 History of Medicine the students will be given an outline on History of Medicine. This will be taught in an integrated manner by subject specialists and will be coordinated by the Medical Education Unit of the Institution.
- 1.1.21 The Institution shall have a curriculum committee which would plan curricula and instructional method which will be regularly updated.
- 11.22 Integration of ICT in learning process will be implemented.

## OBJECTIVES

At the end of undergraduate program, the medical student should be able to:

- 1.2.1 Recognize health for air as a national goal and health right of all citizens and by undergoing training for medical profession fulfill his/her social obligations towards realization of this goal.
- 1.2.2 Learn every aspect of National policies on health and devote himself/herself to its practical implementation.
- 1.2.3 Achieve competence in practice of holistic medicine, encompassing promotive, preventive, curative and rehabilitative aspects of common diseases.

- 1.2.4 Develop scientific temper, acquire educational experience for proficiency in profession and promote healthy living.
- 1.2.5 Become exemplary citizen by observation of medical ethics and fulfilling social and professional obligations, so as to respond to national aspirations.
- 1.2.6 Be competent in diagnosis and management of common health problems of the individual and the community, commensurate with his/her position as a member of the health team at the primary, secondary or tertiary levels, using his/her clinical skills based on history, physical examination and relevant investigations.
- 1.2.7 Be competent to practice preventive, promotive, curative and rehabilitative medicine in respect to the commonly encountered health problems.
- 1.2.8 Appreciate rationale for different therapeutic modalities; be familiar with the administration of the "essential drugs" and their common side effects.
- 1.2.9 Be able to appreciate the socio-psychological, cultural, economic and environmental factors affecting health and develop humane attitude towards the patients in discharging one's professional responsibilities.
- 1.2.10 Possess the attitude for continued self learning and to seek further expertise or to pursue research in any chosen area of medicine.
- 1.2.11 Possess the attitude for continued self learning and to seek further expertise or to pursue research in any chosen area of medicine, action research and documentation skills.
- 1.2.12 Be familiar with the basic factors which are essential for the implementation of the National Health Programmes including practical aspects of the following:
  - Family Welfare and Material and Child Health(MCH)
  - Sanitation and water supply
  - Prevention and control of communicable and non-communicable diseases
  - Immunization
  - Health Education
  - IPHS standard of health at various level of service delivery, medical waste disposal.
  - Organizational institutional arrangements.
- 1.2.13 Acquire basic management skills in the area of human resources, materials and resource management related to health care delivery, "General and hospital management principal inventory skills and counseling.
- 1.2.14 Be able to identify community health problems and learn to work to resolve these by designing, instituting corrective steps and evaluating outcome of such measures.
- 1.2.15 Be able to work as a leading partner in health care teams and acquire proficiency in communication skills.

- 1.2.16 Be competent to work in a variety of health care settings.
- 1.2.17 Have personal characteristics and attitudes required for professional life such as personal integrity, sense of responsibility and dependability and ability to relate to or show concern for other individuals.
- 1.2.18 All efforts must be made to equip the medical graduate to acquire the practical skills.

## **COURSE STRUCTURE**

### **2.1 TRAINING PERIOD AND TIME DISTRIBUTION**

2.1.1 Every student shall undergo a period of certified study extending over 4 1/4 academic years divided into 9 semesters, (i.e. of 6 months each) from the date of commencement of his study for the subjects comprising the medical curriculum to the date of completion of the examination and followed by one year compulsory rotating internship. Each semester will consist of approximately 120 teaching days of 8 hours each college working time, including one hour of lunch.

2.1.2 The period of 4 1/4 years is divided into three phases as follows --

2.1.2.1 Phase-I (two semesters) - consisting of Pre-clinical subjects (Human Anatomy, Physiology including Bio-Physics, Bio-chemistry and introduction to Community Medicine including Humanities). Besides 60 hours for introduction to Community Medicine including Humanities, rest of the time shall be somewhat equally divided between Anatomy and Physiology plus Biochemistry combined (Physiology 2/3 & Biochemistry 1/3).

2.1.2.2 Phase-II (3 semesters) - consisting of para-clinical/ clinical subjects. During this phase teaching of para-clinical and clinical subjects shall be done concurrently. The para-clinical subjects shall consist of Pathology, Pharmacology, Microbiology, Forensic Medicine including Toxicology and part of Community Medicine.

The clinical subjects shall consist of all those detailed below in Phase III. Out of the time for Para-clinical teaching approximately equal time be allotted to Pathology, Pharmacology, Microbiology and Forensic Medicine and Community Medicine combined (1/3 Forensic Medicine & 2/3 Community Medicine). See Appendix-C.

2.1.2.3 Phase-III (Continuation of study of clinical subjects for seven semesters after passing Phase-I)

The clinical subjects to be taught during Phase II & III are Medicine and its allied specialties, Surgery and its allied specialties, Obstetrics and Gynaecology and Community Medicine.

Besides clinical posting as per schedule mentioned herewith, rest of the teaching hours be divided for didactic lectures, demonstrations, seminars, group discussions etc. in various subjects. The time distribution shall be as per Appendix-C.

The Medicine and its allied specialties training will include General Medicine, Paediatrics, Tuberculosis and Chest, Skin and Sexually Transmitted Diseases, Psychiatry, Radio-diagnosis, Infectious diseases etc. The Surgery and its allied specialties training will include General Surgery, Orthopaedic Surgery including Physio-therapy and

Rehabilitation, Ophthalmology, Otorhinolaryngology, Anaesthesia, Dentistry, Radio-therapy etc. The Obstetrics & Gynaecology training will include family medicine, family welfare planning etc.

The first 2 semester (approximately 240 teaching days) shall be occupied in the Phase I (Pre-clinical) subjects and introduction to a broader understanding of the perspectives of medical education leading to delivery of health care. No student shall be permitted to join the Phase II (Para-clinical/clinical) group of subjects until he has passed in all the Phase I (Pre-clinical subjects).

After passing pre-clinical subjects, 1 V\* year (3 semesters) shall be devoted to para-clinical subjects. Phase II will be devoted to para-clinical & clinical subjects, along with clinical postings. During clinical phase (Phase III) pre-clinical and para-clinical teaching will be integrated into the teaching of clinical subjects where relevant.

Didactic lectures shall not exceed one third of the time schedule; two third schedule shall include practicals, clinicals or/and group discussions. Learning process shall include living experiences, problem oriented approach, case studies and community health care activities.

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

Supplementary examination shall be conducted within 6 months. The students who pass the supplementary examination shall be allowed to appear in the second professional MBBS examination only after he/she completes the full course of study of three semesters (i.e. 18 months) for the second professional MBBS examination,

**PHASE DISTRIBUTION AND TIMING OF EXAMINATION :-**

6 MONTHS	6 MONTHS	6 MONTHS	
1	2		I Professional examination (during second semester)
3	4	5	II Professional examination (during fifth semester)
6	7		III Professional Part I (during 7th semester)
8	9		III Professional Part II (Final Professional).

- 1 Passing in I<sup>st</sup> Professional is Compulsory before 'proceeding to Phase II training.

- 2.2.2 A student who fails in the II<sup>nd</sup> professional examination, shall not be allowed to appear III<sup>rd</sup> Professional Part I examination unless he passes all subjects of II<sup>nd</sup> Professional examination.
- 2.2.3 Passing in III<sup>rd</sup> Professional (Part I) examination is not compulsory before entering for 8th & 9th semester training, however passing of III<sup>rd</sup> Professional (Part I) is compulsory for being eligible for III<sup>rd</sup> Professional (Part II) examination.
- 2.2.4 During third to ninth semesters, clinical postings of three hours duration daily as specified in the Table below is suggested for various departments, after Introductory Course in Clinical Methods in Medicine & Surgery of two weeks each for the whole class.

TABLE

Total Subject	3 <sup>TM</sup> Semes-ter (Wks)	4 <sup>th</sup> Semes-ter (Wks)	5 <sup>TM</sup> Semes-ter (Wks)	6 <sup>th</sup> Semes-ter (Wks)	7 <sup>TM</sup> Semes-ter (Wks)	8 <sup>TM</sup> Semes-ter (Wks)	Semes-ter (Wks)	Total (Wks)
General*** Medicine	6	-	4	-	4	6	6	26
Paediatrics	-	2	-	2	2	4	-	10
Tuberculosis and Chest Diseases	-	2	-	-	-	-	-	02
Skin & STD	-	2	-	2	-	2	-	06
Psychiatry	-	-	2	-	-	-	-	02
Radiology*	-	-	-	-	2	-	-	02
General **** Surgery	6	-	4	-	4	6	6	26
Orthopaedics**	-	-	4	4	-	-	2	10
Ophthalmology	-	4	-	4	-	-	2	10
* Ear Nose and Throat	-	4	-	4	-	-	-	08
Obstetrics and Gynaecology including Family Welfare Planning	2	4	4	-	4	4	6	24
Community Medicine	4	4	-	4	-	-	-	12
Casualty	-	-	-	2	-	-	-	02
Dentistry	-	-	-	-	2	-	-	02
Total [in Weeks]		22		22		22	22	142

Clinical methods in Medicine and Surgery for whole class will be for 2 weeks each respectively at the start of 3rd semester

\* This posting includes training in Radiodiagnosis and Radiotherapy where existent.

\*\* This posting includes exposure to Rehabilitation and Physiotherapy.

\*\*\* This posting includes exposure to laboratory medicine and infectious diseases.

\*\*\*\* This includes maternity training and Family medicine and the 3rd semester posting shall be in Family Welfare Planning.



## 2.3 INTERNSHIP

2.3.1 **General** - Internship is a phase of training wherein a graduate is expected to learn methods/modalities for actual practice of medical and health care and acquire skills under supervision so that he/she may become capable of functioning independently.

2.3.2 In order to make trained work force available, it may be considered as a phase of training wherein the graduate is expected to conduct actual practice under «the supervision of a trained doctor. The learning methods and modalities have to be done during the MBBS course itself with larger number of hands on session, practice on simulators including zoes models.

### 2.3.3 Specific Objectives

At the end of the internship training, the student shall be able to:

2.3.3.1 Diagnose clinical common disease conditions encountered in practice and make timely decision for referral to higher level;

2.3.3.2 Use discreetly the essential drugs, infusions, blood or its substitutes and laboratory services.

2.3.3.3 Manage all type of emergencies-medical, surgical obstetric, neonatal and paediatric, by rendering first level care;

2.3.3.4 Demonstrate skills in monitoring of the National Health Programme and schemes, oriented to provide preventive and promotive health care services to the community;

2.3.3.5 Develop leadership qualities to function effectively as a leader of the health team organised to deliver the health and family welfare service in existing socio-ecomc, political and cultural environment;

2.3.3.6 Render services to chronically sick and disabled (both physical and mental) and to communicate effectively with patient and the community.

2.3.4 Time allocation to each discipline is approximate and shall be guided more specifically by the actual experience obtained. Thus a student serving in a district or taluk hospital emergency room may well accumulate skill in surgery, orthopaedics, medicine, obstetrics and Gynaecology and Paediatrics during even a single night on duty. Responsible authorities from the medical college shall adjust the intern experience to maximize intern"s opportunities to practice skills in patient care in rough approximation of the time allocation suggested.

### Internship - Time Distribution

<b>2.3.5.1 COMPULSORY</b>	
Community Medicine	2 months
Medicine including 15 days of Psychiatry	2 months
Surgery including 15 days Anaesthesia	2 months
Obst./Gynae. including Family Welfare Planning	2 months
Paediatrics	1 month
Orthopaedics including PMR	1 month
ENT	15 days
Ophthalmology	15 days
Casualty	15 days
<b>2.3.5.2 Elective Posting (1x15 days)</b>	<b>15 days</b>

Subjects for Elective posting will be as follows:

- Dermatology and Sexually Transmitted Diseases.
- Tuberculosis and Respiratory Diseases.
- Radio-Diagnosis
- Forensic Medicine --
- Blood Bank
- Psychiatry

**Note:** Structure internship with college assessment at the end of the internship.

### Other Details

**2.3.6.1** AH parts of the internship shall be done as far as possible in institutions of India. In case of any difficulties, the matter may be referred to the Medical Council of India to be considered on individual merit.

**2.3.6.2** Every candidate will be required after passing the final MBBS examination to undergo compulsory rotational internship to the satisfaction of the College authorities and university for a period of 12 months so as to be eligible for the award of the degree of Bachelor of Medicine and Bachelor of Surgery (MBBS) and full registration.

**2.3.6.3** The University shall issue a provisional MBBS pass certificate on passing the final examination.

**2.3.6.4** The State Medical Council will grant provisional registration to the candidate on production of the provisional MBBS pass certificate. The provisional registration will be for a period of one year. In the event of the shortage or unsatisfactory work, the period of provisional registration and the compulsory rotating internship may be suitably extended by the appropriate authorities.

**2.3.6.5** The intern shall be entrusted with clinical responsibilities under direct supervision of senior medical officer. They shall not be, working independently.

2.3.6.6 Interns will not issue a medical certificate or a death certificate or a medico-legal document under their signature.

2.3.6.7 Adjustment to enable a candidate to obtain training in elective clinical subjects may be made.

2.3.6.8 One year's approved service in the Armed Forces Medical Services, after passing the final MBBS examination shall be considered as equivalent to the pre-registration training detailed above; such training shall, as far as possible, be at the Base/General Hospital.

### 2.3.7 Assessment of Internship

2.3.7.1 The intern shall maintain a record of work which is to be verified and certified by the medical officer under whom he works. Apart from scrutiny of the record of work, assessment and evaluation of training shall be undertaken by an objective approach using situation tests in knowledge, skills and attitude during and at the end of the training. Based on the record of work and date of evaluation, the Dean/Principal shall issue Certificate of satisfactory completion of training, following which the University shall award the MBBS degree or declare him eligible for it.

2.3.7.2 Satisfactory completion shall be determined on the basis of the following:-

- Proficiency of knowledge required for each case  
SCORE 0-5

- The competency in skills expected to manage each case:

- a) Competency for performance of self performance,
- b) of having assisted in procedures,
- c) of having observed.

SCORE 0-5

- Responsibility, punctuality, work up of case, involvement in treatment, follow-up reports.

SCORE 0-5

- Capacity to work in a team (Behaviour with colleagues, nursing staff and relationship with paramedicals).

SCORE 0-5

-- Initiative, participation in discussions, research aptitude.

SCORE 0-5

Poor / Fair / below average / average / above average / excellent  
0    1    2    3    4    5

2.3.7.3 A Score of less than 3 in any of above items will represent unsatisfactory completion of internship.

2.3.7.4 Full registration shall only be given by the State Medical Council/Medical Council of India on the award of the MBBS degree by the university or its declaration that the candidate is eligible for it.

### 3.0 ACADEMIC QUALIFICATION AND SELECTION CRITERIA FOR ADMISSION

3.1 **Eligibility Criteria:** No Candidate shall be allowed to be admitted to the Medical Curriculum proper of first Bachelor of Medicine and Bachelor of Surgery (MBBS) Course until:

3.1.1 He/she shall complete the age of 17 years on or before 31st December of the year of admission to the MBBS Course.

3.1.2 He/she has passed qualifying examination as under:

3.1.2.1 The higher secondary examination or the Indian School Certificate Examination which is equivalent to 10+2 Higher Secondary Examination after a period of 12 years study, the last two years of study comprising of physics, Chemistry, Biology/Bio-technology and Mathematics or any other elective subjects with English at a level not less than the core course for English as prescribed by the National Council for Educational Research and Training after the introduction of the 10+2+3 years educational structure as recommended by the National Committee on education.  
**Note:** Where the course content is not as prescribed for 10+2 education structure of the National Committee, the candidates will have to undergo a period of one year pre-professional training before admission to the Medical colleges.

Or

3.1.2.2 The Intermediate examination in science of an Indian University/Board or other recognized examining body with Physics, Chemistry and Biology/Bio-technology which shall include a practical test in these subjects and also English as a compulsory subject.

Or

3.1.2.3 The pre-professional/pre-medical examination with Physics, Chemistry and Biology/Bio-technology, after passing either the higher secondary school examination, or the pre-university or an equivalent examination. The pre-professional/pre-medical examination shall

include a practical test in Physics, Chemistry & Biology/Bio-technology and also English as a compulsory subject.

Or

- 3.1.2.4 The first year of the three years degree course of a recognized University, with Physics, Chemistry and Biology/Bio-technology including a practical test in these subjects provided the examination is a "University Examination" and candidate has passed 10+2 with English at a level not less than a core course.

Or

- 3.1.2.5 B.Sc examination of an Indian University, provided that he/she has passed the B.Sc examination with not less than two of the following subjects Physics, Chemistry, Biology(Botany, Zoology)/Bio-technology and further that he/she has passed the earlier qualifying examination with the following subjects - Physics, Chemistry, Biology/Bio technology and English.

Or

- 3.1.2.6 Any other examination which, in scope and standard is found to be equivalent to the intermediate science examination of an Indian University/Board, taking Physics, Chemistry and Biology/Bio-technology including practical test in each of these subjects and English.

**Note:**

The pre-medical course may be conducted either at Medical College or a Science College.

Marks obtained in mathematics are not to be considered for admission to MBBS course.

After the 10+2 course is introduced, the integrated courses should be abolished.

- 3.2 Selection of Students:** The selection of students to M.B.B.S. course shall be based solely on merit of the candidate and determination of merit shall be on the basis of a competitive entrance examination conducted by the LNCT University/ any other Designated agency approved and authorized by the Peoples University or as decided by Statutory Body.

- 3.2.1 Procedure for selection to MBBS course shall be as follows :-

- 3.2.1.1 A candidate must have passed in the subjects of Physics, Chemistry, Biology/Bio-technology and English individually and must have obtained a minimum of 50% marks taken together in Physics, Chemistry & Biology/Bio-technology at the qualifying examination and in addition must

have come in the merit list prepared as a result of such competitive entrance examination by securing not less than 50% marks in Physics, Chemistry and Biology/Bio-technology taken together in the competitive examination.

- 3.2.1.2 In respect of candidates belonging to Scheduled Castes, Scheduled Tribes or other Backward Classes the marks obtained in Physics, Chemistry and Biology/Bio-technology taken together in qualifying examination and competitive entrance examination be 40% instead of 50% as stated above.
- 3.2.1.3 Provided that a candidate who has appeared in the qualifying examination the result of which has not been declared, he may be provisionally permitted to take up the competitive entrance examination and in case of selection for admission to the MBBS course, he shall not be admitted to that course until he fulfils the eligibility criteria.
- 3.2.1.4 Provided that the eligibility criteria for admission to persons with locomotory disability of lower limbs will be a minimum of 45% marks instead of 50% taken together in qualifying examination and competitive entrance examination for admission in MBBS course.

### 3.3 Migration

- 3.3.1 Migration from one medical college to other is not a right of a student. However, migration of students from one medical college to another medical college in India may be considered by the Medical Council of India only in exceptional cases on extreme compassionate grounds\*, provided following criteria are fulfilled. Routine migrations on other grounds shall not be allowed.
- 3.3.2 Both the colleges, i.e. one at which the student is studying at present and one to which migration is sought, are recognised by the Medical Council of India.
- 3.3.3 The applicant candidate should have passed first professional MBBS examination.
- 3.3.4 The applicant candidate submits his application for migration, complete in all respects, to all authorities concerned within a period of one month of passing (declaration of results) the first professional Bachelor of Medicine and Bachelor of Surgery (MBBS) examination.
- 3.3.5 The applicant candidate must submit an affidavit stating that he/she will pursue 18 months of prescribed study before appearing at 1<sup>st</sup> professional Bachelor of Medicine and

Bachelor of Surgery (MBBS) examination at the transferee medical college, which should be duly certified by the Registrar of the concerned University in which he/she is seeking transfer. The transfer will be applicable only after receipt of the affidavit.

- 3.3.6 Migration during clinical course of study shall not be allowed on any ground.
- 3.3.7 All applications for migration shall be referred to Medical Council of India by college authorities. The Institution / University shall not allow migrations directly without the approval of the Council. Council reserves the right, not to entertain any application which is not under the prescribed compassionate grounds and also to take independent decisions where applicant has been allowed to migrate without referring the same to the Council.
- 3.3.8 Compassionate grounds criteria for migration as laid down by MCI-
- 3.3.8.1 Death of a supporting guardian.
- 3.3.8.2 Illness of the candidate causing disability.
- 3.3.8.3 Disturbed conditions as declared by Government in the Medical College area.
- 3.3.9 Migration of students from one medical college to another medical college may be granted on any genuine ground subject to the availability of vacancy in the college where migration is sought and fulfilling the other requirements laid down in the Regulations. Migration would be restricted to 5% of the sanctioned intake of the college during the year. No migration will be permitted on any ground from one medical college to another located within the same city.
- 3.3.10 Migration of students from one College to another is permissible only if both the colleges are recognized by the Central Government under section 11(2) of the Indian Medical Council Act, 1956 and further subject to the condition that it shall not result in increase in the sanctioned intake capacity for the academic year concerned in respect of the receiving medical college.
- 3.3.11 The applicant candidate shall be eligible to apply for migration only after qualifying in the first professional MBBS examination. Migration during clinical course of study shall not be allowed on any ground.
- 3.3.12 For the purpose of migration an applicant candidate shall first obtain "No Objection Certificate" from the college where he is studying for the present and the university to which that college is affiliated, and also from the college to which the migration is sought and the university to it that college is affiliated. He/She shall submit his application for migration within a period of 1

within a period of 1 month of passing (Declaration of result of the 1st Professional MBBS examination) along with the above cited four "No Objection Certificates" to: (a) the Director of Medical Education of the State, if migration is sought from one college to another within the same State or (b) the Medical Council of India, if the migration is sought from one college to another located outside the State.

3.3.13 A student who has joined another college on migration shall be eligible to appear in the IInd professional MBBS examination only after attaining the minimum attendance in that college in the subjects, lectures, seminars etc. required for appearing in the examination prescribed under Regulation 12(1)

**Note-1:** The LNCT University /Institutions shall frame appropriate guidelines for grant of No Objection Certificate or migration, as the case may be, to the students subject to provisions of these regulations.

**Note-2 :** Any request for migration not covered under the provisions of these Regulations shall be referred to the Medical Council of India for consideration on individual merits by the Director (Medical Education) of the State or the Head of Central Government Institution concerned. The decision taken by the Council on such requests shall be final.

**Note-3:** The Institution shall send intimation to the Medical Council of India about the number of students admitted by them on migration within one month of their joining. It shall be open to the Council to undertake verification of the compliance of the provisions of the regulations governing migration by the Colleges at any point of time.

#### COMMENCEMENT OF COURSE

- 4.1 The M.B.B.S. course shall commence with effect from 1<sup>st</sup> August of respective year or as per prevailing rules.
- 4.2 The last date up to which students can be admitted against vacancies arising due to any reason shall be 30<sup>th</sup> September of respective year or as per prevailing rules.

#### REGULATION RELATING TO ASSESSMENT OF ACADEMIC GROWTH OF STUDENTS

- 5.1 Examination Regulations - Essentialities for qualifying to appear in professional examinations. The performance in essential components of training are to be assessed, based on:



month of passing (Declaration of result of the 1st Professional MBBS examination) along with the above cited four "No Objection Certificates" to: (a) the Director of Medical Education of the State, if migration is sought from one college to another within the same State or (b) the Medical Council of India, if the migration is sought from one college to another located outside the State.

3.3.13 A student who has joined another college on migration shall be eligible to appear in the IInd professional MBBS examination only after attaining the minimum attendance in that college in the subjects, lectures, seminars etc. required for appearing in the examination prescribed under Regulation 12(1)

**Note-1:** The LNCT University /Institutions shall frame appropriate guidelines for grant of No Objection Certificate or migration, as the case may be, to the students subject to provisions of these regulations.

**Note-2 :** Any request for migration not covered under the provisions of these Regulations shall be referred to the Medical Council of India for consideration on individual merits by the Director (Medical Education) of the State or the Head of Central Government Institution concerned. The decision taken by the Council on such requests shall be final.

**Note-3:** The Institution shall send intimation to the Medical Council of India about the number of students admitted by them on migration within one month of their joining. It shall be open to the Council to undertake verification of the compliance of the provisions of the regulations governing migration by the Colleges at any point of time.

#### COMMENCEMENT OF COURSE

- 4.1 The M.B.B.S. course shall commence with effect from 1<sup>st</sup> August of respective year.
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#### REGULATION RELATING TO ASSESSMENT OF ACADEMIC GROWTH OF STUDENTS

- 5.1 Examination Regulations - Essentialities for qualifying to appear in professional examinations. The performance in essential components of training are to be assessed, based on:

### 5.1.1 Attendance

75% attendance in a subject for appearing in the examination is compulsory inclusive of attendance in non-lecture teaching i.e. seminars, group discussions, tutorials, demonstrations, practicals, hospital (Tertiary Secondary, Primary) posting and bed side clinics etc,

### 5.1.2 Internal Assessment

5.1.2.1 It shall be based on day to day assessment (see note), evaluation of student assignment, preparation for seminar, clinical case presentation etc.:

5.1.2.2 Regular periodical examinations shall be conducted throughout the course. The questions of number of examinations shall be decided by the Institutions.

5.1.2.3 Day to day records shall be given importance during internal assessment

5.1.2.4 Weightage for the internal assessment shall be 20% of the total marks in each subject.

5.1.2.5 Student must secure at least 35% marks of the total marks fixed for internal assessment in a particular subject in order to be eligible to appear in final university examination of that subject.

5.1.2.6 Internal assessment shall relate to different ways in which students participation in learning participation in learning process during semesters in evaluated. Some examples are as follows:

Preparation of subject for students seminar.

Preparation of a clinical case for discussion.

Clinical case study/problem solving exercise.

Participation in Project for health care in the community (planning stage to evaluation).

Proficiency in carrying out a practical or a skill in small research project.

Multiple choice questions (MCQ) test after completion of a system/teaching.

Each item tested shall be objectively assessed and recorded. Some of the items can be assigned as Home work/Vacation work.

## 6.0 APPOINTMENT OF EXAMINERS

- 6.1 No person shall be appointed as an examiner in any of the subjects of the Professional examination leading to and including the final Professional examinations for the award of the MBBS degree unless he has taken atleast five years previously, a doctorate degree of a recognized university or an equivalent qualification in the particular subject as per recommendation of the Council on teachers' eligibility qualifications and has had at least five years of total teaching experience in the subject concerned in a college affiliated to a recognized university at a faculty position.
- 6.2 There shall be at least four examiners for 100 students, out of whom not less than 50% must be external examiners. Of the four examiners, the senior most internal examiner will act as the Chairman and coordinator of the whole examination programme so that uniformity in the matter of assessment of candidates is maintained. Where candidates appearing are more than 100, one additional examiner, for every additional 50 or part thereof candidates appearing, be appointed.
- 6.3 Non medical scientists engaged in the teaching of medical students as whole time teachers, may be appointed examiners in their concerned subjects provided they possess requisite doctorate qualifications and five year teaching experience of medical students after obtaining their postgraduate qualifications. Provided further that the 50% of the examiners (Internal & External) are from the medical qualification stream.
- 6.4 External examiners shall not be from the same university and preferably be from outside the state.
- 6.5 The internal examiner in a subject shall not accept external examinership for a college from which external examiner is appointed in his subject.
- 6.6 External examiners shall rotate at an interval of 2 years.
- 6.7 There shall be a Chairman of the Board of paper-setters who shall be an internal examiner and shall moderate the questions.
- 6.8 Except Head of the department of subject concerned in a college/institution, all other with the rank of reader or equivalent and above with requisite qualifications and experience shall be appointed internal examiners by rotation in their subjects; provided that where there are no posts of readers, then an Assistant Professor of 5 years standing as Assistant Professor may be considered for appointment as examiner.

## 7.0 UNIVERSITY EXAMINATIONS: THEORY AND PRACTICAL

- 7.1 Theory papers will be prepared by the examiners as prescribed. Nature of questions will be short answer type/objective type and marks for each part indicated separately. Question papers should, preferably be of short structure/objective type.

- 7.2 Practicals/clinicals will be conducted in the laboratories or hospital wards. The objective will be to assess proficiency in skills, conduct of experiment, interpretation of data and logical conclusion. Clinical cases should preferably include common diseases and not esoteric syndromes or rare disorders. Emphasis should be on candidate's capability in eliciting physical signs and their interpretation. Clinical cases/practical's shall take into account common diseases which the student is likely to come in contact in practice. Rare cases/obscure syndromes, long cases of neurology shall not- be put for final examination
- 7.3 Viva/oral includes evaluation of management approach and handling of emergencies. Candidates skill in interpretation of common investigative data, x-rays, identification of specimens, ECG etc. also is to be evaluated.
- 7.4 The examinations are to be designed with a view to ascertain whether the candidate has acquired the necessary for knowledge, minimum skills along with clear concepts of the fundamentals which are necessary for him to carry out his professional day to day work competently. Evaluation will be carried out on an objective basis.
- 7.5 Question papers should preferably be of short structure/objective type.
- 7.6 Clinical cases/practicals shall take into account common diseases which the student is likely to come in contact in practice. Rare cases/obscure syndromes, long cases of neurology shall not be put for final examination.
- 7.7 During evaluation it shall be ascertained if the candidate has acquired the desired practical skills.
- 7.8 There shall be one main examination in a year and a supplementary to be held not later than 6 months after the publication of its results. Universities Examinations shall be held as under:-
- 7.8.1 First Professional:-  
In the second Semester of Phase 1 training, in the subjects of Anatomy, Physiology and Bio-Chemistry.
- 7.8.2 Second Professional:-  
In the Fifth Semester of Phase II training, in the subjects of Pathology, Microbiology, Pharmacy and Forensic Medicine.
- 7.8.3 Third Professional ;:-  
Part I- in the Seventh Semester of Phase III, in the subjects of Ophthalmology, Oto-rhyno-laryngology and Community Medicine.
- 7.8.4 Third Professional ;:-  
Part II-(Final Professional) - At the end of Phase III training in the subjects of Medicine, Surgery, Obstetrics & Gynecology and Pediatrics.

**Note:**

- a) Results of University examinations shall be declared before the start of teaching for next semester.
- b) Passing in 1st Professional is compulsory before proceeding to Phase II training.
- c) A student who fails in the IInd professional examination, should not be allowed to appear IIIrd Professional Part I examination unless he passes all subjects of IInd Professional examination.
- d) Passing in IIIrd Professional (Part-1) is compulsory for being eligible for IIIrd Professional (Part II) examination

**Distribution of marks to various disciplines:****7.9.1 First Professional examination:(Pre-clinical Subjects):-****7.9.1. Anatomy:**

Theory-Two papers of 50 marks each  
(One applied question of 10 marks in each paper) 100 marks.  
Oral(Viva) 20 marks  
Practical 40 marks  
Internal Assessment  
(Theory-20; Practical-20) 40 marks  
Total 200 marks

**7.9.1.2 Physiology including Biophysics**

Theory-Two papers of 50 marks each  
(One applied question of 10 marks in each paper) 100 marks  
Oral (Viva) 20 marks  
Practical 40 marks  
Internal Assessment  
(Theory-20; Practical-20) 40 marks  
Total 200 marks

**7.9.1.3 Biochemistry**

Theory-Two papers of 50 marks each  
(One applied question of 10 marks in each paper) 100 marks  
Oral (Viva) 20 marks  
Practical 40 marks  
Internal Assessment  
(Theory-20; Practical-20) 40 marks  
Total 200 marks

**7.9.1.4 Pass:** In each of the subjects, a candidate must obtain 50% in aggregate with a minimum of 50% in Theory including orals and minimum of 50% in Practicals.

**7.9.2 Second Professional Examination:  
(Para-clinical subjects)****7.9.2.1 Pathology**

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

**7.9.2.2 Microbiology**

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

**7.9.2.3 Pharmacology**

Theory-Two papers of 40 marks each  
Containing one question on clinical therapeutics 80 marks  
Oral (Viva) 15 marks  
Practical 25 marks  
Internal assessment  
(Theory-15; Practical-15) 30 marks  
Total 150 marks

**7.9.2.4 Forensic Medicine**

Theory-one paper 40 marks  
Oral (Viva) 10 marks  
Practical/Clinicals 30 marks  
Internal assessment  
(Theory-10; Practical-10) 20 marks  
Total 100 marks

**7.9.2.5 Pass:** In each of the subjects, a candidate must obtain 50 % in aggregate with a minimum of 50% in Theory including oral and minimum of 50% in Practicals/clinicals.

**7.9.3 Third Professional - Part I**

To be conducted during end period of seventh semester.

**7.9.3.1 Ophthalmology**

Theory : One paper 40 marks  
should contain one question on pre-clinical and para-clinical aspects, of 10 marks) raj (Viva) 10 marks

- Clinical 30 marks Internal assessment 20 marks (Theory-10; Practical-10) Total 100 marks

### 7.9.3.2 Oto-Rhino-Laryngology

Theory: One paper 40 marks (should contain one question on pre-clinical and para-clinical aspects, of 10 marks)  
 Oral (Viva) 10 marks  
 Clinical 30 marks Internal assessment 20 marks (Theory-10 Practical-10)  
 Total 100 marks

### 7.9.3.3 Community Medicine including Humanities

Theory : Two papers of 60 marks each 120 marks (includes problem solving, applied aspects of management at primary level including essential drugs, occupational (agro based) diseases, rehabilitation and social aspects of community). Oral (Viva) 10 marks Practical/Project evaluation 30 marks Internal assessment 40 marks (Theory -20; Practical-20) Total 200 marks

7.9.3.4 **Pass:** In each of the subjects a candidate must obtain 50% in aggregate with a minimum of 50% in Theory including orals and minimum of 50% in practicals/clinicals.

## 7.9.4 Third Professional - Part II

Each paper shall have two sections. Questions requiring essay type answers may be avoided.

### 7.9.4.1 Medicine

Theory- Two papers of 60 marks each 120 marks  
 Paper 1- General Medicine  
 Paper II- General Medicine (including Psychiatry, Dermatology and S.T.D.)  
 (Shall contain one question on basic sciences and allied subjects)  
 Oral (Viva) Interpretation of X-ray ECG, etc. 20 marks  
 Clinical (Bed side) 100 marks  
 Internal assessment 60 marks  
 (Theory-30; Practical-30)  
 Total 300 marks

### 7.9.4.2 Surgery

Theory-Two papers of 60 marks each 120 marks  
 Paper-1-General Surgery (Section 1) Orthopaedics (Section 2) Paper II-General Surgery including

Anaesthesiology, Dental diseases and Radiology.  
(shall contain one question on basic sciences and allied subjects)

Oral (Viva) Interpretation of Investigative data 20 marks

Clinical (Bed Side) 100 marks

Internal assessment 60 marks

(Theory-30; Practical-30) 60 marks

Total 300 marks

Paper 1 of Surgery shall have one section in Orthopaedics. The questions on Orthopaedic Surgery be set and assessed by examiners who are teachers in the Orthopaedic surgery.

#### 7.9.4.3 Obstetrics and Gynaecology

Theory Two papers of 40 marks each 80 marks

Paper I- Obstetrics including social obstetrics.

Paper II - Gynaecology, Family Welfare and Demography

(Shall contain one question on basic sciences and allied subjects)

Oral (Viva) including record of delivery cases(20+10) 30 marks

Clinical 50 marks

Internal assessment

(Theory-20; Practical-20) total 40 marks

Total 200 marks

#### 7.9.4.4 Pediatrics: (Including Neonatology)

Theory: One paper 40 marks

(Shall contain one question on basic sciences and allied subjects)

Oral (Viva) 10 marks

Clinical 30 marks

Internal assessment 20 marks

(Theory-10; Practical-10)

Total 100 marks

7.9.4.5 Pass: In each of the subjects a candidate must obtain 50% in aggregate with a minimum of 50% in Theory including orals and minimum of 50% in Practicals/clinicals.

### 7.10 Criteria for passing

7.10.1 Results of University examinations shall be declared before the start of teaching for next semester.

7.10.2 Passing in 1st Professional is compulsory before proceeding to Phase II training.

7.10.3 A student who fails in the IInd professional examination, should not be allowed to appear IIIrd Professional Part I examination unless he passes all subjects of IInd Professional examination.

7.10.4-Passing in IIIrd Professional (Part-1) is compulsory for being eligible for IIrd Professional (Part II) examination



**7.11 Division and Merit list**

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

– 1 <sup>st</sup> division with honors	:	75 % and above
- 1 <sup>st</sup> division	:	60 % and above but below 75%
– 2 <sup>nd</sup> division	:	50 % and above but below 60%

7.11.2 The merit shall be declared by the university after the declaration of result of 3<sup>rd</sup> Part II M.B.B.S. university examination on the basis of the integrated performance of all the four M.B.B.S. university examinations. The merit list shall include first 10 candidates securing at least 1<sup>st</sup> division and passing all M.B.B.S. university examination in first attempts with all subjects taken together.

**7.12 Condonation of deficiency in marks**

7.12.1 The grace marks up to a maximum of five marks may be awarded at the discretion of the University to a student who has failed only in one subject but has passed in all other subjects.

7.12.2 After condonation of marks the result of the concerned M.B.B.S. university examination shall be declared as " Pass by condonation" or "Pass by grace".

**8.0 REVALUATION / RE-TOTALING**

8.1 Re-totalling-The university on application and remittance of stipulated fees as prescribed by the university shall permit a recounting or opportunity to recount the marks received for various questions in an answer paper/papers for theory of all subject for which a candidate has appeared in the university examination. Any error in addition of marks awarded, if identified shall be suitably rectified.

8.2 Revaluation- Revaluation of theory papers in all years of study of the M.B.B.S. course shall be permissible by the university on application and remittance of the prescribed fees within the stipulated time. Such answer scripts shall be reevaluated by not less than two duly qualified examiners and the average obtained shall be awarded to the candidate and the result reconsidered accordingly.

**9.0 CANCELLATION OF ADMISSION**

9.1 The admission of the student at any stage of the study shall be cancelled by the Vice Chancellor based on the recommendation of the head of the institution if:

9.1.1 He/ She is not found to be qualified or eligible as per MCI norms and guidelines.

9.1.2 He/She is found to have produced false / forged documents or found to have used unfair means to secure admission.

9.1.3 He/ sl^p is found to be involved in serious breach of discipline in the restitution or the university campus.

## APPENDIX-A

**Prescribed Teaching Hours :-**

Following minimum teaching hours are prescribed in various disciplines;

<b>A. Pre-Clinical Subjects</b>	(Phase-1 -First and Second Semester)
Anatomy Physiology	650 Hrs.
Biochemistry	480 Hrs.
Community Medicine	240 Hrs.
	60 Hrs.
<b>Para-Clinical Subjects</b>	
Pathology	(Phase-II-5th to 7th Semester) 300 Hrs.
Pharmacology	300 Hrs. 250 Hrs. 200 Hrs.
Microbiology	Hrs.
Community Medicine	(including 8 weeks postings of 3 hrs each)
	100 Hrs.
Forensic Medicine	

Teaching of para-clinical subjects shall be 4 hrs per day in 3rd Hrs Semester and 3Hrs per day in 4th and 5th Semesters (See attached Time Table)

**Clinical Subjects**

Clinical postings as per chart attached.

Theory lectures, demonstrations and Seminars etc.in addition to clinical postings as under. The clinical lectures to be held from 4th Semester onwards (See attached Time Table)

Gen-Medicine	300 Hours
Gen. Surgery	300 Hours
Paediatrics	100 Hours
Orthopedics	100 Hours
T.B. and Chest	20
Ophthalmology	Hours
Psychiatry	100 Hours
ENT	20 Hours
Skin and STD	70 Hours
Radiology	30 Hours
Community Medicine	20 Hours
Dentistry	50 Hours
Anaesthesia	10 Hours
Obst&Gynae.	20 Hours
	300 Hours

**Note**

This period of training is minimum suggested.

Adjustments where required depending on availability of time shall be made.

This period of training does not include university examination period.

Extra time available be devoted to other Sub-specialities.

Clinical methods in Medicine and Surgery for whole class will be for 2 weeks each respectively at the start of 3rd semester.

This posting shall include training in Radiodiagnosis.

This posting includes exposure to Rehabilitation Physiotherapy-

This posting includes exposure to laboratory medicine and infectious diseases.

This posting includes exposure to dressing and Anesthesia.

This includes maternity training and Family medicine and the 3rd semester posting shall be in Fairly Welfare Planning.

**Ordinance No. 8****BACHELOR OF DENTAL SURGERY (B.D.S.)****AIMS**

1.1 The dental graduates during training in the institutions should acquire adequate knowledge, necessary skills and such attitudes which are required for carrying out all the activities appropriate to general dental practice involving the prevention, diagnosis and treatment of anomalies and diseases of the teeth, mouth, jaws and associated tissues.

1.1.2 The graduate should also understand the concept of community oral health education and be able to participate in the rural health care delivery programmes existing in the country.

**1.2. GOALS OF EDUCATION AND TRAINING:**

The Dental curriculum shall be oriented towards educating students of B.D.S. Course to:

1.2.1. Take up the responsibilities of dental surgeon of first contact and be capable of functioning independently in both urban and rural environment.

1.2.2. Provide educational experience that allows hands-on-experience both in hospital as well as in community setting.

1.2.3. Make maximum efforts to encourage integrated teaching and de-emphasize compartmentalisation of disciplines so as to achieve horizontal and vertical integration in different phases.

1.2.4. Offer educational experience that emphasizes health rather than only disease. Teach common problems of health and disease and to the national programmes.

1.2.5. Use learner oriented methods, which would encourage clarity of expression, independence of judgement, scientific habits, problem solving abilities, self initiated and self-directed learning.

1.2.6 Use of active methods of learning such as group discussions, seminars, role play, field visits, demonstrations, peer interactions etc., which would enable students to develop personality, communication skills and other qualities which are necessary may be done.

- 1.2.7 Regular periodic assessment be done throughout the course. Examinations be designed with a view to assess not merely the "knowledge" but also practical and clinical skills, habits and values which are necessary for a graduate to carry out professional day to day work competently.
- 1.2.8. Establish a Dental Education Unit for faculty development, preparation of learning resource materials and for improving evaluation methods.

### OBJECTIVES:

- 2.1 The objectives are dealt under three headings namely (a) knowledge and understanding (b) skills and (c) attitudes.
- 2.1.1 Knowledge and understanding: The graduate shall acquire the following during the period of training.
- 2A.2 Adequate knowledge of the scientific foundations on which dentistry is based and good understanding of various relevant scientific methods, principles of biological functions and shall be able to evaluate and analyse scientifically various established facts and data.
- 2.1.3 Adequate knowledge of the development, structure and function of the teeth, mouth and jaws and associated tissues both in health and disease and their relationship and effect on general-state of health and also the bearing on physical and social well-being of the patient.
- 2.1.4 Adequate knowledge of clinical disciplines and methods, which provide a coherent picture of anomalies, lesions and diseases of the teeth, mouth and jaws and preventive, diagnostic and therapeutic aspects of dentistry. Adequate clinical experience required for general dental practice.
- 2.1.5 Adequate knowledge of biological function and behaviour of persons in health and sickness as well as the influence of the natural and social environment on the state of health so far as it affects dentistry.
- 2.2 **SKILLS :**
- 2.2.1 A graduate shall be able to demonstrate the following skills necessary for practice of dentistry.
- 2.2.2 Able to diagnose and manage various common dental problems encountered in general dental practice, keeping in mind the expectations and the right of the society to receive the best possible treatment available wherever possible.
- 2.2.3 Acquire skill to prevent and manage complications if encountered while carrying out various dental surgical and other procedures.
- 2.2.4 Possess skill to carry out required investigative procedures and ability to interpret laboratory findings.

2.2.5 Promote oral health and help to prevent oral diseases wherever possible. '

2.2.6 Competent in control of pain and anxiety during dental treatment.

### 2.3 ATTITUDES:

2.3.1 A graduate shall develop during the training period the following attitudes. Willing to apply current knowledge of dentistry in the best interest of the patients and the community.

2.3.2 Maintain a high standard of professional ethics and conduct and apply these in all aspects of professional life.

2.3.3 Seek to improve awareness and provide possible solutions for oral health problems and needs throughout the community.

2.3.4 Willingness to participate in the continuing education programmes to update knowledge and professional skills from time to time.

2.3.5. To help and to participate in the implementation of national health programmes.

## COURSE STRUCTURE:

### 3.1 INFRASTRUCTURE:

The Infrastructure like staff, equipment, Instruments, Material, Books and Journals, space and clinical material shall be as per the stipulations of Dental Council of India from time to time.

### 3.2. AGE :

He/She shall complete the age of 17 years on or before 31st December, of the year of admission to the BDS course;

### 3.3. ACADEMIC QUALIFICATION FOR ADMISSION :

3.3.1. He/She shall have passed qualifying examination as under :-

3.3.1.1 The higher secondary examination or the Indian School Certificate Examination which is equivalent to 10 + 2 Higher Secondary Examination after a period of 12 years study, the last, two years of study comprising of Physics, Chemistry, Biology and Mathematics or any other elective subjects with English at a level not less than the core course for English as prescribed by the National Council of Educational Research and Training after the introduction of the 10+2+3 years educational structure as recommended by the National Committee on education;

Note: Where the course content is not as prescribed or 10+2 education structure of the National Committee, the candidates will have to undergo a "period of one year pre-professional training before admission to the dental colleges;

Or

3.3.1.2 The intermediate examination in science of an Indian University/ Board or other recognized examining body with Physics, Chemistry and Biology which shall include a practical test in these subjects and also English as a compulsory subjects.

Or

3.3.1.3 The pre-professional/ Pre-medical examination with Physics, Chemistry and Biology, after passing either the higher secondary school examination, or the pre-university or an equivalent examination. The pre-professional/ Pre-medical examination shall include a practical test in physics, Chemistry and Biology and also English as compulsory subjects;

Or

3.3.1.4 The first year of three year degree course of a recognized university, with physics, Chemistry and Biology including a practical test in three subjects provided the examination is a "University Examination" and candidate has passed 10+2 with English at a level not less than a core courses.

Or

3.3.1.5 B.Sc examination of an Indian University, provided that he/she has passed the B.Sc examination with not less than two of the following subjects Physics, Chemistry, Biology (Botany, Zoology) and further that he/she has passed the earlier qualifying examination with the following subjects-Physics, Chemistry, Biology and English.

Or

3.3.1.6 Any other examination which, in scope and standard is found to be equivalent to the intermediate sciences examination of an Indian University/ Board, taking Physics, Chemistry and Biology including practical test in each of these subjects and English.

#### ELIGIBILITY :

3.4.1 The candidate must have passed in the subject of Physics, Chemistry, Biology and English individually and must have obtained a minimum of 50% marks taken together in Physics, Chemistry & Biology at the qualifying examination and in addition must have come in the merit list prepared as a result of such competitive entrance examination,

by securing not less than 50% marks in Physics, Chemistry & Biology taken together in the competitive examination, In respect of candidates belonging to scheduled castes, scheduled tribes of any other categories notified by the Government the marks obtained in Physics, Chemistry & Biology taken together in qualifying examination and competitive entrance examination be 40% instead of 50% as stated above.

- 3.4.2 Provided that a candidate who has appeared in the qualifying examination the result of which has not been declared, he may be provisionally permitted to take up the competitive entrance examination and in case of selection for admission to the BDS course, he shall not be admitted to that course until he fulfills the ability criteria as per above regulations.
- 3.4.3 Marks obtained in Mathematics are not to be considered of admission to BDS course.

#### 4.0 CRITERIA FOR SELECTION :

- 4.1 Students for Bachelor of Dental Surgery (BDS) course shall be selected strictly on the basis of their academic MERIT and on the basis of merit as determined by the competitive entrance examination conducted by LNCT University/ any other designated agency approved and authorized by the LNCT University or as decided by Statutory Body.

In case the merit list of competitive entrance examination is exhausted and seats are still available, the remaining vacant seats are shall be filled up on the basis of National/ State level test as decided by the Statutory Body.

- 4.3 The remaining vacant seats shall be filled up on the basis of marks obtained in the qualifying examination on the merit basis at college level.

#### CANCELLATION OF ADMISSION & DISCHARGE FROM THE COURSE:

Admission shall be cancelled and discharged from the course on the written orders of the Vice Chancellor if:

- 5.1 Any student who does not clear the first BDS University Examination in all subjects within 3 years from the date of admission.
- 5.2 Any students who was found to have obtained admission in fraudulent manner, if the documents furnished for gaining admission by any student are found to be forged/ false/ doctored at any stage of study.
- 5.3 If any student is found to be involved in serious breach of discipline.

#### MIGRATION:

- 6.1 Migration of the candidate from one Institute to other is not a RIGHT.
- 6.2 However Migration of student of BDS course under LNCT University to any other Recognised Institute in India or Students from any other Recognised Institute in India to LNCT University shall be governed by the Migration rules as laid down by Dental Council of India from time to time.

**DURATION OF THE COURSE:**

7.1 The undergraduate dental training programme leading to BDS degree shall be of 4 academic years with 240 teaching days in each academic year and 12 months of compulsory paid rotatory Internship training.

7.1.1 Candidate shall be permitted to undergo Twelve months of compulsory paid rotatory Internship training only after passing of all the subjects in final BDS course and it shall be done in a recognized Dental College/Institution as per the prescribed rules and regulations as laid down by the University from time to time.

7.2 During this period, the student shall be required to have engaged in full time study.

**Subjects of Study:****7.3 First Year**

7.3.1 General Human Anatomy including Embryology and Histology.

7.3.2 General Human physiology and Biochemistry, Nutrition and Dietics.

7.3.3 Dental Anatomy, Embryology and Oral Histology

7.3.4 Dental materials

7.3.5 Pre-Clinical prosthodontic and Crown and Bridge

**7.4 Second Year**

7.4.1 General Pathology and Microbiology

7.4.2 General and Dental Pharmacology and Therapeutics

7.4.3 Dental Materials

7.4.4 Pre clinical Conservative Dentistry

7.4.5 Pre clinical Prosthodontics and Crown & Bridge

7.4.6 Oral Pathology & Oral Microbiology

**7.5 Third Year**

7.5.1 General Medicine

7.5.2 General Surgery

7.5.3 Oral Pathology and Oral Microbiology

7.5.4 Conservative Dentistry and Endodontics

7.5.5 Oral & Maxillofacial Surgery



- 7.5.6 Oral Medicine and Radiology
- 7.5.7 Orthodontics & Dentofacial Orthopedics
- 7.5.8 Pediatric & Preventive Dentistry
- 7.5.9 Periodontology
- 7.5.10 Prosthodontics and Crown & Bridge
- 7.5.11 Public Health Dentistry
- 7.6 Fourth Year**
- 7.6.1 Part-I First six months**
- 7.6.1.1 Orthodontics & Dentofacial orthopedics
- 7.6.1.2 Oral Medicine & Radiology
- 7.6.1.3 Paediatric & Preventive Dentistry
- 7.6.1.4 Periodontology
- 7.6.1.5 Oral & Maxillofacial Surgery
- 7.6.1.6 Prosthodontics and Crown & Bridge
- 7.6.1.7 Conservative Dentistry and Endodontics
- 7.6.1.8 Public Health Dentistry
- 7.6.2 Part-II second six months**
- 7.6.2.1 Oral & Maxillofacial Surgery
- 7.6.2.2 Prosthodontics and Crown & Bridge
- 7.6.2.3 Conservative Dentistry and Endodontics
- 7.6.2.4 Paediatric & Preventive Dentistry

**COURSE COMMENCEMENT:**

- 8.1 The B.D.S. course shall commence with effect from 1<sup>st</sup> August of respective year or as per prevailing rules.
- 8.2 The last date up to which students can be admitted against vacancies arising due to any reason shall be 30<sup>th</sup> September of respective year or as per prevailing rules.

**EXAMINATIONS:**

- 9.1 Evaluation is a continuous process, which is based upon criteria developed by the concerned authorities with certain objectives to assess the performance of the learner. This also indirectly helps in the measurement of effectiveness and quality of the concerned B.D.S. programme.
- 9.2 Evaluation is achieved by two processes.

9.3 Formative or internal assessment: Formative evaluation is done through a series of tests and examinations conducted periodically by the institution.

9.4 Summative or university examinations: Summative evaluation is done by the university through examination conducted at the end of the specified course.

#### 10.0 METHODS OF EVALUATION:

Evaluation may be achieved by the following tested methods:

10.1 Written test

10.2 Practicals/ Clinical examination

10.3 Viva voce

#### 11.0 INTERNAL ASSESSMENT EXAMINATION:

11.1 Minimum of 3 periodical internal assessment examination shall be conducted in each subject. If the teaching of subject is spread over in two years, at least one examination shall be conducted in first year of teaching.

11.2 Average marks of three examinations shall be computed for the University examinations.

11.3 The Internal assessment examinations shall be conducted in proper manner on the dates announced in the examination schedule prepared at Institution level.

11.4 Repeater students shall appear again in at least one internal examination held during six months. Higher of either new marks or old marks may be considered for University examinations

#### 12.0 CRITERIA FOR A PASS:

12.1 To pass the examination in a subject a candidate shall secure a minimum of 50 % of the total marks in any subject computed as aggregate for (A) theory, i.e., written, viva voce and internal assessment and (B) Practicals / Clinicals including internal assessment, separately and 50 % in aggregate marks of A & B combined mentioned above.

12.2 In case of pre clinical Prosthetic Dentistry and Pre clinical conservative dentistry in II year BDS, where there is no written examination, minimum for pass is 50% of marks in Aggregate of Practical and Viva voce in University examination and Internal Assessment examination i.e. 50/100 marks.

12.3 CLASS DECLARATION IN THE RESULTS :

12.3.1 Class declaration is applicable to the candidates who are appearing for a whole (all the subjects) examination together in one and first attempt only.

12.3.1.1 Second Class: Total Aggregate marks above 50% and below 65% /

- 12.3.1.2 First class: Total Aggregate marks 65% and above and below 75%.
- 12.3.1.3 Distinction class: Total Aggregate marks 75 % and above.
- 12.3.2 Candidates as defined in ( 12.3.1 ) and who have passed the examination in any class and have secured marks of 75% & above in aggregate of individual subject/ subjects shall also be declared to have passed individual subject / subjects in DISTINCTION CLASS in the respective subject/subjects.
- 12.3.3 Candidates, appearing all the papers together or individual subjects in second and subsequent attempts shall be declared to have passed the examination in Pass class. There shall be no provision for declaration of Second, First and Distinction class, if even they secure requisite marks.
- 12.3.4 Grace Marks: Grace marks upto a maximum of 5 marks may be awarded to students who have failed only in one subject but passed in all other subjects. However the total marks obtained without grace marks shall not be altered.
- 12.4 MERIT LIST IN THE UNIVERSITY:**
- 12.4.1 University shall declare the list of students in Merit of maximum of 5% of regular candidates appearing in the examinations, among Constituent Institution/ Institutions
- 12.4.2 In each professional examination of regular batch.
- 12.4.3 Overall Merit in the University based on aggregate of marks of all the professional examinations together.
- 12.4.4 Student passing the examination with grace marks shall not be considered for award of merit.

**RE-TOTALING & RE-VALUATION:**

- 13.1 Re-evaluation: The objective of re-evaluation is to ensure that the student receives a fair evaluation in the university examination and to minimize human error and extenuating circumstances. There shall be two mechanisms as prescribed by the LNCT University from time to time.
- 13.2 The facility of retotaling and revaluation shall be permissible only for written theory papers and not for Practical/ Clinical examinations.
- 13.3 The University on application and remittance of a stipulated fee as prescribed by the university, shall accord opportunity to recount the marks received for various questions in an answer paper/ papers for

theory of all subjects for which the candidate has applied for recounting. Error, if any in totalling of the marks shall be suitably rectified and results modified if necessary.

13.4 Re-valuation of theory papers in all years of study of the BDS course shall be permissible by the university on application and remittance of a prescribed fee. Such answer script shall be re-validated by not less than two duly qualified examiners and the average of marks obtained in revaluation shall be awarded to the candidate and the result accordingly reconsidered.

#### 14.0 ATTENDANCE REQUIREMENT, PROGRESS AND CONDUCT:

- 14.1 Minimum of 75% in theory and 75% attendance in practical /Clinical separately in each subject.
- 14.2 In case of a subject in which there is no examination at the end of the academic year/semester, the percentage of attendance shall not be less than 70%. However, at the time of appearing for the professional examination in the subject, the aggregate percentage of attendance in the subject should satisfy condition (14.1) above.
- 14.3 Failed/Detained students who are repeating the study shall in the same class, a minimum of 6% attendance in Theory and Practicals/Clinics separately.
- 14.4 The HOI shall certify the progress and conduct of the candidates based on the periodical assessment and monitoring.

#### APPOINTMENT OF EXAMINERS :

##### 15.0 EXAMINERS FOR THE UNIVERSITY EXAMINATIONS:

Qualification and experience to be eligible for examinership for BDS examination.

- 15.1 There shall be two examiners. One internal from within the University and one external from outside the university.
- 15.2 Both the examiners shall be appointed by the University.
- 15.3 Shall possess M.D.S/MD/MS/Ph.D., Degree in the concerned specialty from a recognized Institution.
- 15.4 Shall possess a minimum of 4 years teaching experience in the specialty after PG qualification in the specialty in a Dental College / Medical College approved / recognized by the DCI/MCI.
- 15.5 In the Medical subjects, examiners shall be preferably from among the teachers teaching respective Medical subject/ subjects in any Dental College approved / recognized by the DCI.
- 15.6 Should be holding the post of a Reader or above in a Dental / Medical Institution approved / recognized by the DCI / MCI.
- 15.7 In case of Physiology and Biochemistry if Internal examiner is from Physiology, External examiner should be from Biochemistry or vice versa.

- 15.8 incase of Pathology and Microbiology if Internal examiner is from Pathology, External examiner should be from Microbiology or vice versa.
- 15.9 In case of Dental Materials, if internal is from Prosthodontics, external should be from Conservative Dentistry and vice versa.
- 15.10 Reciprocal arrangement of Examiners should be discouraged, in that, the Internal Examiner in a subject should not accept external examinership for a College from which External Examiner is appointed in his subject for the corresponding period.
- 15.11. No person shall be an Examiner to the same subject / Institution for more than 3 consecutive years. However, if there is a break of one year the person can be re-appointed. This provision may be relaxed with prior approval of Vice Chancellor.

#### SCHEME OF EXAMINATIONS :

##### SCHEME OF UNIVERSITY EXAMINATIONS:

- 16.1 The scheme of examination for B.D.S. Course shall be divided into 1st. B.D.S. professional examination at the end of the first academic year, 2nd B.D.S. professional examination at the end of second year, 3rd B.D.S. professional examination at the end of third, 4th BDS (Part-I) professional examination at the end of first term in final year and 4th B.D.S (Part-II) professional examination at the end of 4th year.
- 16.2 There shall be two examinations in each academic year (Regular & Supplementary)
- 16.3 The examination shall be open to a candidate who satisfies the requirements of attendance, progress and other rules as laid down by the University.
- 16.4 Any candidate who fails in one subject in an examination from 1st to 3<sup>rd</sup> BDS is permitted to go to the next higher class and appear for the subject in supplementary or subsequent examinations and complete it successfully before he is permitted to appear for the next higher examination.
- 16.4.1 The candidates failing in 2 or more subjects or not permitted to appear for any reason, shall repeat the study in the failed subjects.
- 16.4.2 Any candidate failing in any subject/subjects in part-I of final BDS shall be permitted to go to part-II and appear in Part-I and Part-II subjects together.

#### SUBJECTS IN EACH PROFESSIONAL EXAMINATION: 16.5

##### I Year B.D.S.

- 16.5.1 General Anatomy including embryology and histology
- 16.5.2 General human physiology and biochemistry
- 16.5.3 Dental Anatomy, Embryology and Oral Histology

**16.6 II Year B.D.S. Examination:**

A candidate who has not successfully completed the 1<sup>st</sup> B.D.S. examination cannot appear in the 2nd year B.D.S Examination.

16.6.1 General pathology and Microbiology

16.6.2 General and Dental pharmacology and therapeutics

16.6.3 Dental Materials

16.6.4 Pre-Clinical Conservative - Only Practical and Viva Voce

16.6.5 Pre-Clinical Prosthodontics - Only Practical and Viva Voce

**16.7 III Year B.D.S. Examination:**

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

16.7.1 General Medicine

16.7.2 General Surgery

16.7.3 Oral Pathology-and Oral Microbiology

**16.8 IV Year B.D.S. ( Part-I )Examination at the end first term of final year:**

A candidate who has not successfully completed the 3<sup>rd</sup> B.D.S. examination cannot appearing the 4<sup>th</sup> year (Part-I) Examination.

16.8.1 Oral Medicine and radiology

16.8.2 Public Health Dentistry

16.8.3 Orthodontics & dentofacial orthopaedics

16.8.4 Periodontology

**16.9 IV Year BDS Part-II Examination at the end of final year:**

16.9.1 Prosthodontics and Crown & Bridge

16.9.2 Conservative Dentistry and Endodontics

16.9.3 Oral and Maxillofacial Surgery

16.9.4 Paediatric & Preventive Dentistry

**17.0 SCHEME OF WRITTEN EXAMINATION:**

17.1 The written examination in each subject shall consist of one paper of three hours duration and shall have maximum marks of 70. The paper shall contain Section A & B with 30 marks each and Section C with 10 marks.

17.2 In all the subjects Section C shall contain 20 Objective type questions carrying V% mark each. Section C shall be printed as a separate paper and shall be supplied to students after 30 minutes of commencement time of theory examination. The students shall answer Section C immediately and the papers shall be collected back after 20 minutes.

- 17.3 In the subjects of Physiology & Biochemistry and Pathology & Microbiology each paper will be divided into two parts with Physiology in part A and Biochemistry in part B, similarly Pathology in part A and Microbiology in part B with 30 marks each. Section C1 and C2 shall contain 10 Objective type questions from respective subjects.
- 17.4 The nature of questions set, will be aimed to evaluate students of different standards ranging from average to excellent,
- 17.5 The questions should cover as broad an area of the content of the course. The essay questions should be properly structured and the marks specifically allotted.

#### 18.0 SCHEME OF PRACTICAL / CLINICAL EXAMINATION:

##### Objective Structured Clinical Evaluation:

- 18.1 The clinical and practical examination should provide a number of chances for the candidate to express one's skills. A number of examination stations with specific instructions to be provided. This can include clinical procedures, laboratory experiments, spotters etc. Evaluation must be made objective and structured. The method of objective structured clinical examinations should be followed. This will avoid examiner bias because both the examiner and the examinee are given specific instructions on what is to be observed at each station.

##### 18.2 Record & Log Books:

The candidate should be given credit for his/her records based on the scores obtained in the record. The marks shall form part of practical/clinical examination.

#### 19.0 VIVA VOCE:

Viva voce is an excellent mode of assessment because it permits a fairly broad coverage and it can assess the problem solving capacity of the student. An assessment related to the affective domain is also possible through viva voce. It is desirable to conduct the viva voce independently by each examiner. In order to avoid vagueness and to maintain uniformity of standard and coverage, questions can be pre-formulated before administering them to each student. Twenty marks are exclusively allotted for viva voce and that can be divided equally amongst the examiners, i.e., 10 marks per examiner.

#### 20.0 MARKS DISTRIBUTION IN EACH SUBJECT:

- 20.1 Each subject except pre-clinical Prosthodontics and pre-clinical Conservative dentistry in 2<sup>nd</sup> BDS, shall have a maximum of 200 marks as under:

##### 20.2 THEORY 100

20.2.1	University written exam	70
20.2.2	Viva Voce	20
20.2.3	Internal assessment	10

Total 100

<b>20.3</b>	<b>PRACTICAL/ CLINICAL</b>	<b>100</b>
20.3.1	University Exam	90
20.3.2	Internal assessment	10
	<b>Total</b>	<b>100</b>
<b>20.4</b>	<b>ONLY PRACTICAL AND VIVA VOCE IN UNIVERSITY EXAMINATIONS</b>	
20.4.1	Pre-clinical Prosthodontics in 2 <sup>nd</sup> BDS	
■ 20.4.2	Pre-clinical Conservative Dentistry in 2 <sup>nd</sup> BDS	
20.4.2.1	Internal Assessment -	20
20.4.2.2	Practical -	60
20.4.2.3	Viva Voce -	20
<b>21.0</b>	<b>SCHEME OF WRITTEN PAPERS AND PRACTICAL / CLINICAL EXAMINATIONS IN VARIOUS SUBJECTS:</b>	
<b>21.1</b>	<b>THEORY</b>	<b>100</b>
21.1.1	University Written	70 Mark
21.1.1.1	Section-A.....	30
	2 long questions of 9 Marks each	18
	3 Short Notes of 4 marks each	12
21.1.1.2	Section-A.....	30
	2 long questions of 9 Marks each	18
	3 Short Notes of 4 marks each	12
21.1.1.3	Section- C- 10 Objective type questions.....	10
<b>Note.</b> I year BDS- Section A -Physiology and Section B-Biochemistry I year BDS- Section C1 -Physiology and Section C2-Biochemistry II year BDS- Section A -Pathology and Section B- Microbiology II year BDS- Section C1 -Pathology and Section C2- Microbiology		
21.1.2	VIVA.....	20
21.1.3	Internal Assessment Examination	10
	<b>Total</b>	<b>100</b>
<b>21.2.</b>	<b>PRACTICALS / CLINICALS EXAMINATION</b>	
21.2.1	University examination .....	90
21.2.2	Internal Assessment Examination .....	10
	<b>Total</b>	<b>100</b>



## ASSIGNMENTS AND DISTRIBUTION OF MARKS IN PRACTICAL / CLINICAL EXAMINATIONS IN VARIOUS SUBJECTS

### 22.1. HUMAN ANATOMY, EMBRYOLOGY, HISTOLOGY & MEDICAL GENETICS

22.1.1 Record / Journal Book 10 Marks

#### 22.1.2 Practicals

##### 22.1.2.1 Gross Anatomy

22.12.1.1 Spotters carrying 2 marks each  
2 x 10 = 20 marks

22.1.2.12 Discussion on ONE given dissected  
specimen = 20 marks

22.12.13 Surface Anatomy 10x1 = 10 marks

##### 22.1.2.2 Histology

Drawing, labeling, Identification of 10 Slides of 4  
mark each = 40 marks

### 22.2 GENERAL HUMAN PHYSIOLOGY

22.2.1 Record/Journal Book.....5 Marks

22.2.2 Practicals 40 Marks

22.2.2.1 Major Experiments. .... 30 Marks

Any one of the Major Experiments  
R.B.C. Count, W.B.C. Count.  
Differential Count, Blood Pressure  
Recording

22.2.2.2 Minor Experiments..... 10 Marks

Any one of the minor Experiments  
Determination of Blood Groups  
Determination of Bleeding & Clotting time  
Haemoglobin Estimation

### 22.3 BIOCHEMISTRY

22.3.1 Record/ Journal Book.....5 Marks

22.3.2 Practicals ■ 40 Marks

22.3.2.1 One procedure for quantitative estimation = 20 marks

22.3.2.2 One procedure for qualitative analysis = 20 marks

### 22.4 DENTAL ANATOMY, EMBRYOLOGY AND ORAL HISTOLOGY

22.4.1 Record/Journal Book ..... 10 Marks

22.4.2	Practicals	80 Marks
22.4.2.1	Carving and polishing of a tooth	30 marks
22.4.2.2	Drawing, labeling, Identification of 10 Slides	30 marks of 3 mark each
22.4.2.3	Spotters (Teeth, Models ) 10X2	20 Marks
<b>22.5</b>	<b>GENERAL PATHOLOGY</b>	
22.5.1	Record/Journal Book.....	5 Marks
22.5.2	Practicals .....	40 Marks
22.5.2.1	Identification and description of	
22.5.2.1.1	Haematology slides - 2- (3 marks each)	
22.5.2.1.2	Histopathology slides-3- (3 marks each)	
22.5.2.1.3	Specimens- 2 - (3 marks each)	
22.5.2.1.4	Instruments - 3-(3 marks each)=	30 Marks
22.5.2.1.5	22.5.2.2 Any one given below	10 Marks
22.5.2.2.1	To do differential count on the given ' peripheral blood smear	
22.5.2.2.2	To estimate haemoglobin percentage in the given sample of blood	
22.5.2.2.3	To determine blood groups (ABO and Rh) in the given sample of blood	
<b>22.6</b>	<b>MICROBIOLOGY</b>	
22.6.1	Record/Journal Book.....	5 Marks
22.6.2	Practicals .....	40 Marks
22.6.2.1	Spotters 10X3 Marks each	30 Marks
22.6.2.2	Slides 10	
22.6.2.3	Media 3	
22.6.2.4	Instruments 2	
22.6.2.5	Staining- Gram's or Zeil-Nelson's	10 Marks
<b>22.7</b>	<b>GENERAL AND DENTAL PHARMACOLOGY AND THERAPEUTICS</b>	
22.7.1	Record/Journal Book.....	10 Marks
22.7.4	Practicals .....	80 Marks
22.7.4.1	Spotters 10nos. x3 =	30 marks
22.7.4.2	Prescriptions 2 nos. (15+15 marks) = medical plus one dental prescription)	30 marks (one
22.7.4.3	Preparations - 1	20 marks

**22.8 DENTAL MATERIALS**

22.8.1 Record/Journal Book.....	10 Marks
22.8.2 Practical	80 Marks
22.8.2.1 10 Spotters: Identify and write the composition and two important uses- 2 marks each	20 Marks
22.8.2.2 Exercise No. 1 -	30 Marks

Any one exercise of the following:

- Manipulation of impression compound and Preparation of a plaster cast of U or L arch.
- Manipulation of alginate impression material and preparation of plaster cast of U or L arch.
- Manipulation of Zinc Oxide Eugenol , impression paste, and preparation of cast of U or L arch.
- Manipulation of Rubber Base impression material and preparation of Stone cast

22.8.2.3 Exercise No. 2 -	30 marks
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Manipulation of any one of the following.

ZOE (Luting and Filling consistency)

Zinc Phosphate Cement (Luting and Base consistency)

Silicate Cement (Filing consistency)

Glass Ionomer Cement Type I/II (Luting/Filling consistency)

Polycarboxylate Cement (Luting consistency).

Silver amalgam Trituration

**22.9 PRE CLINICAL PROSTHODONTICS - ONLY PRACTICAL AND VIVA VOCE**

22.9.1 Record/Journal Book.....	10 Marks
22.9.2 Practicals	50 Marks

- i. Arrangement of teeth in class I relation,  
Waxing, Carving, Polishing

**22.10 PRECLINICAL CONSERVATIVE DENTISTRY - ONLY PRACTICAL AND VIVA VOCE**

22.10.1 Record/Journal Book .....	10 Marks
22.10.2 Practicals	50 Marks
22.10.2.1 Preparation of Class II Conventional Cavity for Silver Amalgam in Maxillary or Mandibular I or II Molar tooth (Typhodont/Natural Tooth), Filling, & carving -40 Marks	
22.10.2.2 Spotters Material & Instruments 5X2	10 Marks
<b>22.11 GENERAL MEDICINE</b>	
22.11.1 Record/Journal Book..... - .....	10 Marks
22.11.2 Clinicals (Case presentation & Discussion)	80 Marks
22.11.2.1 Case Presentation (Case History, Clinical examination, Provisional Diagnosis / DD, Investigations & Management)	40 marks
22.11.2.2 Radiographic interpretations	30 marks
22.11.2.3 Instruments	10 marks
<b>22.12 GENERAL SURGERY</b>	
22.12.1 Record/Journal Book.....	10Marks
22.12.2 Clinicals (Case presentation & Discussion)	80 Marks
22.12.2.1 Case Presentation (Case History, Clinical examination, Provisional Diagnosis / DD, Investigations & Management)	40 Marks
22.12.2.2 Radiographic interpretations	30 Marks
22.12.2.3 Instruments	10 Marks
<b>22.13 ORAL PATHOLOGY- AND ORAL MICROBIOLOGY</b>	
22.13.1 Record/Journal Book .....	10 Marks
22.13.2 Practicals	80 Marks
22.13.2.1 10 Specimen: Identification & Points 10x3=	30 Marks
22.13.2.2. 10 Slides - Diagrams, Labelling & Salient features & identification - 5 marks each.	50 Marks
<b>22.14 ORAL MEDICINE AND RADIOLOGY</b>	
22.14.1 Record/Journal Book .....	10 Marks
22.14.2 Clinicals	80 Marks

22.14.2.1	Oral Medicine-Case presentation & Discussion (Case History, Clinical examination, Provisional Diagnosis / DD, Investigations & Management)	50 Marks
22.14.2.2	Radiology  One exercise of taking Periapical radiograph, Processing & interpretation	30 Marks
<b>22.15</b>	<b>PAEDIATRIC &amp; PREVENTIVE DENTISTRY</b>	
22.15.1	Record/Journal Book .....	10Marks
22.15.2	Clinicals	80 Marks
20.15.2.1	Case presentation & Discussion- Case History, Clinical examination, Provisional Diagnosis / DD, Investigations & Management)	40 marks
20.15.2.2	Clinical procedure: Any one of the three-  Oral prophylaxis and topical fluoride application or Restoration of decayed tooth or Extraction of primary tooth	40 Marks
<b>22.16</b>	<b>ORTHODONTICS &amp; DENTOFACIAL ORTHOPAEDICS</b>	
22.16.1	Record/Journal Book .....	10 Marks
22.16.2	Clinicals	80 Marks
22.16.2.1	Case presentation & Discussion - (Case History, Clinical examination, Provisional Diagnosis / DD, Investigations & Management)	40 marks
22.16.2.2	Wire Bending Exercises: Any two-	40 Marks
<b>22.17</b>	<b>PERIODONTOLOGY</b>	
22.17.1	Record/Journal Book.....	10 Marks
22.17.2	Clinicals	80 Marks
22.17.2.1	Case presentation (Case History, Clinical examination, Provisional Diagnosis / DD, Investigations & Management)	40 marks
22.17.2.2	Oral Prophylaxis	40 marks
<b>22.18</b>	<b>PROSTHODONTICS AND CROWN &amp; BRIDGE</b>	
22.18.1	Record/Journal Book .....	10 Marks
22.18.2	Clinicals (Case presentation & Discussion)	80 Marks

22.18.2.1 Case history	10 marks
22.18.2.2 Complete denture exercise	40 marks
22.18.2.3 Tooth preparation on typhodont	30 marks

### 22.19 CONSERVATIVE DENTISTRY AND ENDODONTICS

22.19.1 Record/Journal Book	10 Marks
22.19.2 Clinicals (Clinical exercise & Discussion) Clinical Management of Carious lesions on permanent teeth	80 Marks

### 22.20 ORAL AND MAXILLOFACIAL SURGERY

22.20.1 Record/Journal Book	10 Marks
22.20.2 Clinicals (Clinical exercise & Discussion)	80 Marks
22.20.2.1 Case History & Examination	25 Marks
22.20.2.2 Local anaesthesia technique	25 Marks
22.20.2.3 Extraction of firm tooth (Maxillary/ Mandibular post, tooth)	30 Marks

### 22.21 PUBLIC HEALTH DENTISTRY

22.21.1 Record/Journal Book	10 Marks
22.21.2 Clinicals (Case presentation & Health talk)	80 Marks
22.21.2.1 Case History & Examination	30 Marks
22.21.2.2 Assessment of Oral Health status	20 Marks
22.21.2.3 One Preventive clinical procedure	20 Marks
22.21.2.4 22.21.3 Oral Health education talk	10 Marks

### 23.0 QUALIFICATION AND EXPERIENCE OF TEACHING FACULTY

Qualification and experience of various cadres of teaching faculty as prescribed by Dental Council of India from time to time shall be applicable to the Faculty in Dental Institutions of LNCT University.

### 24.0 TEACHING SCHEDULE

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

Sl. No.	Subject	Lecture Hours	Practical Hours	Clinical Hours	Total Hours
1.	General Human Anatomy including Embryology, Osteology and Histology	120(100)	160(175)	---	280 (275)
2.	General Human Physiology, Biochemistry, Nutrition and Dietics	120(120) 80 (70)	160(60) 160(60)	---	280(180) 240(130)
3.	Dental Materials	120(80)	160(240)	---	280 (320)
4.	Dental Anatomy, Embryology, and Oral Histology	120(105)	240 (250)	---	360(355)
5.	Dental Pharmacology and Therapeutics	80 (70)	80 (20)	---	160(90)
6.	General Pathology & Microbiology	80(55) 80 (65)	80 (55) 80 (50)	---	160(110) 160(115)
7.	General Medicine	80 (60)	---	160(90)	240(150)
8.	General Surgery	80 (60)	---	160(90)	240(150)
9.	Oral Pathology and Microbiology	120(145)	160(130)	---	280 (275)
10.	Oral Medicine and Radiology	120(65)	---	200	320 (265)
11.	Pediatric & Preventive Dentistry	80(65)	---	200	280 (265)
12.	Orthodontics & Dental Orthopedics	80 (50)	---	200	280 (250)
13.	Periodontology	80	---	200	280
14.	Oral & Maxillofacial Surgery	120(70)	---	360	480 (430)
15.	Conservative Dentistry and Endodontic	120(135)	200	480 (460)	800 (795)
16.	Prosthodontics & Crown & Bridge	160(135)	360(300)	460	980 (895)
17.	Public Health Dentistry	80 (60)	--	320 (290)	400(350)
		1590	1540	2550	5680

**ORDINANCE NO. 9****BACHELOR OF SCIENCE IN NURSING****BASIC B. SC ( NURSING) 4 YEARS DEGREE COURSE****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 promotive, preventive, curative, and rehabilitative services.
- 1.1.2 Prepare nurses, who can make independent decisions in nursing situations, protect the rights of and facilitate individuals and groups in pursuit of health, function in the hospital, community-nursing services, and conduct research studies in the areas of nursing practice. They are also expected to assume the role of teacher, supervisor, and manager in a clinical / public health setting.

**1.2 OBJECTIVES**

On completion of the four year B. Sc Nursing program the graduate will be able to:

- 1.2.1 Apply knowledge from physical, biological and behavioral sciences, medicine including alternative systems and nursing in providing nursing care to individuals, families and communities.
- 1.2.2 Demonstrate understanding of life style and other factors, which affect health of individuals and groups.
- 1.2.3 Provide nursing care based on steps of nursing process in collaboration with the individuals and groups.
- 1.2.4 Demonstrate critical thinking skill in making decisions in all situations in order to provide quality care.
- 1.2.5 Utilize the latest trends and technology in providing health care.
- 1.2.6 Provide promotive preventive and restorative health services in line with the national health policies and programmes.



- 1.2.7 Practice within the framework of code of ethics and professional conduct, and acceptable standards of practice within the legal boundaries.
- 1.2.8 Communicate effectively with individuals and groups, and members of the health team in order to promote effective interpersonal relationships and teamwork.
- 1.2.9 Demonstrate skills in teaching to individuals and groups in clinical/community health settings.
- 1.2.10 Participate effectively as members of the health team in health care delivery system.
- 1.2.11 Demonstrate leadership and managerial skills in clinical /community health settings.
- 1.2.12 Conduct need based research studies in various settings utilize the research findings to improve the quality of care.
- 1.2.13 Demonstrate awareness, interest, and contribute towards advancement of self and of the profession.

## 2.0 COURSE STRUCTURE

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

- 2.1 The duration of Basic B.Sc. (N) course shall extend over a period of four years consisting named below:
  - i. BasicB.Sc. (N) First Year
  - ii. Basic B.Sc. (N) Second Year
  - iii. Basic B.Sc. (N) Third year
  - iv. Basic B.Sc. (N) Fourth Year including internship.

## 3.0 ACADEMIC QUALIFICATION FOR ADMISSION

- 3.1 The minimum educational requirement shall be the passing of:  
Higher Secondary School Certificate Examination (10 + 2)

OR

Senior School Certificate Examination (10+2), Pre degree Examination (10+2)

OR

An equivalent with 12 years schooling from a recognized Board or University with Science (Physics, Chemistry, Biology) and English with minimum of 45% aggregate marks (PCBE).

## 4.0 CRITERIA FOR SELECTION

- 4.1 The candidate who fulfill the aforesaid academic qualification for admission

- 4.2 The minimum age shall be 17 years completed on or before Dec 31<sup>st</sup> of the year of admission.
- 4.3 The admission in Basic 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 Basic B.Sc. (Nursing) course shall be four years including internship.
- 5.2 The duration of each academic year of Basic B.Sc. (Nursing) I, II, III, IV years shall be not less than 10 month.
- 5.3 The maximum period to complete the course successfully should not exceed 8 years from the date of admission.

#### 6.0 COURSE COMMENCEMENT

- 6.1 The commencement Basic B.Sc. (N) 1<sup>st</sup> year shall start during the period of July/August of every year.
- 6.2 Vacation shall be granted maximum eight weeks duration between 2 academic years.
- 6.3 The subject to be studied in different academic year of Basic B.Sc. (N) shall be as per scheme given as in subsequent sequence.

#### 7.0 EXAMINATION

- 7.1 The medium of instruction and examination shall be English through out the course of the study.

#### 7.2 SCHEME OF EXAMINATION

##### Basic B.Sc. (N) First Year

Subject			Assessment		
Paper No.	Theory	Hours	Internal	External	Total
1.	Anatomy & Physiology	3	25	75	100
2.	Nutrition & Biochemistry	3	25	75	100
3.	Nursing Foundations	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 Voce				
1.	Nursing Foundations		100	100	200

Basic B.Sc. (N) Second Year

Subject		Assessment			
Paper No.	Theory	Hours	Internal	External	Total
8.	Sociology	3	25	75	100
9.	Medical Surgical Nursing (Adult including geriatrics)-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
<b>Practical No.</b>	<b>Practical and Viva Voce</b>				
2.	Medical -Surgical Nursing (Adult including geriatrics)-I		100	100	200

Basic B.Sc. (N) Third Year

Subject		Assessment			
Paper No.	Theory	Hours	Internal	External	Total
13.	Medical Surgical Nursing (Adult including geriatrics) -II	3	25	75	100
14.	Child Health Nursing	3	25	75	100
15.	Mental Health Nursing	3	25	75	100
<b>Practical No.</b>	<b>Practical and Viva Voce</b>				
3.	Medical -Surgical Nursing (Adult including geriatrics) - II		50	50	100
4.	Child Health Nursing		50	50	100
5.	Mental Health Nursing		50	50	100

Basic B.Sc. (N) Fourth Year

Subject		Assessment			
Paper No.	Theory	Hours	Internal	External	Total
16.	Midwifery and Obstetrical 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 Services and Education	3	25	75	100
<b>Practical No.</b>	<b>Practical and Viva Voce</b>				
6.	Midwifery and Obstetrical Nursing		50	50	100
7.	Community Health Nursing		50	50	100

**7.3 University Examination**

- 7.3.1 There shall be one Annual University Examination at the end of each academic year.
- 7.3.2 There shall be provision for supplementary examination.
- 7.3.3 The University examination for theory subject shall be out of 75 marks.
- 7.3.4 The University Examination marks for Nursing Foundation (Practical & viva voce Paper I) & Medical Surgical Nursing - I (Practical and viva voce paper II) shall be out of 100 marks.
- 7.3.5 The University Examination marks for Medical Surgical Nursing - II (Practical and viva voce paper III), Child Health Nursing (Practical and viva voce paper IV), Mental Health Nursing (Practical and viva voce paper V), Midwifery and Obstetrical Nursing (Practical and viva voce paper VI) and Community Health Nursing (practical and viva voce paper VII) shall be out of 50 Marks.
- 7.3.6 Anatomy and physiology - Question paper will consist of Section A Anatomy of 37 marks and Section B Physiology should be of 38 marks.

- 7.3.7 Nutrition and Biochemistry - Question paper will consist of Section A Nutrition of 45 marks and Section B of Biochemistry of 30 marks.
- 7.3.8 Pharmacology, Pathology and Genetics : Section A of Pharmacology with 38 marks, Section B of Pathology of 25 and Genetics with 12 marks.
- 7.3.9 Nursing Research & Statistics-Nursing Research Should be of 50 marks and Statistics of 25 marks.
- 7.3.10 Minimum pass marks shall be 40 % for English only.
- 7.3.11 Theory and Practical exams for Introduction to Computer will be conducted as College exam and marks to be sent to University for inclusion in the marks sheet.
- 7.3.12 Maximum number of candidate for practical examination should not exceed 20 per day.
- 7.3.13 All practical examinations must be held in the respective clinical areas.
- 7.3.14 Fourth year final examination to be held only after completion of internship.

#### **Internal Examination**

- 7.4.1 The assessment of academic growth of the student shall be done on the basis of three term examination and one Pre University examination for theory and practical subjects.
- 7.4.2 The internal assessment marks for the theory subjects shall be out of 25 marks.
- 7.4.3 The internal assessment marks for the practical subjects shall be awarded on the basis of evaluation of performance of the student in the specific area / field.
- 7.4.4 The internal assessment marks for Nursing Foundation (Practical & viva voce Paper I) & Medical Surgical Nursing - I (Practical and viva voce paper II) shall be out of 100 marks.
- 7.4.5 The internal assessment marks for Medical Surgical Nursing (Adult including geriatrics) - II (Practical and viva voce paper III), Child Health Nursing (Practical and viva voce paper IV), Mental Health Nursing (Practical and viva voce paper V), Midwifery and Obstetrical Nursing (Practical and viva voce paper VI) and Community Health Nursing (practical and viva voce paper VII) shall be out of 50 Marks.

#### **Supplementary Examination**

- 7.5.1 There will be only one mid-session Supplementary Examination held by the University ordinarily held in the month of September / October. However those who fail in supplementary exam they will appear in main exam.

- 7.5.2 The first year students will have to clear all first year subjects in a maximum limit of 4 attempts, after which they will not be allowed to continue their Basic B.Sc. (N) Course if, candidate fails in 4<sup>th</sup> attempt of 1<sup>st</sup> year
- 7.5.3 Non appearance at an examination on grounds of sickness or otherwise, will be treated as one of the four attempts allowed for 1<sup>st</sup> year subjects.
- 7.5.4 If a first year candidate fails in mid session supplementary papers, candidates will be given an opportunity to appear in the main examination of IInd year provisionally along with the backlog of last year subjects.
- 7.5.5 If a candidate fails in backlog subjects of the 1st year, the result of IInd year examination for which candidate will be provisionally admitted will be treated as cancelled. The candidate will have to repeat her backlog subjects of 1st year in next mid session supplementary examination
- 7.5.6 A candidate, who appears in IInd year main examination and fails in any of the subjects will be permitted to appear in mid session supplementary examination and there after provisionally along with failed IInd year subject, but if any candidates fails in IInd year subject the candidates IIIrd year result will be automatically cancelled. The same ruling will apply for the IVth year students also.
- 7.5.7 Only failed subjects, will have to be repeated in mid session supplementary or Supplementary examination with the main annual examination.
- 7.5.8 The marks obtained by the candidate in the subjects passed in Supplementary Examination or additional attempts shall be taken into account as pass in the examination.

#### CRITERIA FOR PASSING

- 8.1 A Candidate has to pass in theory and practical exam separately in each of the paper.
- 8.2 A Candidate failing in more than two subjects will not be promoted to the next academic year.
- 8.3 Minimum pass marks shall be 50% in each of the theory and practical papers separately.
- 8.4 Minimum pass marks shall be 45% for Introduction to Computer.
- 8.5 If a candidate fails in either theory or practical paper he/she has to re-appear for both the papers (Theory and Practical).
- 8.6 Maximum number of attempts permitted for each paper shall be three including first attempt.

#### DIVISION & MERIT

- 9.1 Distinction- 75% and above in any subject (First attempt only).
- 9.2 First Division - 60% and above in the aggregate of marks of all main subjects.

- 9.3 Second Division - Less than 60% in the aggregate of marks in all main subject.
- 9.4 Pass Class - Shall be awarded to the candidate passing with supplementary or more than one attempt.

#### 10.0 ATTENDANCE

- 10.1 A candidate must have minimum of 80% attendance (irrespective of the kind of absence) in theory in each subject for appearing for examination.
- 10.2 A candidate must have 100% attendance in each of the practical area before award of degree.

#### 11.0 APPOINTMENT OF EXAMINERS / QUESTION PAPER SETTER

The appointment of examiner for the theory and practical examination shall be based on following rules

- 11.1 Question paper setter / moderator / head evaluator shall be Professor, Associate Professor or Lecturer with an experience of minimum 3 years teaching experience working in any nursing institute conducting nursing courses can be appointed.

#### 11.2 Practical examiner

11.2.1 One internal and one external examiner should jointly conduct practical examination for each student.

11.2.2 An examiner should be a lecturer or above in a college of nursing with M. Sc (N) in concerned subject and minimum of 3 years of teaching experience. To be an examiner for Nursing Foundations course faculty having M. Sc (N) with any speciality shall be considered.

#### 12.0 REVALUATION / RE-TOTALING

- 12.1 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 subject(s) applied.
- 12.2 The result after revaluation/re-totalling shall be declared as per prevailing revaluation/re-totalling rules and regulation of the LNCT University.

#### 13.0 CANCELLATION OF ADMISSION

The admission of a student at any stage of study shall be cancelled by the Vice Chancellor based on recommendation of Head of Institution, if;

- 13.1 Candidate is not found qualified as per INC/State Government norms and guidelines or the eligibility criteria prescribed by the University.

OR

- 13.2 Candidate is not able to complete the course within the stipulated time as prescribed in E&S

OR

- 13.3 Candidate is found involved in serious breach of discipline in the Institution or in the University campus.

#### 14.0 SCHEME OF STUDIES

The subject to study in different academic year of Basic B.Sc. (N) shall be as per the scheme given in subsequent sections.

##### 14.1 Annual schedule of studies

	Weeks available per year	= 52 weeks
i.	Vacation	= 8 weeks
ii.	Gazetted holidays	= 3 weeks
v.	Examination (Including preparatory)	= 4 weeks
v.	Available weeks	= 37 weeks
vi.	Hours per week	= 40 Hours
vii.	Practical	= 30 hours perwk (5x6 = 30)
viii.	Theory	= 10 hours perwk (2x5=10)
ix.	Internship	= 48 hours per wk (8x6 = 48)
x.	Hours available per academic year	= 1480 (37 wk x 40 hours) 14.2

##### Distribution of Hours FIRST YEAR

Subject	Theory (in hrs.) (Class and lab)	Practical (in hrs.) (Clinical)	(In hrs)
1. English	60		
2. Anatomy	60		
3. Physiology	60		
4. Nutrition	60		
5. Biochemistry	30		
6. Nursing Foundations	265+200	450	
7. Psychology	60		
8. Microbiology	60		
9. Introduction to Computer	45		
10. **Hindi / regional language	30		
11. Library work / Self Study			50
12. Co-curricular Activities			50
Total Hours	930	450	100
Total hours =1480 Hrs.			

(\*\* 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	210	720	
6. Community Health Nursing -I	90	135	
7. Communication and	60+30		
8. Library work/ self Study			50
9. Co-curricular activities			35
- Total Hours	540	855	85
Total hours =1480 hrs.			

## THIRD YEAR

Subject	Theory (in hrs.)	Practical (in hrs.) (Clinical)	(In hrs)
1. Medical - Surgical Nursing	120	270	
2. Child Health Nursing	90	270	
3. Mental Health Nursing	90	270	
4. Midwifery and Obstetrical Nursing	90	180	
5. Library work/ self Study			50
6. Co-curricular activities			50
Total Hours	390	990	100
Total hours =1480 hrs.			

## FOURTH YEAR

Subject	Theory (in hrs.) (Class and lab)	Practical (in hrs.) (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)**

Subject	Theory	Practical (In hrs.)	In weeks
1. Midwifery and Obstetrical Nursing		240	5
2. Community Health Nursing -II		195	4
3. Medical Surgical Nursing (Adult and Geriatric)		430	9
4. Child Health Nursing		145	3
5. Mental Health Nursing		95	2
6. Research Project		45	1
<b>Total Hours</b>		<b>1150</b>	<b>24</b>
<b>Total hours =1690 hrs.</b>			

**Note:**

1. Internship means 8 hours of integrated clinical duties in which 2 weeks of evening and night shift duties are included.
2. Internship should be carried out as 8 hours per day @ 48 hours per week.

**Students during internship will be supervised by nursing teacher**

**ORDINANCE No. 10****POST BASIC BACHELOR OF SCIENCE IN NURSING  
P.B. B.Sc. (NURSING) – 2 YEARS DEGREE COURSE****1.0 AIMS AND OBJECTIVES****1.1 AIMS**

The aim of the Post Basic Graduate nursing program is to:

- 1.1.1 Assume responsibilities as professional, competent nurses and midwives at basic level in providing promotive, preventive, curative and rehabilitative services.
- 1.1.2 Make independent decisions in nursing situations protect the rights of and facilitate individuals and groups in pursuit of health, function in the hospital, community nursing services and conduct research studies in the areas of nursing practice. They are also expected to assume the role of teacher, supervisor, manager in a clinical/public health settings.

**1.2 OBJECTIVES**

On completion of the two years Post Basic B.Sc. Nursing program the graduates will be able to:

- 1.1.1 Assess health status, identify nursing needs, plan, implement and evaluate nursing care for patients/clients that contribute to health of individuals, families and communities.
- 1.1.2 Demonstrate competency in techniques of nursing based on concepts and principles from selected areas of nursing, physical, biological and behavioral sciences.
- 1.1.3 Participate as members of health team in the promotive, preventive, curative and restorative health care delivery system of the country.
- 1.1.4 Demonstrate skills in communication and interpersonal relationship.
- 1.1.5 Demonstrate leadership qualities and decision-making abilities in various situations.
- 1.1.6 Demonstrate skills in teaching to individuals and groups in community health settings.

1.1.7 Demonstrate managerial skills in community health settings.

1.1.8 Practice ethical values in their personal and professional life.

1.1.9 Participate in research activities and utilize research findings in improving nursing practice.

1.2.10 Recognize the need for continues learning for their personal and professional development.

## 2.0 COURSE STURCTURE

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

2.1 The duration of certified study for the P.B. B.Sc. Degree course in Nursing (Basic) shall extend over a period of two academic years, as named below:

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

## 3.0 ACADEMIC QUALIFICATION FOR ADMISSION

3.1 The candidate should be a Registered Nurse and Registered midwife or equivalent with any State Nursing Registration Council.

3.2. The minimum education requirements shall be the passing of General Nursing and Midwifery Course of 3 Year with minimum of 50% aggregate marks.

3.3. The candidate should have undergone in G.N.M. Course from an institution which is recognized by Indian Nursing Council.

3.4. Candidate shall be medically fit.

3.5. 5% relaxation of marks for SC/ST candidates may be given.

## 4.0 CRITERIA FOR SELECTION

4.1 The admission in Post Basic B.Sc. (N) I year shall be based in the merit in the Common Entrance Test or Qualifying Exam.

## 5.0 COURSE DURATION

5.1 The duration of Post Basic B.Sc.(Nursing) Course shall be Two years.

- 5.2 The maximum period to complete the course successfully should not exceed 4 years from the date of admission.

## 6.0 COURSE COMMENCEMENT

- 6.1 The Post Basic Basic B.Sc. (N) I year course shall commence from August/September of the academic year.

## 7.0 VACATION:

- 7.1 The Heads of Institutions shall declare 4 (Four) weeks of vacation in an academic year to the students. The period(s) of vacation can be decided by the Head of the Nursing Institution.

## 8.0 EXAMINATION

- 8.1 The medium of instruction and Examination shall be English throughout the course of study.

## 8.2 SCHEME OF EXAMINATION

### POST BASIC B.Sc. (N) – FIRST YEAR

Paper No.	First Year Subject	Assessment			
		Hours	Internal	External	Total
1	Theory Nursing Foundations	2	15	35	50
2	Nutrition & Dietetics	2	15	35	50
3	Biochemistry & Biophysics	3	25	75	100
4	Psychology	3	25	75	100
5	Microbiology	3	25	75	100
6	Maternal Nursing	3	25	75	100
7	Child Health Nursing	3	25	75	100
8	Medical & Surgical Nursing	3	25	75	100
9	English*	3	25	75	100
<b>Practicals</b>					
1	Medical & Surgical Nursing		50	50	100
2	Maternal Nursing		50	50	100
3	Child Health Nursing		50	50	100

\* Qualifying Examination

### POST BASIC B.Sc. (N) – SECOND YEAR

Paper No.	SECOND YEAR Subject	Assessment			
		Hours	Internal	External	Total
10	Theory Sociology	3	25	75	100
11	Community Health Nursing	3	25	75	100
12	Mental Health Nursing	3	25	75	100
13	Introduction to Nursing Education	3	25	75	100

14	Introduction to Nursing Administration	3	25	75	100
15	Introduction to Nursing Research & Statistics **	2	50	-	50
4	<b>Practical and Viva voce</b> Community Health Nursing		50	50	100
5	Mental Health Nursing		50	50	100
6	Research Project **		50	50	100

\*\* College Examination

### 8.3 UNIVERSITY EXAMINATION

- 8.3.1 There shall be one Annual University Examination at the end of each academic year.
- 8.3.2 There shall be provision for supplementary examination.
- 8.3.3 The University examination for theory subject shall be out of 75 marks.
- 8.3.4 For English – minimum passing marks will be 40.
- 8.3.5 Maximum number of candidates for practical examination should not exceed 20 per day.
- 8.3.6 All practical examinations must be held in the respective clinical areas.

### 8.4 INTERNAL EXAMINATION

- 8.4.1 The internal assessment marks for the theory subjects shall be out of 25 marks.
- 8.4.2 The internal assessment marks for the practical subjects shall be awarded on the basis of evaluation of performance of the student in the specific area / field.

### 8.5 SUPPLEMENTARY EXAMINATION

- 8.5.1 There shall be one mid session Supplementary Examination held by the University ordinarily held in the month of September / October. However, those who fail in Supplementary exam will appear in main exam.
- 8.5.2 The First year students will have to clear all First year subjects in a maximum limit of 2 (Two) attempts, after which they will not be allowed to continue their Post Basic B.Sc. (Nursing) course
- 8.5.3 Non appearance at an examination on grounds of sickness or otherwise, will be treated as one of the two attempts allowed for 1 year subject(s).

- 8.5.4 If a first year candidate fails in mid session supplementary paper(s), candidate will be given an opportunity to appear in the main examination of II year provisionally along with the backlog of last year subjects.
- 8.5.5 If a candidate fails in backlog subjects of the I year, the result of II Year examination for which candidate is provisionally admitted will be treated as cancelled. The candidate will have to repeat her backlog subjects of I year in next mid session supplementary examination.
- 8.5.6 Only failed subjects will have to be repeated in mid session supplementary or Supplementary examination with the main annual examination.
- 8.5.7 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 examination 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 40% in each of the theory and practical separately.
- 9.4 If a candidate fails in either theory or practical paper, he/she has to re-appear for both Theory & Practical papers.
- 9.5 Maximum number of attempts permitted for each paper shall be three including first attempt.
- 9.6 A maximum of 5 marks can be awarded to a student, by the examiner, in main or supplementary examination if he/she is failing to score the minimum pass marks criteria.

#### 10.0 DIVISION & MERIT

- 10.1 Distinction - 75% and above in any subject (First attempt only)
- 10.2 First Division - 60% and above in aggregate of marks of all main subjects
- 10.3 Second Division - Less than 60% and upto 45% in aggregate of marks of all main subjects
- 10.4 Third Division - Less than 45% and upto 40% in aggregate of marks of all main subjects
- 10.5 Pass Class - Shall be awarded to the candidate passing with Supplementary or more than one attempt.

**11.0 ATTENDANCE**

- 11.1.1. No student shall be allowed to appear for the Final University Examination conducted by LNCT University unless he fulfills the requirement of attendance (80% Lectures, 100% in practical and clinics in each subject / course).
- 11.1.2. In case of sickness or any valid reasons the candidate will be permitted to appear for examination if she/he has 75% attendance. However student will complete the expected clinical experience during vacation.
- 11.1.3. A candidate must have 100% attendance in each of the clinical areas before the award of the degree.
- 11.1.4. The candidate has to pass in theory and practical exam. separately in each of the papers .
- 11.1.5. If a candidate fails in either theory or practical papers he/she has to reappear for both papers ( theory and practical ) in the subsequent examination.
- 11.1.6. The maximum period to complete the course successfully should not exceed 8 years from the date of admission.
- 11.1.7. Maximum number of candidates for practical examinations should not exceed 20 per day.
- 11.1.8. All practical examination must be held in the respective clinical areas.
- 11.1.9. One internal and one external examiner should jointly conduct practical examinations for each student.
- 11.1.10. The examinations as mid-term and pre-final are internals and the final examinations as university examination.
- 11.1.11. No student will be allowed to appear for the University Examination unless he/she obtains 50% marks in Internal Assessment for each subject / course separately.
- 11.1.12. The Dean / Principal should certify that the candidate appearing for University Examination satisfies the above conditions.

**12.0 APPOINTMENT OF EXAMINERS / 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 or Associate Professor with an experience of minimum 8 years teaching experience with Post Graduate Degree or Doctorate in concerned subject and working in any Nursing Institute in any part of India 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 Associate Professor or Assistant Professor in a college of nursing with Post Graduate Degree in concerned subject and with a minimum of 5 years of teaching experience and working in any Nursing Institute in any part of India will be considered.

#### 13.0 REVALUATION / RE-TOTALLING

13.1 Revaluation and re-totalling of marks is permitted for theory paper only. The University, on receipt of application within the stipulated time and remittance of a prescribed fee, shall permit a recounting of marks and/or revaluation for the subject(s) applied.

13.2 The result after revaluation/re-totalling shall be declared as per prevailing revaluation/re-totalling rules and regulation of LNCT University.

#### 14.0 CANCELLATION OF ADMISSION

14.1 The admission of any student shall be cancelled by the University based on the recommendation of Head of Institute, if :

14.1.1 The candidate is not able to complete the course within the stipulated time period.

OR

14.1.2 The candidate is found involved in serious breach of discipline in the Institution or in the University Campus.

OR

14.1.3 The candidate does not fulfill the eligibility criteria for admitting in Nursing course as per Indian Nursing Council / State Government norms and guidelines.

#### 15.0 ELIGIBILITY CERTIFICATE

15.1.1 The candidate must have passed Diploma in General Nursing and Midwifery in an institution which is recognized by Indian Nursing Council.

- 15.1.2 The candidate should be a Registered Nurse and Registered Midwife or equivalent with any State Nursing Registration Council..

## 17.0 SCHEME OF STUDIES

The subject to study in different academic year Post Basic B.Sc. (N) shall be as per the scheme given in the subsequent sections:

### 17.1 DISTRIBUTION OF HOURS

#### FIRST YEAR

First Year Subject	Theory (In hrs.) (Class and Lab)	Practical (In hrs.) (Clinical)	In Hours
1. Nursing Foundation	45		
2. Nutrition and Dietetics	30	15	
3. Biochemistry & Biophysics	60		
4. Psychology	60	15	
5. Maternal Nursing	60	240	
6. Child Health Nursing	60	240	
7. Microbiology	60	30	
8. Medical & Surgical Nursing	90	270	
9. English*	60		
<b>Total Hours</b>	<b>525</b>	<b>810</b>	
<b>Total Hours = 1335 hrs.</b>			

\* Qualifying Paper

# Hindi / Local Language as per the need of the Institution

#### SECOND YEAR

First Year Subject	Theory (In hrs.) (Class and Lab)	Practical (In hrs.) (Clinical)	In Hours
10. Sociology	60		
11. Community Health Nursing	60	240	
12. Mental Health Nursing	60	240	
13. Introduction to Nursing Education	60	75	
14. Introduction to Nursing Administration	60	180	
15. Introduction to Nursing Research & Statistics	45	120	
<b>Total Hours</b>	<b>345</b>	<b>855</b>	
<b>Total Hours = 1200 hrs.</b>			

**Ordinance No. 11**  
**MASTER OF SCIENCE IN NURSING (M. Sc. NURSING) 2**  
**YEAR POST GRADUATE DEGREE COURSE**

**AIM AND OBJECTIVES**

**1.1 AIM**

- 1.2.1 The aim of the postgraduate program in nursing is to prepare to assume responsibilities as nurse specialists, consultants, educators, administrators in a wide variety of professional settings

**1.2 OBJECTIVES**

- 1.2.2 On completion of the two year M.Sc Nursing programme, the will be able to:-
- 1.2.1 Utilize/apply the concepts, theories and principles of nursing science.
- 1.2.2 Demonstrate advance competence in practice of nursing.
- 1.2.3 Practice as a nurse specialist.
- 1.2.4 Demonstrate leadership qualities and function effectively as nurse educator and manager.
- 1.2.5 Demonstrate skill in conducting nursing research, interpreting and utilizing the findings from health related research.
- 1.2.6 Demonstrate the ability to plan and effect change in nursing practice and in the health care delivery system.
- 1.2.7 Establish collaborative relationship with members of other disciplines.
- 1.2.8 Demonstrate interest in continued learning for personal and professional advancement.

**COURSE STRUCTURE**

The post graduate degree in nursing two year course hereinafter designated as M. Sc. (Nursing).

- 2.1 The duration of M.Sc. (N) Course shall extend over a period of two years consisting named below:

- i. M.Sc. (N) 1st Year
- ji. M.Sc. (N) IInd Year

### ACADEMIC QUALIFICATION FOR ADMISSION

- 3.1 The candidate should be a Registered Nurse and Registered Midwife or equivalent with any State Nursing Registration Council.
- 3.2 The minimum education requirements shall be the passing of:  
B.Sc.Nursing / B.Sc. Hons. Nursing / Post Basic B.Sc. Nursing with minimum of 55% aggregate marks.
- 3.3 The candidate should have undergone in B.Sc. Nursing / B.Sc. Hons. Nursing / Post Basic B.Sc. Nursing in an institution which is recognized by Indian Nursing Council.
- 3.4 Minimum one year of work experience after Basic B.Sc. Nursing.
- 3.5 Minimum one year of work experience prior or after Post Basic B.Sc. Nursing.
- 3.6 Candidate shall be medically fit.
- 3.7 5% relaxation of marks for SC/ST candidates may be given.

### CRITERIA FOR SELECTION

#### 4.1 Entrance/Selection test

Selection of the candidates should be based on the merit of the entrance examination or qualifying examination held by University or competent authority.

### COURSE DURATION

- 5.1 The complete duration of M.Sc. (N) course shall be two years.
- 5.2 The duration of each academic year of M.Sc. (N) I & II years shall be not less than 10 month.
- 5.3 The maximum period to complete the course successfully should not exceed 4 years from the date of admission.

### COURSE COMMENCEMENT

- 6.1 The commencement of 1<sup>st</sup> year M.Sc. (N) shall start during the period of July /August of every year.
- 6.2 Vacation shall be granted maximum four weeks duration between 2 academic years.
- 6.3 The subject to be studied in different academic year of M.Sc. (N) shall be as per scheme given as in subsequent sequence.

**7.0 EXAMINATION**

7.1 The medium of instruction and examination shall be English through out the course of the study.

**7.2 SCHEME OF EXAMINATION****First Year**

Subjects	Theory			Practical		
	Hours	Internal	External	Hours	Internal	External
Nursing Education	3	25	75		50	50
Advance Nursing Practice	3	25	75			
Nursing Research and Statistics	3	25(7-4.3)	75			
Clinical Speciality -1	3	25	75		100	100
Total		100	300		150	150

**Second Year**

Subjects	Theory			Practical		
	Hours	Internal	External	Hours	Internal	External
Nursing Management	3	25	75			
Dissertation & Viva					100	100
Clinical Speciality-ii	3	25	75		100	100
Total		50	150		200	200

**7.3 University Examination**

- 7.3.1 Minimum pass marks shall be 50 % in each of the Theory and practical papers separately.
- 7.3.2 A candidate has to pass in theory and practical exam separately in each of the paper.
- 7.3.3 The University assessment marks for the theory subjects shall be out of 75 marks.
- 7.3.4 The University assessment marks for the theory subjects of Nursing Research and Statistics shall be given out of 75, consisting of Nursing Research 50 and Statistics 25 Marks.
- 7.3.5 The Practical examination marks for the University assessment shall be out of 100 marks except Nursing Education shall be out 50 Marks.
- 7.3.6 Candidate who fails in any subject shall be permitted to continue the studies into the second year.
- 7.3.7 The candidate shall not be allowed to appear for the Second year examination till such time that he/she passes all subjects of the first year M.Sc nursing examination.

- 7.3.8 A candidate failing in more than two subjects will not be promoted to the II<sup>nd</sup> year.
- 7.3.9 Maximum no. of attempts per subject is three (3) inclusive of first attempt.
- 7.3.10 The practical examination should be done for 4 hours of practical examination per student.
- 7.3.11 Maximum number of students should not exceed more than 10 students per day per speciality.
- 7.3.12 The examination should be held in clinical area only for clinical specialties.
- 7.3.13 Maximum number of candidates for all practical examination should not exceed 10 per day.
- 7.3.14 The dissertation examination should be minimum 30 minutes Viva-voce per student.

#### Internal Examination

- 7.4.1 The internal assessment of the students is based on

<u>Techniques</u>	<u>Weightage</u>
■ Two test	50
■ Assignment	25
■ Seminar /presentation	25

- 7.4.2 The internal assessment marks for the theory subjects shall be out of 25 marks.
- 7.4.3 The internal assessment marks for the theory subjects of Nursing Research and Statistics shall be given out of 25, consisting of Nursing Research 15 and Statistics 10 Marks.
- 7.4.4 The Practical examination marks for the internal assessment shall be out of 100 marks except Nursing Education shall be out 50 Marks.
- 7.4.5 The internal assessment marks for the practical subjects shall be awarded on the basis of evaluation of performance of the student in the specific area / field.

#### 7.5 Supplementary Examination

- 7.5.1 If a candidate fails in either theory or practical paper he/she has to re-appear for both the papers (Theory and practical).
- 7.5.2 There will be only one mid-session Supplementary Examination held by the University ordinarily held in the month of September / October. There will another Supplementary Examination at the time of Annual main examination.
- 7.5.3 Non appearance at an examination on grounds of sickness or otherwise will be treated as one of the three attempts.

## 7.6 Guidelines for Dissertation

- 7.6.1 Tentative Schedule for dissertation shall be as follows
- 7.6.1.1 Submission of the research proposal: End of 9th month of 1st year.
- 7.6.1.2 Submission of dissertation - Final: End of 9th month of 2nd Year.
- 7.6.2 Qualification of Research Guide
- 7.6.2.1 Main guide: Nursing faculty / nursing expert in the same clinical speciality holding Ph.D. / M. Phil or M. Sc. Nursing with a minimum of 3 years experience in teaching in the Post Graduate Programme in Nursing.
- 7.6.2.2 Co-Guide: A Co-Guide is a nursing faculty/expert in the field of study (may be from outside the college but should be within the city.)
- 7.6.2.3 Guide: Students Ratio: Maximum of 1:4 (including as co-guide)
- 7.6.3 There should be a research committee comprising of minimum 5 members chaired by the Principal, College of Nursing.
- 7.6.4 The research topics shall be approved by institutional research committee.
- 7.6.5 Administrative approval and ethical clearance should be obtained

## CRITERIA FOR PASSING

- 8.1 Minimum pass marks shall be 50 % in each of the Theory and practical papers separately.
- 8.2 A candidate has to pass in theory and practical exam separately in each of the paper.
- 8.3 If a candidate fails in either theory or practical paper he/she has to re-appear for both the papers (Theory and practical).

## DIVISION & MERIT

- 9.1 For declaring the rank aggregate of 2 years marks to be considered.
- 9.2 Classification of results
- |      |  |               |
|------|--|---------------|
| i.   | Distinction  | 75% and above |
| ii.  | First Division   | 60 - 74 %     |
| iii. | Second Division  | 50 - 59 %     |
| iv.  | 50% pdgs in each of the theory and practical separately. |               |

**10.0 ATTENDANCE**

- 10.1 A candidate must have minimum of 80% attendance (irrespective of the kind of absence) in theory and practical in each subject for appearing for examination.
- 10.2 A candidate must have 100% attendance in each of the practical area before award of degree.

**11.0 APPOINTMENT OF EXAMINERS**

- 11.1 Question paper setter / moderator / head evaluator / Examiner shall have minimum 3 years experience after M.Sc nursing working in any nursing institute conducting nursing courses can be appointed.
- 11.2 Practical examiner-One internal and one external examiner (outside the University) should jointly conduct practical examination for each student.
- 11.3 Evaluation of the Dissertation
- 11.3.1 Evaluation of the dissertation should be done by the examiner prior to viva.
- 11.3.2 One internal and one external examiner (outside the University) should evaluate dissertation and jointly conduct viva-voce for each student
- 11.3.3 For Dissertation Internal examiner should be the guide and external examiner should be Nursing faculty / nursing expert in the same clinical specialty holding Ph.D. / M. Phil or M.Sc. Nursing with a minimum of 3 years experience in guiding the research projects for Post Graduate students of Nursing.

**12.0 REVALUATION / RE-TOTALING**

- 12.1 Revaluation and re-totalling of marks is permitted for theory papers only. The University, on application within the stipulated time and remittance of a prescribed fee, shall permit a recounting of marks and/or revaluation for the subject(s) applied.
- 12.2 The result after revaluation/re-totalling shall be declared as per prevailing revaluation/re-totalling rules and regulation of the LNCT University.

**13.0 CANCELLATION OF ADMISSION**

The admission of a student at any stage of study shall be cancelled by the Vice Chancellor based on recommendation of Head of Institution, if;

- 13.1 Candidate is not found qualified as per INC/State Government norms and guidelines or the eligibility criteria prescribed by the University.

OR

- 13.2 Candidate is notable to complete the course within the stipulated time as prescribed in-5.3.

OR

- 13.3 Candidate is found involved in serious breach of discipline in the institution or in the University campus.



**SCHEME OF STUDIES****14.1 Annual schedule of studies**

	Available	-	52 weeks
i.	Vacation	-	4 weeks
ii.	Examination	-	2 weeks
v.	Gazetted holidays	-	3 weeks
v.	Total weeks available	-	43 weeks
vi.	40 hours per week	-	1720 hours
vii.	Total hours for 2 years	-	3440 hours

- 14.2 The subject to study in different academic year of M.Sc. (N) shall be as per the scheme given in subsequent sections.

**Distribution of Hours****FIRST YEAR**

Paper No.	Subject	Theory	Practical
1.	Nursing Education	150	150
2.	Advance Nursing Practice	150	200
3.	Nursing Research and Statistics	150	100
4.	* Clinical Speciality -1	150	650
	<b>Total</b>	<b>600</b>	<b>1100</b>

**SECOND YEAR**

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

\* Clinical Speciality - Medical Surgical Nursing (Cardio Vascular & Thoracic Nursing, Critical Care Nursing, Oncology Nursing, Neurosciences Nursing, Nephro-Urology Nursing, Orthopaedic Nursing, Gastro - Enterology Nursing), Obstetric & Gynaecological Nursing, Child Health Nursing (Paediatric), Mental Health Nursing (Psychiatric), Community Health Nursing.

Note:-Educational visit 2 weeks.

## Ordinance No. 12

**MASTER OF DENTAL SURGERY (MDS) COURSE****AIMS**

- 1.1 The Aim of postgraduate training in various specialties is to train M.D.S. student who will-
- 1.1.1 Practice respective specialty efficiently and effectively, backed by scientific knowledge and skill.
- 1.1.2 Exercise empathy and caring attitude and maintain high ethical standards.
- 1.1.3 Continue to evince keen interest in continuing professional education in the specialty and allied specialties irrespective of whether in teaching or practice.
- 1.1.4 Willing to share the knowledge and skills with any learner, junior or a colleague.
- 1.1.5 To develop the faculty for critical analysis and evaluation of various concepts and views, to adopt the most rational approach.

**OBJECTIVES:**

- 2.1 The objective is to train a candidate so as to ensure higher competence in both general and special area of interest and prepare him for a career in teaching, research and specialty practice. A candidate must achieve a high degree of clinical proficiency in the subject matter and develop competence in research and its methodology as related to the concerned Field. The above objectives are to be achieved by the time the candidate completes the course. The objectives may be considered as - Knowledge (Cognitive domain), Skills (Psycho motor domain), Human values, ethical practice and communication abilities

**2.2 KNOWLEDGE:**

- 2.2.1 Demonstrate understanding of basic sciences relevant to specialty.
- 2.2.2 Describe etiology, patho-physiology, principles of diagnosis and management of common problems within the specialty in adults and children.
- 2.2.3 Identify social, economic, environmental and emotional determinants in a given case and take them into account for planning treatment.
- 2.2.4 Recognize conditions that may be outside the area of specialty/ competence and to refer them to an appropriate specialist.
- 2.2.6 Update knowledge by self study and by attending courses, conferences and seminars relevant to specialty.
- 2.2.7 Undertake audit, use information technology and carryout research both basic and clinical with the aim of publishing or presenting the work at various scientific gatherings.

### **2.3. SKILLS:**

- 2.3.1 Take a proper clinical history, examine the patient, perform essential diagnostic procedures and order relevant-tests and interpret them to come to a reasonable diagnosis about the condition.
- 2.3.2 Acquire adequate skills and competence in performing various procedures as required in the specialty.

### **4. HUMAN VALUES, ETHICAL PRACTICE AND COMMUNICATION ABILITIES:**

- 2.4.1 Adopt ethical principles in all aspects of practice.
- 2.4.2 Professional honesty and integrity are to be fostered,
- 2.4.3 Patient care is to be delivered irrespective of social status, caste, creed or religion of the patient.
- 2.4.4 Develop communication skills, in particular and skill to explain various options available in management and to obtain a true informed consent from the patient.
- 2.4.5 Provide leadership and get the best out of his team in a congenial working atmosphere.
- 2.4.6 Apply high moral and ethical standards while carrying out human or animal research.
- 2.4.7 Be humble and accept the limitations in his knowledge and skill and to ask for help from colleagues when needed.
- 2.4.8 Respect patient's rights and privileges including patient's right to information and right to seek a second opinion.

### **3.0 INFRASTRUCTURE**

- 3.1 The Infrastructure like staff, equipment, Instruments, Material, Books and Journals, space, clinical material and number of students in each specialty shall be as per the stipulations of Dental Council of India from time to time.

## **M.D.S COURSE- BRANCHES**

### **4.1. SPECIALITIES FOR THE MDS DEGREE**

- 4.1.1 Prosthodontics and Crown & Bridge
- 4.1.2 Periodontology
- 4.1.3. Oral & Maxillofacial Surgery
- 4.1.4 Conservative Dentistry and Endodontics
- 4.1.5. Orthodontics & Dentofacial Orthopedics
- 4.1.6. Oral Pathology & Microbiology
- 4.1.7. Public Health Dentistry
- 4.1.8. Paedodontics & Preventive Dentistry
- 4.1.9 Oral Medicine & Radiology

### **ELIGIBILITY FOR ADMISSION**

5.1. A candidate for admission to the MDS course (Master of Dental Surgery) must have a recognized degree of BDS (Bachelor of Dental Surgery) awarded by an Indian University in respect of recognized Dental College under Section 10(2) of the Dentists Act, 1948 or an equivalent qualification recognized by the Dental Council of India (DCI) and should have obtained permanent registration with any State Dental Council on or before 31<sup>st</sup> March of the calendar year of admission.

Candidates not possessing a recognized Dental qualification for the above purpose shall secure the prior approval of his qualifications by the DCI before he can be admitted to the MDS Course under LNCT University.

- 5.2. Candidates who possess PG-Diploma recognized by the DCI with the duration of 2 years (proposed) in particular specialty is eligible for admission in MDS in the same specialty and the duration of the MDS course will be 2 years of full time study. Such Candidates shall undergo other procedures like Dissertation submission and other training, examination as prescribed for MDS course.
- 5.3. Provided that in the case of a foreign national, the Dental Council of India may, on payment of the prescribed fee for registration, grant temporary registration for the duration of the postgraduate training under LNCT University. He is admitted for the time being exclusively for postgraduate studies.
- 5.4. Provided that further temporary registration to such foreign national shall be subject to the condition that such person is duly registered as dental practitioner in his own country from which he/she has obtained his/her basic dental qualification and that his/her degree is recognized by DCI.

**6.0 SELECTION OF STUDENTS FOR MDS COURSES:**

- 6.1. Students for MDS course shall be selected strictly on the basis of their academic merit based on
- 6.1.1 The merit as determined by the Common Entrance examination conducted by the LNCT University/ any designated agency approved by the LNCT University or as decided by Statutory Body.
- 6.1.2 The minimum percentage of marks for eligibility for admission to postgraduate Dental Courses shall be 50% for general category candidates and 40% for the candidates belonging to Scheduled Castes and Scheduled Tribes, obtained in Common Entrance examination or as prescribed by Statutory Body/Competent Authority.

**7.0 DURATION OF THE MDS COURSE:**

- 7.1 The MDS Course shall be of three academic years duration as full time study. All the candidates for the degree of MDS are required to pursue the prescribed course for three academic years as full time candidates. No candidate is permitted to run a clinic or work in clinic / laboratory / nursing home/ College while studying postgraduate course.
- 7.2 The candidates shall undertake the study, under the direction of the Head of the Department, who has to be a recognized postgraduate teacher in that specialty.
- 7.3 The students undergoing postgraduate courses shall be exposed to the following:
- 7.3.1 Regular study of all the aspects as given in syllabus of the specialty
- 7.3.2 Basics of statistics ,to understand and critically evaluate published research papers.
- 7.3.3 Few lectures on other type of exposure to human behavior studies.
- 7.3.4 Basic understanding of pharmacodynamics.
- A candidate who is already possessing MDS degree from any Institute and who wishes to study MDS again in another specialty shall be (subjected to admission process as stipulated above and shall study the course again for three years as a full time student.

**8.0 COMMENCEMENT OF COURSE**

MDS course shall commence from 2nd of MAY each year/ or as prescribed by Statutory Body/Competent Authority.

**9-0 TEACHING AND LEARNING ACTIVITIES**

- 9.1 All the candidates registered for MDS course in various specialties shall pursue the course for a period of three years as fulltime students. During this period each students shall take part actively in learning and teaching activities designed by LNCT University.

- 9.2 Lecture: There shall be some didactic lecturers in the specialty and in the allied fields. The postgraduate departments should encourage the guest lectures in the required areas to strengthen the training programmes. It is also desirable to have certain integrated lectures by multidisciplinary teams on selected topics:
- 9.3 Journal club: The journal review meetings shall be held at least once a week. All trainees are expected to participate actively and enter relevant details in logbook. The trainee should make presentations from the allotted journals of selected articles at least 5 times in a year.
- 9.4 Seminars: The seminars shall be held at least twice a week in each postgraduate department. All trainees are expected to participate actively and enter relevant details in logbook. Each trainee shall make at least 5-seminar presentation in each year.
- 9.5 Symposium: It is recommended to hold symposium on topics covering multiple disciplines.
- 9.6 Clinical postings: Each trainee shall work in the clinics on regular basis to acquire adequate professional skills and competency in managing various cases to be treated by a specialist.
- 9.8 Clinico pathological conference: The clinico-pathological conferences should be held once in a month involving the faculties of oral medicine and radiology, oral pathology and concerned clinical department. The trainees should be encouraged to present the clinical details, radiological and histo-pathological interpretations and participation in the discussions.
- 9.9 Interdepartmental meetings: To bring in more integration among various specialties there shall be interdepartmental meeting chaired by the dean with all heads of postgraduate departments at least once a month.
- 9.10 Teaching skills: All the trainees shall be encouraged to take part in undergraduate teaching programmes either in the form of lectures or group discussions.
- 9.11 Continuing dental education programmes: Each postgraduate department shall organize these programme on regular basis involving the other institutions. The trainees shall also be encouraged to attend such programmes conducted elsewhere.
- 9.12 Conferences/ Workshops/ Advanced courses: The trainees shall be encouraged not only to attend conference/ workshops/ advance course but also to present at least two papers at state/ national specialty meetings during their training period.
- 9.13 Rotation & posting in other departments: To bring in more integration between the specialty and allied fields each postgraduate department shall workout a programme to rotate the trainees in related disciplines.
- 9.14 Dissertation: The LNCT University appreciates the importance of Research activities- for the growth of the profession, Institution and trainee students. Therefore preparation of Dissertation based on clinical or research or experimental or any other method of study is one of the criteria for the award of MDS degree.

## 10.0 METHOD OF TRAINING

10.1 The training of a postgraduate student shall be full time with graded responsibilities in the management and treatment of patients entrusted to his/ her care. The participation of the students in all facets of educational process is essential. Every candidate should take part in Lectures, seminars, group discussions, case demonstration, clinics, journal review meetings, and clinical meetings. Every candidate shall be required to participate in the teaching and training programme of undergraduate students. Training should include involvement in laboratory and experimental work, and research studies.

## 11.0 ATTENDANCE, PROGRESS AND CONDUCT

- 11.1 A candidate pursuing MDS degree course should work in the concerned department of the institution for the full period as a full time student.
- 11.2 Each Academic year shall be taken as a unit for the purpose of calculating the attendance.
- 11.3 Every student shall attend symposia, seminars, conferences, journal review meetings, OT, ward rounds, case presentation, clinics; and lectures during each year as prescribed by the department and not absent himself / herself from work without valid reasons.
- 11.4 Every candidate shall have not less than 80 percent of attendance in each year of the course. However, candidates should not be absent continuously as the course is a full time one.
- 11.5 Every candidate shall complete from time to time the assignments as prescribed in the curriculum and assigned by HOD.

## 12.0 MONITORING PROGRESS OF STUDIES

- 12.1 Work diary / Log Book: Every candidate shall maintain a work diary and record of his /her participation in the training programme conducted by the department such as journal reviews, seminars, etc, Please see Chapter 24 & 25 for model checklists and logbook. Special mention may be made of the presentations by the candidate as well as details of clinical or laboratory procedures, if any conducted by the candidate. The work diary shall be scrutinized and certified by the Head of the Department and Head of the Institution, and presented in the University practical / clinical examination.
- 12.2 Periodic tests:  
In case of MDS degree courses of three years duration, the concerned departments shall conduct three tests, first at the end of first year and second at the end of second year and the Third, two months before the University examination. The tests shall include written papers, practical / clinical and viva voce. Records and marks obtained in such tests will be maintained by the Head of the Department
- 12.3 In addition to these annual tests the departments may conduct assessment tests periodically to monitor the progress.

### 13.0 DISSERTATION:

13.1 Every candidate shall prepare two Dissertations, one based on Review of Literature ( LIBRARY DISSERTATION ) and second one based on clinical or research or experimental or any other method of study ( MAIN/ RESEARCH )

13.1.1 Library Dissertation: It is a process of collection and compiling of data available in already published literature on a given topic. The dissertation work shall be completed before the end of first year.

#### 13.1.2 Main / Research Dissertation

13.1.2.1 Main /Research dissertation shall be based on work / Research done by the candidate under the approved Guide, during the course of study.

13.1.2.2 Every candidate pursuing MDS degree course is required to carry out work on a selected research project under the guidance of a recognized post graduate teacher. The results of such a work shall be submitted in the form of a dissertation.

13.1.2.3 The dissertation is aimed to train a postgraduate student in research methods and techniques. It includes identification of a problem, formulation of a hypothesis, search and review of literature, getting acquainted with recent advances, designing of a research study, collection of data, critical analysis, comparison of results and drawing conclusions.

13.1.2.4 Every candidate shall submit to the Registrar of the University in the prescribed proforma, a synopsis containing particulars of proposed dissertation work within six months from the date of commencement of the course on or before the dates notified by the University. The synopsis shall be sent through the proper channel.

13.1.2.5 Such synopsis will be reviewed and the dissertation topic will be registered by the University. No change in the dissertation topic or guide shall be made without prior approval of head of the Institution or the University.

13.1.2.6 The dissertation should be written under the following headings:

13.1.2.6.1 Introduction

13.1.2.6.2 Aims or Objectives of study

13.1.2.6.3 Review of Literature

13.1.2.6.4 Material and Methods



- |           |  |              |
|-----------|--|--------------|
|           | 13.1.2.6.5   | Results      |
|           | 13.1.2.6.6   | Discussion   |
|           | 13.1.2.6.7   | Conclusion   |
|           | 13.1.2.6.8   | Summary      |
|           | 13.1.2.6.9   | Bibliography |
|           | 13.1.2.6.10  | Tables       |
|           | 13.1.2.6.11  | Annexure     |
| 13.1.2.7  | The written text of dissertation shall be not less than 50 pages and shall not exceed 200 pages excluding reference, tables, questionnaires and other annexure. It should be neatly typed in double line spacing on one side of paper (Executive size, 7.25" x 10.5") and bound properly. Spiral binding is not permitted. The dissertation shall be certified by the guide, head of the department and head of the Institution. |              |
| 13.1.2.8  | Six copies and one soft copy of dissertation thus prepared and duly certified by the Guide, and HOD shall be submitted to the Registrar, through the Head of the Institution, six months before final examination on or before the dates notified by the University.   |              |
| 13.1.2.9  | The dissertation shall be valued by all the four examiners (2 Internal and 2 external) appointed by the University.  |              |
| 13.1.2.10 | Approval of dissertation work by all the four examiners in writing is an mandatory precondition for a candidate to be eligible to appear in the University examination, provided further that the candidate fulfills other eligibility requirements of attendance, progress and due clearance.   |              |
| 13.1.2.11 | If any examiner does not approve the dissertation, examiner shall give in writing the specific reasons for NOT accepting the work.   |              |
| 13.1.2.12 | Such candidates whose dissertation has not been approved shall, rectify the deficiencies as pointed out by the examiner and submit three copies of new bound dissertation and one soft copy duly approved and signed by the Guide and H.O.D. to the University through HOI, 3 months before commencement of next or subsequent examination.  |              |
| 13.1.2.13 | University shall get the dissertation valued by the external examiner, preferably the same examiner. After due approval of the dissertation by the examiner, the candidate may be permitted to appear for the Theory, Clinical / Practical examination.  |              |

**14.0 GUIDE.**

- 14.1 The academic qualification and teaching experience required for recognition by the University as a guide for dissertation work shall be as laid down by Dental Council of India and LNCT University, Bhopal.
- 14.2 The Guide for each student in the specialty shall be nominated by the HOI, in consultation with the HOD.
- 14.3 Two students for each Professor and one student for each Reader can be allotted in each academic year. However a guide shall not have under him/her more than six students at a given time,
- 14.4 HOI may nominate if required, a co-guide who shall be a postgraduate teacher in the same specialty in the Institution.
- 14.5 Guides and co-guides shall be approved by the LNCT University, Bhopal.
- 14.6 **CHANGE OF GUIDE :** In the event of a registered guide leaving the institution for any reason or retiring from service, or arising of any unforeseen circumstances, guide may be changed with prior permission from head of the Institution and the University.

**15.0 UNIVERSITY EXAMINATION**

- 15.1 **Eligibility:** The following requirement shall be fulfilled by every candidate to become eligible to appear for the MDS University examination.
- 15.1.1 **Attendance & Progress:** Every candidate shall have attendance and progress in each academic year of the postgraduate course as given in Para 9.
- 15.1.2 **Progress and conduct:** Every candidate shall have participated in seminars, journal review meetings, symposia, conferences, case presentation, clinics and didactic lectures during each year as designed by the concerned department.
- 15.1.3 **Work diary and Logbook:** Every candidate shall maintain a work diary and logbook for recording his / her participation in the training programme conducted by the department. The work diary and logbook shall be verified and certified by the Head of the Department and Head of the institution. (Please see SECTION III for Model Checklist and Log book)
- 15.1.4 **Dissertation:** The approval of Main dissertation by all the four examiners.
- 15.1.5 The certification of satisfactory progress by the head of the department and head of the institution shall be based on (15.1.1), (15.1.2) and (15.1.3) mentioned above.

**16.0 SCHEME OF UNIVERSITY EXAMINATION:****16.1. GENERAL**

- 16.1.1 There shall be one examination at the end of 3 years for the students appearing for the first time.
- 16.1.2 The examination consists of Theory (Written), Practical / Clinical and VIVA VOCE
- 16.1.3 The failed candidates shall appear again in supplementary examination, after six months.
- 16.1.4 The main examination shall be held in the month of April each year and supplementary examination shall be held in the month of October each year.
- 16.1.5 There shall be a gap of at least six months between the two examinations (Main, supplementary and subsequent examinations)
- 16.1.6 The failed student shall appear once again in all the parts of University examination (Written, Clinical/Practical and Viva voce).
- 16.1.7 The failed candidate need not prepare new dissertation, if it is approved by the University. However this is applicable to SIX attempts or a maximum of 5 years from the date of first appearance in the examination only.
- 16.1.8 Such students shall apply to the University for permission to carry out the dissertation work again in the Institution. If permitted a fresh dissertation need to be prepared under the Guide approved by the University.

**16.2 WRITTEN EXAMINATION:** The written examination shall consist of four papers, out of which two shall be pertaining to the specialty; one in Applied Basic Sciences and one shall be an Essay in the speciality. Each paper shall be of three hours duration.

**16.3 CLINICAL / PRACTICAL EXAMINATION**

16.3.1 It should aim at examining the clinical skills and competence of candidate for undertaking independent work as a specialist. The actual format of clinical work and minimum number of clinical exercises shall be prescribed by the University to enable the candidate to develop confidence and clinical skill.

**16.4 VIVA VOCE EXAMINATION**

16.4.1 Viva voce examination shall aim at assessing depth of knowledge, logical reasoning, confidence and verbal communication skills.

## 16.5 DISTRIBUTION OF MARKS AT THE UNIVERSITY EXAMINATION

### 16.5.1 PART-A-WRITTEN

16.5.1.1	Paper-I	Applied Basic subjects	75 marks
16.5.1.2	Paper-II	Concerned specialty	75 marks
16.5.1.3	Paper-III	Concerned specialty	75 marks
16.5.1.4	Paper-IV	Essay on any one topic in concerned specialty (Choice shall be given for the essay)	75 marks

**Total: 300 marks**

### 16.5.2 PART-B- Practical/ Clinical & Viva

16.5.2.1	Practical & Clinical Examination	: 200 marks
16.5.2.2	Viva-voce	: 100 marks

## 17.0 THE SCHEME OF TYPE OF QUESTIONS IN WRITTEN PAPERS

17.1 Each paper except Essay paper shall be of 3 hrs duration and shall carry maximum of 75 marks and shall contain questions as mentioned below:

Q.No. I Long essay question- 20 Marks

Q.No. II Long essay question- 20 Marks

Q.No. III Seven short note questions- 5 Marks each

17.2 Fourth ESSAY paper shall be of 3 hrs duration, carrying 75 marks. It shall have two essay topics. The candidate shall answer any one of the two.

17.3 All the written papers shall be valued by all the four examiners and aggregate of average marks in all the written papers shall be computed to determine the result. Pass mark shall be 150 marks out of maximum 300 Marks.

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

### 18.1 Prosthodontics and Crown & Bridge

Paper-1	- Applied Anatomy, physiology, pathology and Dental Materials
Paper-II	- Removable Prosthodontics and Oral Implantology
Paper -III	- Fixed Prosthodontics
Paper-IV	- Essay

- 18.2 Periodontology**
- Paper-1 - Applied Anatomy, physiology, Biochemistry, Pathology and Pharmacology
- Paper-II - Etiopathogenesis
- Paper-III - Clinical Periodontology and Oral Implantology
- Paper-IV - Essay
- 18.3. Oral & Maxillofacial Surgery**
- Paper-1 - Applied Anatomy, physiology and Pathology
- Paper-II > - Minor oral Surgery and Trauma
- Paper-III - Maxillofacial Surgery and oral Implantology
- Paper-IV - Essay
- 18.4 Conservative Dentistry and Endodontics**
- Paper-1 - Applied Anatomy, Physiology, Pathology and Dental Materials
- Paper -II - Conservative dentistry & Aesthetic Dentistry
- Paper-III - Endodontics
- Paper-IV - Essay
- 18.5 Orthodontics & Dentofacial Orthopedics**
- Paper-1 - Applied Anatomy, Physiology, Pathology, Genetics Physical anthropology & Dental material
- Paper-II - Diagnosis and treatment planning.
- Paper-III - Clinical Orthodontics ad Mechanotherapy
- Paper - IV - Essay
- 18.6 Oral Pathology & IV Microbiology Forensic Odontology**
- Paper-1 - Applied Anatomy, Physiology, Pathology and Research methodology
- Paper-II - Oral pathology, Microbiology and Oncology
- Paper-III - Laboratory Techniques and Diagnosis
- Paper-IV - Essay

**18.7 Public Health Dentistry**

Paper-I Applied Anatomy, Physiology, Pathology and Research methodology

Paper-II Public Health

Paper-III Dental Public Health Essay

Paper-IV Essay

**18.8 Pediatric & Preventive Dentistry**

Paper-I Applied Anatomy, Physiology, Pathology Microbiology, nutrition and Dietics

Paper-II Clinical pediatric dentistry

Paper-III Preventive and community dentistry as applied to Pediatric dentistry

Paper-IV Essay

**18.9 Oral Medicine and Radiology**

Paper-1 - Applied Anatomy, Physiology, Pathology and pharmacology

Paper-II - Diagnosis, diagnostic methods and imageology and Applied Orai Pathology

Paper-III - Oral medicine, therapeutics and laboratory investigations

Paper - IV - Essay

**19.0 PRACTICAL / CLINICAL EXAMINATION :**

19.1 In case of practical/ Clinical examination, it should be aimed at assessing competence and skills of techniques and procedures, It should also aim at testing student's ability to make relevant and valid observations, interpretation and inference of laboratory or experimental or clinical work relating to his / her subject for undertaking independent work as a specialist. The actual format of clinical examination in various specialties are given below.

19.2 Duration of practical/Clinical examination including VIVA VOCE is minimum of TWO days up to 4 candidates. Duration shall be increased as per the requirement.

19.3 There shall be NO practical examinations in Applied Basic Medical subjects.

19.4 The Maximum marks for practical / clinical examination shall be 200 marks. Exercises and distribution of marks for various clinical / practical exercises in the specialties is mentioned below:

**19.5 PROSTHODONTICS, CROWN & BRIDGE**

- 19.5.1 Examination shall be for three days. If there are more than 6 candidates, it may be extended for one more day. Each candidate shall be examined for a minimum of two days, six hours per day including viva voce.
- 19.5.2 **Presentation of treated patients and records during their 3 years training period - 25 Marks**
- |    |  |         |
|----|--|---------|
| a. | CD.  | 1 mark  |
| b. | R.P.D.   | 2 marks |
| c. | F.P.D including single tooth and surface restoration | 2 marks |
| d. | I.S.P.   | 5 marks |
| e. | Occlusal rehabilitation                              | 5 marks |
| f. | T.M.J.   | 5 marks |
| g. | Maxillofacial Prosthesis                             | 5 marks |
- 19.5.3 **Present actual treated patients C. D. Prosthesis and Insertion - 90 Marks**
- |    |  |          |
|----|--|----------|
| a. | Discussion on treatment plan and patient review  | 10 marks |
| b. | Tentative jaw relation records -   | 5 marks  |
| c. | Face Bow - transfer  | 5 marks  |
| d. | Transferring it on articulators -  | 5 marks  |
| e. | Extra oral tracing and securing centric and protrusive/ lateral, record                                  | 25 marks |
| f. | Transfer in on articulator   | 5 marks  |
| g- | Selection of teeth   | 5 marks  |
| h. | Arrangement of teeth   | 15 marks |
| i  | Waxed up denture trial<br>Fit, insertion and instruction of previously processed characterized, anatomic | 10 marks |
|    | complete denture prosthesis -  | 5 marks  |

All steps will include chair side, lab and viva voce

**19.5.4 Fixed Partial Denture - 50 Marks**

- a. Case discussion and selection of patients for F. P. D. - 5 marks
- b. Abutment preparation isolation and fluid control - 25 marks
- c. Gingival retraction and impressions -10 marks
- d. Cementation of provisional restoration -10 marks

**19.5.5 Removable Partial Denture - 35 Marks**

- Surveying and designing of partial dentate cast -10 marks
- Discussion on components and material selection marks Including occlusal scheme. -15

**19.5.6 Viva Voce: 100 Marks**

- i. Viva-Voce examination : 80 marks

All examiners will conduct viva-voce conjointly on candidate's comprehension, analytical approach, expression, interpretation of data and communication skills. It includes all components of course contents. It include presentation and discussion on dissertation also.

**19.5.6.1 Pedagogy Exercise : 20 marks**

A topic be given to each candidate in the beginning of clinical examination. He/She is asked to make a presentation on the topic for 8-10 minutes.

**19.6 PERIODONTOLGY**

The clinical examination shall be of two days duration

**19.6.1 Case discussion**

Long case - One

Short case - One

19.6.1.1 Periodontal surgery -  
Periodontal flap surgery on previously prepared case in one quadrant of the mouth after getting approval from the examiners.

19.6.1.2 Post surgical review and discussion of the case treated on the 1<sup>st</sup> day

Presentation of dissertation & discussion



19.6.1.3 All the examiners shall participate in all the aspects of clinical examinations/ Viva Voce

19.6.1.4 Distribution of Marks for clinical examination (recommended)

a) Long Case discussion	50
b) 2 Short cases	50
c) periodontal Surgery	75
d) Post - Operative review	25
<b>Total</b>	<b>200</b>

**19.6.2 Viva Voce: 100 Marks**

19.6.2.1 Viva-Voce examination: 80 marks

All examiners will conduct viva-voce conjointly on candidate's comprehension, analytical approach, expression, interpretation of data and communication skill. It includes all components of course contents. It includes presentation and discussion on dissertation also.

19.6.2.2 Pedagogy : 20 marks

A topic be given to each candidate in the beginning of clinical examination. He/ she is asked to make a presentation on the topic for 8-10 minutes.

**19.7 ORAL & MAXILLOFACIAL SURGERY**

19.7.1 **Minor Oral Surgery-100 Marks**

Each candidate is required to perform the minor oral surgical procedures under local anaesthesia. The minor surgical cases may include removal of impacted lower third molar, cyst enucleation, any similar procedure where students can exhibit their professional skills in raising the flap, removing the bone and suturing the wound.

- 19.7.2 (a) One long case - 60 marks  
(b) Two short cases - 20 marks each

**19.7.3 Viva Voce - 100 Marks**

19.7.3.1 Viva-Voce examination: 80 marks

All examiners will conduct viva-voce conjointly on candidate's comprehension, analytical approach, and expression interpretation of data and communication skills. It includes all components of courses contents. It includes presentation and discussion on dissertation also.

19.7.3.2 Pedagogy Exercise: 20 marks

A topic be given to each candidate in the beginning of clinical examination. He/ she is asked to make a presentation on the topic for 8-10 minutes.

**19.8 CONSERVATIVE DENTISTRY & ENDODONTICS**

19.8.1 The duration of Clinical and Viva Voce examination will be 2 days for a batch of four students

**19.8.2 Clinical Exercise I - 50 Marks**

Cast core preparation

(i) Tooth Preparation	-	10 marks
(ii) Direct Wax Patter	-	10 marks
(iii) Casting	-	10 marks
(iv) Cementation	-	10 marks
(v) Retraction & Elastomeric Impression -	-	10 marks

**19.8.3 Viva Voce: 100 Marks**

19.8.3.1 Viva-Voce examination: 80 marks

19.8.3.2 Pedagogy Exercise: 20 marks

A topic be given to each candidate in the beginning of clinical examination. He/ she is asked to make a presentation on the topic for 8-10 minutes.

**19.9 ORTHODONTICS**

19.9.1 Practical / Clinical Examination :200 Marks

19.9.1.1 Exercise No.: 1 Functional Case : 50 Marks

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

## 19.9.1.2 Exercise No.: 2 multiband exercise : 50 Marks

III stage with auxiliary springs

OR

Bonding of SWA brackets and construction of suitable arch wire.

## 19.9.1.3 Exercise No. 3 Display of records of the treated cases (minimum of 5 cases) 5 cases

X 15 marks = 75 Marks

## 19.9.1.4 Exercise No. : 4 long case discussions: 25

No.	Exercise	Marks allotted	Approximate Time
1	Functional appliance	50	1 hour
2	III stage mechanics/ Bonding and arch wire fabrication	50	1 hr. 30 min.
3	Display of case records (a minimum of 5 cases to be presented with all the cases)	75	1 hour
4	Long cases	25	2 hours

## 19.9.2 Viva Voce : 100 Marks

## 19.9.2.1. Viva-voce examination: 80 marks

All examiners will conduct viva-voce conjointly on candidate's comprehension, analytical approach, and expression, interpretation of data and communication skills. It includes all components of course contents. It includes presentation and discussion on dissertation also.

## 19.9.2.2. Pedagogy Exercise: 20 marks

A topic be given to each candidate in the beginning of clinical examination. He/ she is asked to make a presentation on the topic for 8-10 minutes.

## 19.10 ORAL PATHOLOGY &amp; MICROBIOLOGY

19.10.1 Practical / Clinical - 200 Marks

19.10.1.1 Case Presentation

a) Long case - 20 marks

b) Short case - 10 marks

- 19.10.1.2 Clinical Hematology  
(any two investigations) - 20 marks  
Hb%, bleeding time, clotting time, Total  
WBC count, Differential WBC count  
and ESR
- 19.10.1.3 Smear Presentation - 20 marks  
Cytology or microbial smear  
and staining
- 19.10.1.4 Paraffin sectioning and  
H & E Staining - 30 Marks
- 19.10.1.5 Histopathology slide discussion -100 Marks
- 19.10.2 Viva Voce 100 Marks**
- 19.10.2.1 Viva-Voce examination: 80 marks  
All examiners will conduct viva-voce conjointly  
on candidate's comprehension, analytical  
approach, expression, interpretation of data and  
communication skills It includes all components  
of course contents. It includes presentation and  
discussion on dissertation also.
- 19.10.2.2 Pedagogy Exercise: 20 marks  
A topic be given to each candidate in the  
beginning of clinical examination. He/ she is  
asked to make a presentation on the topic for  
8-10 minutes.

## 19.11 PUBLIC HEALTH DENTISTRY

### 19.11.1 Practical / Clinical Examination: 200 Marks

- 19.11.1.1 Clinical examination of at least 2 patients  
representing the community - include  
history, main complaints, examination  
and recording of the findings, using  
indices for the assessment of oral health  
and presentation of the observation  
including diagnosis, comprehensive  
treatment planning.

(50 Marks – 1½ Hrs.)

- 19.11.1.2 Performing
- One of the treatment procedures as per treatment plan. (Restorative, surgical, rehabilitation)
  - Preventive oral health care procedure.
  - One of the procedures specified in the curriculum
- (50 Marks - 1½ Hrs.)

- 19.11.1.3 Critical evaluation of a given research article published in an international journal. (50 Marks – 1½ Hrs.)

- 19.11.1.4 Problem solving - a hypothetical oral health situation existing in a community is given with sufficient data. The student as a specialist in community dentistry is expected to suggest practical solutions to the existing oral health situation of the given community. (50 Marks - 1½ Hrs.)

**19.11.2 Viva voce: 100 Marks**

19.11.2.1 Viva-Voce examination: 80 marks

All examiners will conduct viva-voce conjointly on candidate's comprehension, analytical approach, expression, interpretation of data and communication skills. IT includes all components of course contents. It includes presentation and discussion on dissertation also.

ii. Pedagogy Exercise: 20 marks

A topic is given to each candidate in the beginning of clinical examination. He/she is asked to make a presentation on the topic for 8-10 minutes.

## 19.12 PEDODONTIA & PREVENTIVE DENTISTRY

**19.12.1 Practical Examination: 200 Marks**

The Clinical / Practical and Viva-Voce Examinations are conducted for a minimum of two days.

1<sup>st</sup> Day

19.12.1.1	Case Therapy on a Primary Molar.	Discussion, i.e. Pulpectomy	Pulp
			20 marks
	Case Discussion Rubber		10 marks
	Dam application Working		20 marks
	length X-ray Obturation		20 marks
		Total	70 marks

**19.12.1.2 Case Discussion, Crown preparation on a Primary Molar for Stainless steel crown and cementation of the same.**

Case Discussion	:	10 marks
Crown Preparation	:	20 marks
Crown Selection and Cementation	:	<u>20 marks</u>
<b>Total</b>		<b>50 marks</b>

**19.12.1.3 Case Discussion, band adaptation for fixed type of space maintainer and impression making.**

Case Discussion	:	20 marks
Band adaptation	:	20 marks
Crown Selection and Cementation	:	<u>20 marks</u>
<b>Total</b>		<b><u>60 marks</u></b>

**19.12.1.4 Evaluation of Fixed Space Maintainer and Cementation : 20 marks**

**19.12.2 Viva Voce: 100 Marks**

**19.12.2.1 Viva-Voce examination : 80 marks**

All examiners will conduct viva-voce conjointly on candidate's comprehension, analytical approach, expression, interpretation of data and communication skills. It includes all component of course contents. It includes presentation and discussion on dissertation also.

**19.12.2.2 Pedagogy Exercise: 20 marks**

A topic be given to each candidate in the beginning of clinical examination. He/ she is asked to make a presentation on the topic for 8-10 minutes.

**19.13 ORAL MEDICINE & RADIOLOGY**

**19.13.1 Practical / Clinical Examination : 200 Marks**

**19.13.1.2 Clinical Case Presentation**

2 Spotters	2 x 10 = 20 Marks
2 Short Cases	2 x 15 = 30 Marks
2 Short Cases	<u>1 x 50 = 50 Marks</u>

**Total = 100 Marks**

**19.13.1.2****Radiology Exercise**

A) One Intra Oral Radiograph: 10 Marks

B) One Occlusal Radiograph: 30 Marks

C) Two Extra Oral Radiograph:

2x30=60 Marks

Including technique and interpretation

**19.13.2**

Viva Voce: 100 Marks

**19.13.2.1**

Viva- Voce examination : 80 marks

All examiners will conduct viva-voce conjointly on candidate's comprehension, analytical approach, expression, interpretation of data and communication ■ skills. It includes all components of course contents. It includes presentation and discussion on dissertation also.

**19.13.2.2**

Pedagogy Exercise: 20 marks

A topic be given to each candidate in the beginning of clinical examination. He/ she is asked to make a presentation on the topic for 8-10 minutes.

**20.0 RE-VALUATION OF ANSWER BOOKS:**

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

**21.0 CRITERIA FOR DECLARING AS PASS:**

To pass in the University examination

- 21.1 Dissertation should have been approved by the examiners in that year or previous years.
- 21.2 Shall have secured a minimum of 50% marks in aggregate of all the written papers (150 Marks out of 300 Marks.)
- 21.3 Shall have secured a minimum of 50% marks in aggregate of Practical / Clinical examination and VIVA examination. (150 Marks out of 300 Marks).
- 21.4 Candidates passing the MDS examination shall be declared to have passed the examinations in

A) Second class - 50% and above and below 75 % marks in aggregate.

B) First Class - above 75 % of marks in aggregate.

21.5 A candidate who is declared successful in the M.D.S. examination shall be granted a degree of "Master of Dental Surgery" in the specialty.

## 22.0 EXAMINERS:

22.1 The University examination shall be conducted by a board of four examiners appointed by the University.

22.2 The board of four examiners consists of two internal and two external examiners.

22.3 One of the internal examiners shall be appointed as chairman of board by the University.

22.4 50% of the external examiners shall be from outside the state.

## 23.0 QUALIFICATION & EXPERIENCE FOR EXAMINERS:

23.1 He/She should possess PG qualification and teaching experience of more than 4 Years after obtaining PG qualification in the same specialty.

23.2 No person who is not an active postgraduate teacher in the subject can be appointed as an examiner,

23.3 Reciprocal arrangement of Examiners should be discouraged, in that, the Internal Examiner in a Subject should not accept External Examiner ship for a institution from which External Examiner is appointed,

23.4 No person shall be an external examiner for the same institution for more than Four consecutive Examinations. However if there is a break of two examinations, the person can be re-appointed in subsequent examinations.



**24.0 CHECK LISTS****24.1 CHECKLIST-1****MODEL CHECKLIST FOR EVALUATION OF JOURNAL  
REVIEW PRESENTATIONS**

Name of Trainee:

Date:

Name of Faculty / Observer:

S.No	Items for observation during presentation	Poor 0	Below Average 1	Average 2	Good 3	Very Good 4
1	Article chosen was					
2	Extent of understanding of scope and objectives of the paper by the candidate					
3	Whether cross references have been consulted.					
4	Whether other relevant publications consulted					
5	Ability to respond to questions on the paper / subject,					
6	Audio - Visual aids					
7	Ability to defend the					
8	Clarity of presentation.					
9	Any other observation					
	<b>Total Score</b>					

**24.2. CHECKLIST-2****MODEL CHECKLIST FOR EVALUATION OF SEMINAR  
PRESENTATIONS**

Name of the Trainee :

Date:

Name of the Faculty / Observer:

S.No	Items for observation during presentation	Poor 0	Below Average 1	Average 2	Good 3	Very Good 4
1	Whether other relevant publications consulted.					
2	Whether cross-references have been consulted.					
3	Completeness of Preparation.					
4	Clarity of presentation.					
5	Understanding of subject.					
6	Ability to answer the questions.					
7	Time scheduling.					
8	Appropriate use of Audio -Visual aids.					
9	Overall performance.					
10	Any other observation.					
	<b>Total Score</b>					

**.3. CHECKLIST-3****MODEL CHECKLIST FOR EVALUATION OF CLINICAL WORK IN OPD***(To be completed once a month by respective Unit Heads including posting in other department)*

Name of the Trainee :

Date:

Name of the Unit Head :

S.No	Items for observation during presentation	Poor 0	Below Average 1	Average 2	Good 3	Very Good 4
1	Regularity of attendance.					
2	Punctuality.					
3	Interaction with colleagues and supportive staff.					
4	Maintenance of case records.					
5	Presentation of cases.					
6	Investigations work up.					
7	Chair-side manners.					
8	Report with patients.					
9	Over all quality of clinical work.					
	Total Score					

**4. CHECKLIST- 4****EVALUATION FROM THE CLINICAL CASE PRESENTATION**

Name of the Trainee :

Date:

Name of the Faculty / Observer:

SL No.	Items for observation during presentation	Poor 0	Below Average 1	Average 2	Good 3	Very Good 4
1	Completeness of history					
2	Whether all relevant points elicited.					
3	Clarity of presentation.					
4	Logical order.					
5	Mentioned all positive and negative.					
6	Accuracy of general physical examination.					
7	Diagnosis : whether it follows logically from history and findings.					
8	Investigations required.					
	Complete List.					
	Relevant order.					
	Interpretation of investigations.					
9	Ability to react to questioning whether it follows logically from history and findings					

10	Ability to defend diagnosis.					
11	Ability to justify differential diagnosis.					
12	Others.					
	Grand Total					

Note:- Please use a separate sheet for each faculty member.

5. CHECKLIST- 5

**MODEL CHECK LIST FOR EVALUATION OF TEACHING SKILL**

Name of the Trainee :

Date:

Name of the Faculty / Observer:

SL. No		Strong Point	Weak Point
1	Communication of the purpose of		
2	Evokes audience interest in the		
3	The introductions.		
4	The sequence of ideas.		
5	The use of practical example and / or illustrations.		
6	Speaking style (enjoyable, monotonous, etc. Specify)		
7	Attempts audience participation.		
8	Summary of the main points at the		
9	Asks questions.		
10	Answers questions asked by the		
11	Rapport of speaker with his		
12	Effectiveness of the talk		
13	Uses AV Aids appropriately.		

6. CHECKLIST- 6

**MODEL CHECK LIST FOR DISSERTATION PRESENTATION**

Name of the Trainee:

Date:

Name of the Faculty /  
Observer:

S.No	Items for observation during presentation	Poor 0	Below Average 1	Average 2	Good 3	Very Good 4
1	Interest shown in selecting topic.					
2	Appropriate review.					
3	Discussion with guide and other faculty.					
4	Quality of protocol.					

5	Preparation of Proforma					
	<b>Total Score</b>					

## 24.7. CHECKLIST- 7

**CONTINUOUS EVALUATION OF DISSERTATION WORK BY  
GUIDE/CO-GUIDE**

Name of the Trainee :

Date:

Name of the Faculty / Observer:

SL No.	Items for observation during presentation	Poor 0	Below Average 1	Average 2	Good 3	Very Good 4
1	Periodic consultation with guide /co-guide.					
2	Regular collection of case material					
3	Depth of analysis/ Discussion.					
4	Department presentation of findings.					
5	Quality of final output.					
6	Others					
	<b>Total Score</b>					

## 24.8. CHECKLIST- 8

**OVERALL ASSESSMENT SHEET**

Date:

SL. No.	Faculty Member	and Mean Score									
		A	B	C	D	E	F	G	H	I	J
1											
2											
3											
4											
5											
6											

Signature of HOD

Signature of Principal

The above overall assessment sheet used along with the logbook should form the basis for certifying satisfactory completion of course of study, in addition to the attendance requirement.

**KEY:****Faculty member****Mean score**

A,b,.....

Name of the faculty doing the assessment. Is the sum of all the scores of checklist 1 to 7.  
Name of the trainees.

## 0 LOG BOOK

The proforma of tables are given below.

## 25.1. TABLE 1

**ACADEMIC ACTIVITIES ATTENDED**

Name:

Admission Year:

College :

Date	Type of activity Specify Seminar, Journal club, presentation, UG teaching	Attended / Participated

## 25.2. TABLE 2

**ACADEMIC PRESENTATIONS MADE BY THE TRAINEE**

Name:

Admission Year:

College :

Date	Topic	Type activity Specify Seminar, Journal club, presentation, UG

## 25.3. TABLE 3

**DIAGNOSTIC AND OPERATIVE PROCEDURES PERFORMED**

Name:

Admission Year:

College:

Date	Name	OP No.	Procedure	Category O,A,PA,PI

Key:

- O - Washed up and observed-Initial 6 months of admission.  
A - Assisted a more senior surgeon - I year MDS  
PA - Performed procedure under the direct supervision of a senior surgeon - II year MDS.  
PI - Performed independently - III year MDS

**Ordinance No. 13****DOCTOR OF MEDICINE (M.D.) AND MASTER OF SURGERY(M.S.)****GENERAL RULE**

These general rules are subject to alterations from time to time. The degree shall be conferred after the acceptance of thesis and passing in examination (Written, Viva and Practical).

**SUBJECTS OF AWARDS****M.D.**

1. Anatomy
2. Physiology
3. Biochemistry
4. Pathology
5. Pharmacology
6. Microbiology
7. Forensic Medicine
8. Community Medicine
9. General Medicine
10. Paediatrics
11. Anaesthesiology
12. Dermatology, Venereology & Leprosy
13. Respiratory Medicine
14. Psychiatry
15. Radiodiagnosis
16. Radiotherapy
17. Emergency Medicine
18. Immuno Haematology and Blood Transfusion
19. Infectious diseases
20. Physical Medicine Rehabilitation
21. Geriatrics

**M.S.**

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

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

The goal of postgraduate medical education shall be to produce competent specialists and/or Medical teachers.

- 1.1.1 Who shall recognize the health needs of the community, and carry out professional obligations ethically and in keeping with the objectives of the national health policy.
- 1.1.2 Who shall have mastered most of the competencies, pertaining to the speciality, that are required to be practiced at the secondary and the tertiary levels of the health care delivery system;
- 1.1.3 Who shall be aware of the contemporary advance and developments in the discipline concerned;
- 1.1.4 Who shall have acquired a spirit of scientific inquiry and is oriented to the principles of research methodology and epidemiology; and
- 1.1.4 Who shall have acquired the basic skills in teaching of the medical and paramedical professionals

**1.2 OBJECTIVES**

At the end of the postgraduate training in the discipline concerned the student shall be able to;

- 1.2.1 Recognize the importance to the concerned speciality in the context of the health needs of the community and the national priorities in the health section.
- 1.2.2 Practice the speciality concerned ethically and in step with the principles of primary health care.
- 1.2.3 Demonstrate sufficient understanding of the basic sciences relevant to the concerned speciality.
- 1.2.4 Identify social, economic, environmental, biological and emotional determinants of health in a given case, and take them into account while planning therapeutic, rehabilitative, preventive and primitive measure/strategies.
- 1.2.5 Diagnose and manage majority of the conditions in the speciality concerned on the basis of clinical assessment, and appropriately selected and conducted investigations.
- 1.2.6 Plan and advise measures for the prevention and rehabilitation of patients suffering from disease and disability related to the speciality.
- 1.2.7 Demonstrate skills in documentation of individual case details as well as morbidity and mortality rate relevant to the assigned situation.

- 1.2.8 Demonstrate empathy and humane approach towards patients and their families and exhibit interpersonal behaviour in accordance with the societal norms and expectations.
- 1.2.9 Play the assigned role in the implementation of national health programme, effectively and responsibly.
- 1.2.10 Organize and supervise the chosen/assigned health care services demonstrating adequate managerial skills in the clinic/hospital or the field situation.
- 1.2.11 Develop skills as a self-directed learner, recognize continuing education needs; select and use appropriate learning resources.
- 1.2.12 Demonstrate competence in basic concepts of research methodology and epidemiology, and be able to critically analyze relevant published research literature.
- 1.2.13 Develop skills in using educational methods and techniques as applicable to the teaching of medical/nursing students, general physicians and paramedical health workers.
- 1.2.14 Function as an effective leader of a health team engaged in health care, research or training.

### **1.3 STATEMENT OF THE COMPETENCIES :**

Keeping in view the general objectives of postgraduate training, each discipline has developed specific competencies which has been defined and spelt out in clear terms. Each department has produced a statement to bring it to the notice of the trainees in the beginning of the programme so that he or she can direct the efforts towards the attainment of these competencies.

### **1.4 COMPONENTS OF THE POSTGRADUATE CURRICULUM :**

The major components of the Postgraduate curriculum shall be :

- 1.4.1 Theoretical knowledge
- 1.4.2 Practical and clinical skills.
- 1.4.3 Writing Thesis / Research articles.
- 1.4.4 Attitudes including communication skills.
- 1.4.5 Training in research methodology, Medical Ethics and Medico-legal aspects.-



## COURSE STRUCTURE

### 2.1 Training Period and Time Distribution

The period of training for obtaining the degrees shall be three completed years including the period of examination.

**Provided that** in the case of students having a recognised two year postgraduate diploma course in the same subject, the period of training, including the period of examination, shall be two year.

### 2.2 Timing of Examinations:-

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 and obtaining a minimum of 50% marks in theory as well as practical separately shall be mandatory for passing the whole examination. The examination for M.S./ M.D., shall be held at the end of 3 academic years (six academic terms). The academic terms shall mean six months training period.

## ACADEMIC QUALIFICATION AND SELECTION CRITERIA FOR ADMISSION

### 3.1 Eligibility Criteria: Candidate for M.D./M.S. degree must be

- 3.1.1 An M.B.B.S. of any University recognized by the Medical Council-of India and LNCT University.
- 3.1.2 Completed one year of Internship by 30<sup>th</sup> March of calendar year of admission.

### 3.2 Selection of Students:

Students for Postgraduate medical courses shall be selected strictly on the basis of their academic merit:

- 3.2.1 The merit as determined by 'Common Entrance Test' conducted by LNCT University/any designated agency approved by LNCT University or as decided by Statutory Body.

**Provided that** wherever entrance test for Postgraduate admission is held the minimum percentage of marks for eligibility for admission to postgraduate medical courses shall be fifty per cent for general category candidates and 40 per cent for the candidate belonging to Scheduled Castes, Scheduled Tribes and Other Backward classes or as prescribed by Statutory Body/Competent Authority.

### 3.3 Migration:

Migration/transfer of students undergoing any postgraduate course shall not be permitted by any University or any authority.

## COMMENCEMENT OF COURSE

The M.D /M.S. course shall commence with effect from 2<sup>nd</sup> May of respective year or as prescribed by Statutory Body/Competent Authority.

## 5.0 REGULATION RELATING TO ASSESSMENT OF ACADEMIC GROWTH OF STUDENTS

5.1 Examination Regulations - Essentialities for qualifying to appear in professional examinations. The performance in essential components of training are to be assessed, based on:

### 5.1.1 Attendance:

All candidates joining the Post Graduate training programme shall work as full time residents during the period of training, attending not less than 80% (Eighty percent) of the training during each calendar year, and given full time responsibility, assignments and participation in all facets of the educational process.

### 5.1.2 Internal Assessment:

5.1.2.1 Post Graduate students shall maintain a record (log) book of the work carried out by them and the training programme undergone during the period of training including details of surgical operations assisted or done independently by M.S. candidates.

5.1.2.2 The record books shall be checked and assessed by the faculty members imparting the training.

5.1.2.3 Internal assessment shall also be based on the following

#### 5.1.2.3.1 Basic Medical Sciences

Lectures, Seminars, Journal Clubs, Group Discussions, Participation in laboratory and experimental work, and involvement in research studies in the concerned speciality and exposure to the applied aspects of the subject relevant to clinical specialities.

#### 5.1.2.3.2 Clinical disciplines

In service training, with the students being given graded responsibility in the management and treatment of patients entrusted to their care; participation in Seminars, Journal clubs, Group Discussions, Clinical Meetings, Grand rounds, and Clinico - Pathological Conferences; practical training in Diagnosis and medical and Surgical treatment; training in the Basic Medical Sciences, as well as in allied clinical specialities.

**APPOINTMENT OF EXAMINERS**

- 6.1 No person shall be appointed as an examiner in any subject unless he fulfils the minimum requirements for recognition as a Post Graduate teacher as laid down by the Medical Council of India and has teaching experience of 8 (Eight) years out of which he has not less than 5 (Five) years teaching experience after obtaining Post Graduate degree as a Lecturer / Asstt. Professor. For external examiners, he should have minimum three years experience of examinership for Post Graduate diploma in the concerned subject. Out of internal examiners, one examiner shall be a professor and Head of Department or Head of Department.
- 6.2 There shall be at least four examiners in each subject at an examination out of which, at least 50% (Fifty percent) shall be external examiners. The external examiner who fulfils the condition laid down in clause - 1 above shall ordinarily be invited from another recognised University, from outside the State; provided that in exceptional circumstances examinations may be held with 3 (three) examiners if two of them are external and Medical council of India is intimated with the justification of such examination and the result shall be published in such a case with the approval of Medical council of India.
- 6.3 An external examiner shall be ordinarily been appointed for not more than three years consecutively. Thereafter he may be reappointed after an interval of two years.
- 6.4 The internal examiner in a subject shall not accept external examinership for a college from which external examiner is appointed in his subject.
- 6.5 The same set of examiners shall ordinarily be responsible for the written, practical or part of examination.
- 6.6 There shall be a Chairman of the Board of paper-setters who shall be an internal examiner and shall moderate the questions.
- 6.7 The Head of the Department of the institution concerned shall ordinarily be one of the internal examiners and second internal examiner shall rotate after every two year.

**UNIVERSITY EXAMINATIONS: THEORY AND PRACTICAL****7.1 THESIS**

- 7.1.1 Every candidate shall carry out work on an assigned research project under the guidance of a recognized Post Graduate Teacher, the result of which shall be written and submitted in the form of a thesis.
- 7.1.2 Thesis shall be submitted and approved before commencement of theory and clinical / practical examination.
- 7.1.3 The thesis shall be examined by a minimum of four examiners: two internal and two external, and on acceptance of the thesis by minimum two examiners, including one external, the candidate shall be eligible for appearing for final examination<sup>^</sup>

## 7.2 THEORY

- 7.2.1 There shall be four theory papers,
- 7.2.2 One paper out of these shall be on Basic Medical Sciences, and fourth paper on Recent Advances.
- 7.2.3 The second and third paper shall be based on syllabus as specified by the concerned subject specialty.
- 7.2.4 The first and fourth theory paper shall be set and evaluated by two internal examiners and the second and third paper shall be set and evaluated by two external examiners.
- 7.2.5 The theory examination will be held sufficiently earlier than the Clinical and Practical examination, so that the answer books can be assessed and evaluated before the start of the clinical/Practical and Oral examination.

## 7.3 CLINICAL / PRACTICAL AND ORAL EXAMINATION

Practical examination shall consist of carrying out special investigative techniques for Diagnosis and Therapy.

Oral examination shall be comprehensive to test the candidate's overall knowledge of the subject.

## 7.4 CRITERIA FOR PASSING

A candidate shall secure not less than 50% marks in each head which shall include (1) Theory (2) Practical / Clinical and viva voce examination.

## 7.5 RESULT OF EXAMINATION

- 7.5.1 No marks will be assigned.
- 7.5.2 The fitness of the candidate for award of degree will be decided by all four examiner,
- 7.5.3 The results of the examinations will be declared as Pass / Fail in the concerned subject.

## CANCELLATION OF ADMISSION

- 8.1 The admission of the student at any stage of the study shall be cancelled by the Vice Chancellor based on the recommendation of the head of the institution if:
  - 8.1.1 He/ She is not found to be qualified or eligible as per MCI norms and guidelines.
  - 8.1.2 He/She is found to have produced false / forged documents or found to have used unfair means to secure admission.
  - 8.1.3 He/ she is found to be involved in serious breach of discipline in the institution or the University camp.

**भाग ४ ( ग )****अन्तिम नियम****उच्च शिक्षा विभाग**

मंत्रालय, वल्लभ भवन, भोपाल

Bhopal, the 1<sup>st</sup> October 2015**प्रथम परिनियम**

No. – R-317/CC/2015/38 - Whereas pursuing the procedure specified in section 26 of Madhya Pradesh Niji Vishwavidyalaya (Sthapna Avam Sanchalan) Adhiniyam, 2007 (No. 17 of 2007), the L.N.C.T University, J.K.Hospital & Medical College Campus, Kolar Road, Bhopal (M.P.) has made the following First Statutes No. 01 to 36;

Now, therefore, in pursuance of section 35 (3) of the said Act the State Government, hereby publish the said First Statutes in the official Gazette. The First Statutes of the University shall come in to force from the date of notification.

First Statutes No. 01 to 36

By order and in the name of the Governor of Madhya Pradesh,  
R. K. VIJAY, Dy. Secy.

**STATUTE 1****SHORT TITLE, SCOPE AND COMMENCEMENT**

- (1) The "Statutes" means the Statutes of **LNCT UNIVERSITY, Madhya Pradesh.**
- (2) These Statutes shall come into force with effect from the date of the notification in the state Gazette.
- (3) The Statutes are in conjunction with the provisions of the Madhya Pradesh Niji Vishwavidyalaya (Sthapana Avam Sanchalan) Adhiniyam 2007. If there be any difference in the provisions of the Act or the Rules and the Statutes, the provisions of the Act or the Rules shall prevail.
- (4) Nothing in these Statutes shall be deemed to debar the University from amending the Statutes subsequently according to the provision of Section 27 of the Act, and the amended statutes, if any shall be applicable with immediate or retrospective or prospective effect, from such a date as prescribed in the notification.

## STATUTE 2 DEFINITIONS

In these Statutes unless the context otherwise requires;

- (1) "**Act**" means the "Madhya Pradesh Niji Vishwavidyalaya (Sthapana Avam Sanchalan) Adhiniyam 2007".
- (2) All words and expressions used herein and defined in the Act and the Rule shall have the meaning respectively assigned to them in the Act and the Rules.
- (3) '**Academic Council**' means the Academic Council of LNCT University;
- (4) "**Academic Year**" means a period of nearly twelve months, devoted to completion of requirements specified in the scheme and curriculum of the concerned course(s) and apportioned into "terms" as stipulated in the Ordinance.
- (5) '**Administrative Officer**' means an officer looking after the day-to-day administrative work of LNCT University;
- (6) '**Below Poverty Line family**' means a family whose income is below the poverty line as specified by the State or Central Government, from time to time;
- (7) '**Board**' means, the Board of Management of the LNCT University;
- (8) "**Board of Studies**" Means the Board of Studies of the University departments / faculties.
- (9) '**Chancellor**' means Chancellor of LNCT University;
- (10) '**Chief Finance and Accounts Officer**' means the Chief Finance and Accounts Officer of LNCT University;
- (11) "**Convocation**" means the convocation of the University;
- (12) "**Course(s)**" means prescribed area(s) or course(s) of study or programme(s) and / or any other components(s) leading to the conferment or award of degree, diploma, certificate or any other academic distinction or title of the University.
- (13) "**Dean**" means, Head of an academic Institution

- (14) **"Decided by the University / University may decide / Decision of the University"** means as decided by the Vice - Chancellor with the approval of the Chancellor.
- (15) **'Department'** means, Department of Studies and includes a Centre of Studies of LNCT University in the main campus;
- (16) **"Employee"** means any person working on the payroll of the University.
- (17) **'Endowment Fund'** means endowment fund (An investment fund set up by an institution in which regular withdrawals from the invested capital are used for ongoing operations or other specified purposes, as prescribed in the *Adhiniyam 2007*) of LNCT University;
- (18) **"Executive Committee"** means Executive Committee of the Sponsoring Body.
- (19) **"Faculty"** means Faculty of the University listed in Statute No. – 15
- (20) **'Fee'** means the collection made by LNCT University from the students by whatever means it may be called;
- (21) **'Governing Body'** means the Governing Body of the LNCT University.
- (22) **'Higher Education'** means study of curriculum or course for knowledge beyond 10+2 level;
- (23) **'Hostel'** means a unit of residence for students of the University maintained or recognized by the University in accordance with the provisions of the Statutes;
- (24) **'Main Campus'** means the main campus of LNCT University situated in school of studies as prescribed in *Adhiniyam 2007* and where the main office of the University is located;
- (25) **'National Council of Assessment and Accreditation'** means an statutory bodies of autonomous institution of the University Grants Commission, situated at Bhopal;
- (26) **'Ordinances'** means Ordinance of LNCT University;
- (27) **'Other Backward Classes'** means, the communities, castes and tribes notified by the State Government from time to time;

- (28) **'Pro-Vice Chancellor'** means, Pro-Vice Chancellor of LNCT University listed in Statute No. – 35.
- (29) **'Qualification'** means Degree or Diploma or any other qualification awarded by LNCT University;
- (30) **'Registrar'** means the Registrar of LNCT University as listed in Statute No.– 07;
- (31) **'Regulatory Commission'** –means the Madhya Pradesh Private University Regulatory Commission established under the section 36 of the Madhya Pradesh Act, 2007.
- (31) **'Regulatory Council'** - As defined in Section 2(1)(V) of Act 2007 & as amended in 2013;
- (32) **"Regular Education"** means and includes delivering instruction, teaching, learning, education, and related activities directly by the teacher synchronously to students in the classes supported by teaching, learning and related activities on line from the campus to the regular students of the University.
- (32) **"Regulation"** means regulation of the University.
- (33) **"Rules"** means the "Madhya Pradesh Niji Vishwavidyalaya (Sthapana Avam Sanchalan) Rules, 2008".
- (34) **"Scheme and Curriculum"** means and includes nature, duration, pedagogy, syllabus, eligibility and such other related details (by whatever name it may be called) for the concerned course(s) of the University.
- (35) **'Scheduled Caste'** means the Scheduled Castes notified under Article 341 of the Constitution of India.
- (36) **'Scheduled Tribes'** means the Scheduled Tribes notified under Article 342 of the Constitution of India.
- (37) **'School of Studies'** means an institution maintained by LNCT University as a place of higher learning and research' in the campus.
- (38) **'Sponsoring Body'** in relation to LNCT University means H. K. Kalchuri Education Trust, Bhopal, a Registered Public Trust under Madhya Pradesh Public Trust Act, 1951.



- (39) **'State Government'** shall mean, the Government of the State of Madhya Pradesh;
- (40) **'Teacher'** means, as per UGC Act, a Professor, Reader, Lecturer or a person known by any other designation who is required to impart education or to guide research or to render guidance to the students for pursuing a course of study at LNCT University .
- (41) **'The Adhiniyam'** means, the Madhya Pradesh Niji Vishwavidyalaya (Sthapana Avam Sanchalan ) Adhiniyam , 2007 (Madhya Pradesh Act 17 of 2007) and as amended time to time;
- (42) **'The University'** means a University established or incorporated by or under Sate Act;
- (43) The terms "**he**", "**him**" and "**his**" include the feminine gender also.
- (44) **'UGC'** means **University Grants Commission**, a statutory body of the Government of India through an Act of Parliament for the coordination, determination and maintenance of standards of university education in India, established in November 1956.
- (45) **'Vice Chancellor'** means the Vice Chancellor of LNCT University;
- (46) **'Visitor'** as prescribed in the Act 2007, means the Visitor of LNCT University, i.e. His Excellency, the Governor of the State of Madhya Pradesh;
- (47) Words and expressions used but not defined in the Statutes shall have the meaning assigned to them in the The Adhiniyam.

### STATUTE 3

#### SEAL OF THE UNIVERSITY

- (1) The University shall have a common seal to be used for the purposes of the University and the design of the seal shall be as decided by the University, subject to further changed or amendment as deemed necessary for time to time.
- (2) The University may also decide to make and use such Flag, Anthem, Insignia, Vehicle Flag and other symbolic or graphic expression, abbreviations or likewise, for such purposes as deemed necessary for time to time, and which are not of such nature that are not permitted by the State or the Central Government.

## STATUTE 4

### OBJECTS OF THE UNIVERSITY

Apart from the objectives of the University described in section 3 of the Act, the University shall also have the following objectives;

- (1) To collaborate with other universities, Research Institutions, Government and Non-Government Organisation towards fulfillment of the University objectives.
- (2) To provide instructions, teaching and training in higher education, vocational and professional education and make provisions for research, innovation advancement and dissemination of knowledge.
- (3) To create higher levels of intellectual and innovative abilities.
- (4) To establish state of the art facilities for education, training and research.
- (5) To carry out training and research and offer continuing education programmes.
- (6) To create centres of excellence for research and development and for sharing knowledge and its application.
- (7) To provide consultancy to the industry and public organizations.
- (8) To establish main campus in Madhya Pradesh and to have study centres at different places in India and foreign countries
- (9) To establish new institutions and courses as per the need of the community.
- (10) To award degrees, diplomas, certificates and other academic distinctions on the basis of examinations or any other method of evaluation.
- (11) To maintain standards of the degrees, diplomas, certificates and other academic distinctions in accordance with the norms laid down by UGC and related Regulatory Bodies or Councils.
- (12) To collaborate with other Universities, Research Institutions Government and Non-Government organizations towards fulfillment of objectives of University.
- (13) To provide meaningful learning opportunities to students of India and overseas.
- (14) To set up collaborative provisions with foreign/international Universities to enable students of the University to leverage the advantages of faculty and students exchange, dual degree options and semester abroad programmes.
- (15) To pursue any other objectives as may be approved by the **Sponsoring Body (H. K. Kalchuri Education Trust, Bhopal)**.
- (16) To ensure that academic distinctions are not lower than those laid down by the All India Statutory Bodies.
- (17) Other objectives as mentioned in the original Daft.

**STATUTE 5****APPOINTMENT, TERMS AND CONDITIONS AND POWERS OF THE CHANCELLOR**

(1) In accordance with the Act, the Chancellor shall be appointed by the sponsoring body for a period of five years with the approval of the Visitor. The Executive Committee of the sponsoring body shall, by simple majority, finalize the name of the Chancellor. The Secretary/President of the Sponsoring Body shall submit the resolution of Governing Body the name, along with Biodata of the proposed Chancellor, to the Principal Secretary, Higher Education Department, Govt. of Madhya Pradesh. The Department will obtain verifications from concerned Collector and Superintendent of Police regarding good moral conduct of the person to be appointed as Chancellor. Once verification is received, the department will take administrative approval of the Minister and thereafter sent to coordination for approval from Chief Minister and finally to the Visitor for approval. After due approval from the Visitor, the proposal will be forwarded to Department of Higher Education who shall issue necessary order for appointment of Chancellor of University by the Sponsoring Body.

(2) The Chancellor shall exercise powers as specified in Section 16 of the Act.

(3) The Chancellor shall hold office for a period of five years and shall be eligible for reappointment with the approval of visitor following the procedures laid down above under clause (1) of this statute.

Provided that the Chancellor shall notwithstanding the expiring his term, continue to hold his office until either he is reappointed or his successor enter upon his office.

(4) In case of an emergency like illness, absence or death of the Chancellor, the Vice-Chancellor shall perform his duties till the Chancellor reassumes his office or the new Chancellor is appointed. However, this period will not exceed six months.

(5) It shall be the duty of the Chancellor to ensure that the Act, the Rules, the Statutes, the Ordinances and the Regulations are faithfully observed.

(6) The Chancellor shall exercise general control over the affairs of the University.

- (7) The Chancellor shall be entitled to receive honorarium, expenses and allowances as may be decided by the Sponsoring Body.
- (8) In a special meeting called for the purpose, the Executive Committee of the Sponsoring Body may consider a "No Confidence Motion" against the Chancellor and, if passed by two third majority can recommend to the Visitor for the removal of the Chancellor.
- (9) The Chancellor may be writing under his hand addressed to the Visitor, resign his office. The Sponsoring Body Chairman shall forward his resignation to the visitor and after Visitor's approval, shall accept his resignation and propose a new name to the visitor as per clause (1) of this statute.

## STATUTE 6

### APPOINTMENT, TERMS AND CONDITIONS AND POWERS OF THE

#### 1. CONSTITUTION:

There shall be a Board of Management of the University, duly constituted under Section 23(1) read with Section 23(3) of the TheAdhiniyam; It shall consist of the following:

- (a) The Vice Chancellor, as ex officio Chairperson;
- (b) Two representatives nominated by the Sponsoring Body;
- (c) Two representatives nominated by the State Government;
- (d) Two Principals/Senior most Professors of the Constituent Institutions by rotation;
- (e) Two Senior most Teachers of University by rotation.
- (f) Registrar: Ex-Officio Member Secretary.

#### 4. TENURE:

- (a) The Members of the Board of Management, except those who are ex-officio, shall hold office for a period of three (3) years from the date of their nomination.
- (b) The Chairperson of the Board of Management, whose decision in the matter shall be final, shall decide any dispute or question with regard to Membership or Tenure of a Member.
- (c) The Vice-Chancellor will be the ex-officio Chairperson of Board of Management.

**5. POWERS AND FUNCTIONS:**

The Board of Management:

- i. Shall be Principal Executive Body of the University and shall be responsible for the entire management, control and administration of the University.
- ii. The Statutes of the University, other than the first Statutes, shall be made by the Board of Management with the approval of the Governing Body.
- iii. Shall function under the policies laid down by the Governing Body and shall receive and respond to all directions from the Governing Body.
- iv. Shall ensure an integrated approach to key areas such as education policy, planning, resource mobilization and allocation, response to new opportunities, accountability and transparency of functioning in order to achieve the objectives set before the University in a democratic manner.
- v. In order to manage and administer, the functioning of the University in a smooth and efficient manner, the Board of Management shall have the powers to make Statutes, Ordinances and Regulations, either on its own or on the recommendation of any Authority or Officer of the University, subject to the conditions laid down in the Adhiniyam.
- vi. Shall be the appellate authority in case of any question or dispute between a student and an employee on the one hand and any Authority or Officer of the University or Head of an Affiliated College/Institution /Study Centre on the other.
- vii. Shall regulate the use of the common seal of the University.
- viii. Shall control and administer the properties and funds of the University, including, framing of annual financial statement and estimates, annual audit, control/reduce/enhance/transfer budget allocations, borrow or lend funds with the prior approval of the Governing Body, etc and appoint authorised agents for the same, if deemed necessary.

- ix. Shall have the authority to enter into, vary, carry out and cancel contracts on behalf of the University in the exercise or performance of the powers and duties assigned to it under the The Adhiniyam or the Statutes and Ordinances.
- x. Shall have the power to create or designate Departments of the University or affiliated colleges or institutions as laid down by the Statutes/Ordinances.
- xi. The Board of Management may, on the recommendation of the Academic Council, institute any Professorship, Readership or Lectureship or any teaching post and may abolish it.
- xii. Shall direct the preparation of the Annual Report of the University, along with the audited accounts for the year and the extent of achievement of objectives of the University. Board shall have the power to include any other item in the Report. The Board shall put the Report before the Governing Body as stipulated by Regulations.
- xiii. Shall comply with such directions as may be received from the Chairperson of the Governing Body to hold a meeting and discuss matters as specified.
- xiv. To prescribe remunerations, emoluments, travelling and other allowances etc of examiners / invigilators and other employees appointed for examination related duties.
- xv. To ensure maintenance of proper accounts of the properties and funds of the University;
- xvi. To have financial accounts prepared together with audit report and annual report of the University and to place it before the Governing Body for its perusal, approval and directions.
- xvii. To prepare the annual/supplementary budget of the University and to place it before the Governing Body for its consideration and approval.
- xviii. To follow and monitor the budget for expenditure as approved by the Governing Body.
- xix. To recommend to Governing Body for creating the posts of other officers of the University.

- xx. To make regulations regarding administration and control of the institutes, hostels, libraries, laboratories, museums and other Institutions established or maintained by the University.
- xxi. To select a common seal for the University and to provide for its custody and use;
- xxii. To arrange for the conduct/defend of litigation by or against the University.
- xxiii. To examine and recommend to Governing Body regarding the institute of fellowships, scholarships, studentships, exhibitions, medals and prizes on the recommendations of the Academic Council;
- xxiv. To recommend, confer honorary degree, medals and prizes on the recommendation of the Academic Council;
- xxv. To recommend, enact, amend or repeal Statutes;
- xxvi. To recommend, confer the title of Professor Emeritus on the recommendation of the Academic Council.
- xxvii. To exercise such other powers and perform such other duties as may be conferred or imposed upon it by the Adhinyam, Statutes, Ordinances or the Regulations.

**6. POWER TO PROPOSE AND RECOMMEND AMENDMENTS OR REPEAL STATUTES/ORDINANCES/REGULATIONS:**

The Statutes shall be made, amended or repealed by the Board in the manner hereinafter provided.

- (a) The Board of Management may take up for consideration of the draft of a Statute either on its own motion or on a proposal made by the Academic Council, If the Academic Council does not propose the draft, the Board shall obtain the opinion of the Academic Council thereon before considering the same.
- (b) The Board of Management shall obtain the opinion of the Finance Committee in respect of such of the Statutes involving financial implications.
- (c) The Board of Management, if it thinks necessary, may also obtain the opinion of any Officer, Authority or body of the University with regard to the draft Statute before taking it up for consideration.

- (d) Every Statute as approved by the Board of Management shall be placed before the Governing Body for Submission to the Chairperson for assent with its specific recommendations.

The Board of Management in the manner hereinafter provided may make the Ordinances.

- (a) In making the Ordinances, the Board of Management shall consult,
- i. The Boards of Studies concerned when such Ordinances affect the duties of examiners; and
  - ii. The Academic Council when such Ordinances affect the courses of study, conduct of and the standard of examinations or the conditions of residence of students.
- (b) The Board of Management shall not have power to amend the draft of any Ordinance proposed by the Academic Council but it may reject the proposal or return the draft to the Academic Council for reconsideration, either in whole or in part together with such amendments as the Board may suggest.
- (c) Where the Board of Management has rejected the draft of an Ordinance proposed by the Academic Council, the Academic Council may appeal to the Governing Body.
- (d) The Governing Body may, after obtaining the comments of the Board of Management either reject the appeal or approve the Ordinance as proposed by the Academic Council. Thereupon the Ordinance shall have effect as if made by the Board.
- (e) Every Ordinance once approved by the Board of Management shall be submitted to the Governing Body, within two weeks of making thereof for final approval. The Chancellor, may within four weeks of the receipt of Ordinance, approve the same, or return to the Board of Management along with the comments for review. The decision of the Chancellor shall be final.
- (f) The Board of Management may make Rules consistent with The Adhinyam, the Statutes, the Ordinances and the Regulations. The rules may provide for:
- (1) Giving of notice of meeting to the



members of each Authority or Board, of the dates of meeting and of the business to be transacted at the meetings and also for keeping a record of the proceedings of meetings:

- (ii) The procedure to be followed at meetings and the number of members required to form the quorum for meetings: and
- (i) All matters solely concerning such Authority or Board and not provided for by the Adhinyam, the Statutes, the Ordinances or the Regulations.
- (iv) Every Rule made under this section shall come into force on the date it is approved by the Board.

#### **MEETINGS AND QUORUM:**

- (a) The Board of Management shall meet at least once in every two month. The Vice Chancellor may, in case of urgency, convene a special Meeting.
- (b) The meeting shall be convened under the direction of the Vice Chancellor.
- (c) Five members shall constitute the quorum.

#### **VACANCIES:**

- (a) Any Member of the Board of Management may resign from his office. The letter of resignation in writing shall be sent to the Chairperson of the Board of Management. Such resignation shall take effect immediately on its acceptance and communication to the member concerned.
- (b) No member of the Board of Management, who is nominated to another Body in his capacity as a member of the Board shall continue to be a member of that Body or hold the post after the acceptance of his/her resignation.
- (c) A member of the Board of Management of the University shall automatically cease to be member on his being convicted by a Court of law for any offence including moral turpitude.
- (d) Vacancy of a member arising by reason of death, resignation, and removal or otherwise shall be filled as soon as feasible, and the member so nominated shall be a Member for the un-expired portion of the term.

**STATUTE 7****APPOINTMENT, TERMS AND CONDITIONS AND POWERS OF THE REGISTRAR**

(1) The registrar will be a key officer of the University. All contracts shall be signed and all documents and records shall be authenticated by the Registrar on behalf of the University.

(2) The Registrar shall be a full time salaried officer of the University and shall discharge his duties under general superintendence and control of the Vice Chancellor.

(3) The appointment of the Registrar shall be made by the Governing Body on the recommendation of the expert committee constituted for the purpose. However, the first Registrar shall be appointed by the Sponsoring Body as per clause 18(1) of the Act. The subsequent Registrar, other than the first Registrar, shall be appointed by the Governing Body on the recommendation of the Expert Committee constituted for the purpose. The Expert Committee shall consist of:

(I) Vice Chancellor - (Chairman)

(II) Nominee of the Chancellor

(III) Two expert members approved by the Governing Body.

(IV) One observer nominated by the chairman, Regulatory Commission.

(4) **Selection of Registrar :**

The University will follow the following procedure for the selection of the Registrar :

i. The University would invite applications for the post through the process of an advertisement in important News papers having wider circulation and on the web portal of the University.

ii. A summary of the candidates applied for the post shall be prepared by the Committee consisting of three Professors of the University approved by the Governing Body for the purpose.

- iii. The date of meeting of the Selection Committee will be fixed and a notice to this effect shall be given atleast 15 days in advance.
- iv. The Selection Committee shall interview and adjudge the merit of each candidate and send its final recommendation to the Governing Body.
- v. If a suitable candidate is not found in the first advertisement subsequent advertisements shall be issued.
- (5) When the Office of the Registrar falls vacant or when the Registrar is, by reason of illness or long absence due to any other reason, unable to perform his duties of the office, the duties of the office shall be performed by such person as the Chancellor may appoint for the purpose.
- (6) If any time upon representation made or otherwise, and after making such inquiry as may be deemed necessary, the situation so warrants that the continuance of the Registrar is not in the interest of the University, the Vice - chancellor may request the Chancellor, in writing stating the reasons therein, for the removal of the Registrar. The Chancellor shall put up the matter for the consideration of the Governing Body whose decision shall be final.
- Provided that before taking such action of the removal, the Registrar shall be given an opportunity of being heard.
- (7) The Registrar shall receive pay and other allowances as decided by the Governing Body from time to time.
- (8) The age of retirement of Registrar shall be sixty five years or as per the norms of regulatory bodies, if any.
- (9) Duties of the Registrar shall include :
- (i) Maintaining the records, the common property and any such other property of the University as the Governing Body may decide.
- (ii) To conduct the official correspondence of the Governing Body, Board of Management, Academic Council and of any other committee. The Registrar shall be the Member - Secretary but he shall not have a right to vote.

- (iii) To issue notices conveying the dates of meeting of the university authorities to the members and to make necessary arrangements for the conduction of the meeting and also for other assigned duties by the Governing Body / Board of Management from time to time. He will render desired assistance.
  - (iv) The Registrar shall provide the copies of the Agenda of the meeting of the Governing Body, Academic Council, Board of Management, and such other bodies which are formed under the direction of the Vice Chancellor, and shall record the minutes and send the same to the Vice Chancellor and Chancellor. He shall also make available all such papers, documents and information as the Visitor/Chancellors/Vice Chancellor may desire.
  - (v) He shall discharge all such functions as assigned to him by the Chancellor/Vice Chancellor of the University.
  - (vi) The registrar shall have powers to take disciplinary action against the non-teaching employees working in the University and can suspend them, even if inquiry pending, with the approval of the Vice Chancellor.
  - (vii) An appeal can be made to the Chancellor against any order of the Registrar. The Chancellor will be the final authority to take decision on the appeal.
10. The Registrar may be writing under his hand addressed to the Chancellor, resign his office.

**STATUTE 8****APPOINTMENT, TERMS AND CONDITIONS AND POWERS OF THE CHIEF FINANCE & ACCOUNTS OFFICER (CFAO)**

- (1) The Chief Finance and Accounts Officer (CFAO) shall be a key officer of the University responsible for handling accounts and finances of the University.
- (2) The CFAO will be a full time salaried officer of the University and shall discharge his duties under general superintendence and control of the Vice Chancellor.
- (3) The appointment of the CFAO shall be made by the Chancellor on the recommendation of the committee constituted for the purpose.

The committee shall consists of :-

- (i) Vice Chancellor - Chairman
- (ii) Nominee of the Chancellor
- (iii) Two expert member approved by the Governing Body
- (iv) One observer nominated by the Chairman, Regulatory Commission.

**(4) Selection of CAFO**

The University will follow the following procedure for the selection of the CAFO.

- i. The University would invite applications for the post through the process of an advertisement in important News papers having wider circulation and through Web portal of University.
- ii. A summary of the candidates applied for the post shall be prepared by the Committee consisting of three Professors of the University approved by the Governing Body for the purpose.
- iii. The date of meeting of the Selection Committee will be fixed and a notice to this effect shall be given at least 15 days in advance.
- iv. The Selection Committee shall interview and adjudge the merit of each candidate and send its final recommendation to the Governing Body.

- v. If a suitable candidate is not found in the first advertisement subsequent advertisements shall be issued.
- (5) When the Office of the CFAO falls vacant or when the CFAO is, by reason of illness or long absence due to any other reason, unable to perform his duties of the office, the duties of the office shall be performed by such person as the Chancellor may appoint for the purpose.
- (6) If at any time upon representation made or otherwise, and after making such inquiry as may be deemed necessary, the situation so warrants that the continuance of the CFAO is not in the interest of the University, the Vice-Chancellor may request the Chancellor, in writing stating the reasons therein for the removal of the CFAO
- (7) The Services of the CFAO can be terminated by the Chancellor on the recommendation of the Vice Chancellor by giving him one month's notice or one month's salary in lieu of notice.
- (8) The CFAO shall receive pay and other allowances as decided by the Governing Body from time to time.
- (9) The age of retirement of CFAO shall be sixty five years.
- (10) Duties of the CFAO shall include :
- i. The Chief Finance & Accounts Officer shall be responsible for managing the Accounts and Funds of the University, for maintaining the records properly, and for regularly getting them audited.
  - ii. The Chief Finance & Accounts Officer shall supervise, control and regulate the working of Accounts and Finance of the University.
  - iii. Maintaining the financial records and any such other finance related records of the University as the Governing Body may decide.
  - iv. He shall discharge all such functions as assigned to him by the Chancellor/Vice Chancellor of the University.

## STATUTE 9

### GOVERNING BODY

#### 1. CONSTITUTION:

- (a) The Governing Body of the LNCT University shall consist of the following members, namely:
- (ii) the Chancellor;
  - (iii) the Vice-Chancellor;
  - (iii) three eminent persons nominated by the Sponsoring Body out of whom at least one shall be an eminent educationist;
  - (iv) three distinguished persons nominated by the Visitor out of a panel of six names submitted by the State Government;
  - (v) one representative of the State Government not below the rank of Deputy Secretary.
- (b) The Chancellor shall be the Ex-officio chairman of the Governing Body.
- (c) The Registrar will be the Member Secretary of Governing Body.

#### 3. TENURE:

The term of a nominated member of the Governing Body shall be three years and nominated members shall hold office for more than two consecutive terms .

#### 4. POWERS

The Governing Body shall be the principal authority of the University and all movable and immovable properties of the university shall vest in the Governing Body and it shall have the following powers, namely:

- (a) The first Statutes of the University shall be made by the Governing Body and shall be submitted to the Regulatory Commission for approval.
- (b) To control functioning of the University by using all such powers as are provided by Act, The Adhinyam and the Statutes, Ordinances or Regulations made thereunder;

- (c) To review the decision of other authorities of the University, in case they are not in conformity with the provisions of the Adhiniyam or the Statutes, Ordinances or Regulations made thereunder;
- (d) To approve the budget and annual report of the University;
- (e) To lay down the policies to be followed by the University;
- (f) To recommend to the Sponsoring Body the liquidation of the University, provided a situation arises when the functioning of the University is not possible; and
- (g) The Governing Body shall, in the interest of the University, have powers to constitute committee/s and nominate members thereto and decide on the terms of reference and other conditions of functions of the committee/s.
- (h) The Governing Body shall have the power to review, if necessary, the acts of other authorities of the University, save where such authorities have acted in accordance with the powers conferred upon these by the Adhiniyam, the Statutes and the Ordinances.
- (i) Such other powers as may be prescribed by the Statutes, as per the provision of the Act 2007 amended time to time.

### **FUNCTIONS:**

The Governing Body shall be:

- (a) the highest policy making body of the University and shall be responsible for the general supervision, direction and control of the work of the University so that the University fulfills its Mission.
- (b) shall exercise all powers under The Adhiniyam unless otherwise prohibited by the Statutes or Ordinances.
- (c) the final approving authority for all the University Statutes and Ordinances, It shall have the power to reject or send for reconsideration any Statutes or Ordinances received from the Vice-Chancellor, Board of Management. It shall also have the powers to review any Statutes or Ordinances and Regulations on its own.



- (d) may invite expert/s or person/s having special knowledge to obtain information or views on an academic matter of common or special interest to any or all the body and institutions of the University.
- (e) Subject to Act , the Statutes and the Ordinances, the Governing Body may take steps to dispose of matter referred to it by the Sponsoring Body.
- (f) May make policy, direction/ recommendation/s to any Authority of the University.
- (g) may receive complaints and decide on the matter and their disposal.
- (h) shall consider and, if necessary, take decision/pass resolution on the Annual Report of the University, including the financial accounts and estimates as submitted by the Board of Management.
- (i) shall direct, supervise and control the endowment fund' as also general fund account and have them audited as per the Adhinyam.
- (j) shall periodically review the Broad decisions and programmes of the University and direct/suggest measures to improve and develop the University.
- (k) shall be the final authority to approve the recommendation of the Board for conferment of honorary degree and other distinctions and awards.
- (l) The Governing Body may order in writing, annul any order, notification, resolution or any proceedings of the University, which, in its opinion, are not in conformity with the provisions of the Adhinyam, or the Statutes, Ordinances or Regulations:
- (m) shall frame rules/regulations for the conduct of its business.

## **6. MEETINGS AND QUORUM:**

- (a) A meeting of the Governing Body shall ordinarily be called three times in a calendar year.

- (b) Meeting of the Governing Body shall be called under the directions of the Chairperson and in his/her absence by a nominated member from the Chairperson.
- (c) The Chairperson may, on his/her own or on the directions of the Sponsoring Body, call a Special Meeting as and when required in the interest of the University.
- (d) Seven (7) clear days notice shall ordinarily be required for a meeting. The chairperson, may however at his discretion, dispense with this requirement in the interest of the University.
- (e) Five members of the Governing Body shall form the Quorum. Provided that, three members will form the quorum for an adjourned meeting.

#### **7. VACANCIES:**

- (a) Any member of the Governing Body may resign his/her office. The letter of resignation in writing shall be sent to the Chancellor. Such resignation shall take effect immediately on its acceptance and communication to the member concerned.
- (b) No member of the Governing Body, who is nominated to another Body in his/her capacity as a member of the Body, shall continue to be a member of that Body after his/her removal or the acceptance of his/her resignation.
- (c) A member of the Governing Body of the University shall automatically cease to be member on his being convicted by a Court of law for any offence including moral turpitude.
- (d) Vacancy of a Member arising by reason of death, resignation, and removal or otherwise shall be filled as soon as possible by the Sponsoring Body and the Member so nominated shall be a Member for the un-expired portion of the term.

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**STATUTE 10****BOARD OF MANAGEMENT****1. CONSTITUTION:**

There shall be a Board of Management of the University, duly constituted under Section 23(1) read with Section 23(3) of the Adhiniyam; It shall consist of the following:

- a) The Vice Chancellor, as ex officio Chairperson;
- b) Two representatives nominated by the Sponsoring Body;
- c) Two representatives nominated by the State Government;
- d) Two Principals/Senior most Professors of the Constituent Institutions by rotation;
- e) Two Senior most Teachers of University by rotation.
- f) Registrar: Ex-Officio Member Secretary.

**2. TENURE:**

- (c) The Members of the Board of Management, except those who are ex-officio, shall hold office for a period of three (3) years from the date of their nomination.
- (d) The Chairperson of the Board of Management, whose decision in the matter shall be final, shall decide any dispute or question with regard to Membership or Tenure of a Member.
- (c) The Vice-Chancellor will be the ex-officio Chairperson of Board of Management.

### **3. POWERS AND FUNCTIONS:**

The Board of Management:

- i. Shall be Principal Executive Body of the University and shall be responsible for the entire management, control and administration of the University.
- ii. The Statutes of the University, other than the first Statutes, shall be made by the Board of Management with the approval of the Governing Body.
- iii. Shall function under the policies laid down by the Governing Body and shall receive and respond to all directions from the Governing Body.
- iv. Shall ensure an integrated approach to key areas such as education policy, planning, resource mobilization and allocation, response to new opportunities, accountability and transparency of functioning in order to achieve the objectives set before the University in a democratic manner.
- v. In order to manage and administer, the functioning of the University in a smooth and efficient manner, the Board of Management shall have the powers to make Statutes, Ordinances and Regulations, either on its own or on the recommendation of any Authority or Officer of the University, subject to the conditions laid down in the Adhiniyam.
- vi. Shall be the appellate authority in case of any question or dispute between a student and an employee on the one hand and any Authority or Officer of the University or Head of an Affiliated College/Institution /Study Centre on the other.
- vii. Shall regulate the use of the common seal of the University.
- viii. Shall control and administer the properties and funds of the University, including, framing of annual financial statement and estimates, annual audit, control/reduce/enhance/transfer budget allocations, borrow or lend funds with the prior approval of the Governing Body, etc. and appoint authorised agents for the same, if deemed necessary.

- ix. Shall have the authority to enter into, carry out and cancel contracts on behalf of the University in the exercise or performance of the powers and duties assigned to it under the Adhinyam or the Statutes and Ordinances.
- x. Shall have the power to create or designate Departments of the University or affiliated colleges or institutions as laid down by the Statutes/Ordinances.
- xi. The Board of Management may, on the recommendation of the Academic Council, institute any Professorship, Readership or Lectureship or any teaching post and may abolish it.
- xii. Shall direct the preparation of the Annual Report of the University, along with the audited accounts for the year and the extent of achievement of objectives of the University. Board shall have the power to include any other item in the Report. The Board shall put the Report before the Governing Body as stipulated by Regulations.
- xiii. Shall comply with such directions as may be received from the Chairperson of the Governing Body to hold a meeting and discuss matters as specified.
- xiv. To prescribe remunerations, emoluments, travelling and other allowances etc of examiners / invigilators and other employees appointed for examination related duties.
- xv. To ensure maintenance of proper accounts of the properties and funds of the University;
- xvi. To have financial accounts prepared together with audit report and annual report of the University and to place it before the Governing Body for its perusal, approval and directions.
- xvii. To prepare the annual/supplementary budget of the University and to place it before the Governing Body for its consideration and approval.

- xviii. To follow and monitor the budget for expenditure as approved by the Governing Body.
- xix. To recommend to Governing Body for creating the posts of other officers of the University.
- xx. To make regulations regarding administration and control of the institutes, hostels, libraries, laboratories, museums and other Institutions established or maintained by the University.
- xxi. To select a common seal for the University and to provide for its custody and use;
- xxii. To arrange for the conduct/defend of litigation by or against the University.
- xxiii. To examine and recommend to Governing Body regarding the institute of fellowships, scholarships, studentships, exhibitions, medals and prizes on the recommendations of the Academic Council;
- xxiv. To recommend, confer honorary degree, medals and prizes on the recommendation of the Academic Council;
- xxv. To recommend, enact, amend or repeal Statutes;
- xxvi. To recommend, confer the title of Professor Emeritus on the recommendation of the Academic Council.
- xxvii. To exercise such other powers and perform such other duties as may be conferred or imposed upon it by the Adhinyam, Statutes, Ordinances or the Regulations.

**4. POWER TO PROPOSE AND RECOMMEND AMENDMENTS OR REPEAL STATUTES/ORDINANCES/REGULATIONS:**

The Statutes shall be made, amended or repealed by the Board in the manner hereinafter provided.

- (a) The Board of Management may take up for consideration of the draft of a Statute either on its own motion or on a proposal made by the Academic Council. If the

Academic Council does not propose the draft, the Board shall obtain the opinion of the Academic Council thereon before considering the same.

- (b) The Board of Management shall obtain the opinion of the Finance Committee in respect of such of the Statutes involving financial implications.
- (c) The Board of Management, if it thinks necessary, may also obtain the opinion of any Officer, Authority or body of the University with regard to the draft Statute before taking it up for consideration.
- (d) Every Statute as approved by the Board of Management shall be placed before the Governing Body for Submission to the Chairperson for assent with its specific recommendations.

The Board of Management in the manner hereinafter provided may make the Ordinances.

- (e) In making the Ordinances, the Board of Management shall consult,
  - i. The Boards of Studies concerned when such Ordinances affect the duties of examiners; and
  - ii. The Academic Council when such Ordinances affect the courses of study, conduct of and the standard of examinations or the conditions of residence of students.
- (f) The Board of Management shall not have power to amend the draft of any Ordinance proposed by the Academic Council but it may reject the proposal or return the draft to the Academic Council for reconsideration, either in whole or in part together with such amendments as the Board may suggest.
- (g) Where the Board of Management has rejected the draft of an Ordinance proposed by the Academic Council, the Academic Council may appeal to the Governing Body.
- (h) The Governing Body may, after obtaining the comments of the Board of Management either reject the appeal or approve the Ordinance as proposed by the Academic Council. Thereupon the Ordinance shall have effect as if made by the Board.

- (i) Every Ordinance once approved by the Board of Management shall be submitted to the Governing Body, within two weeks of making thereof for final approval. The Chancellor, may within four weeks of the receipt of Ordinance, approve the same, or return to the Board of Management along with the comments for review. The decision of the Chancellor shall be final.
- (j) The Board of Management may make Rules consistent with The Adhiniyam, the Statutes, the Ordinances and the Regulations. The rules may provide for:
- (i) Giving of notice of meeting to the members of each Authority or Board, of the dates of meeting and of the business to be transacted at the meetings and also for keeping a record of the proceedings of meetings:
- (ii) The procedure to be followed at meetings and the number of members required to form the quorum for meetings: and
- (iii) All matters solely concerning such Authority or Board and not provided for by the Adhiniyam, the Statutes, the Ordinances or the Regulations.
- (iv) Every Rule made under this section shall come into force on the date it is approved by the Board.

#### 5. MEETINGS AND QUORUM:

- a) The Board of Management shall meet at least once in every two month. The Vice Chancellor may, in case of urgency, convene a special Meeting.
- b) The meeting shall be convened under the direction of the Vice Chancellor.
- c) Five members shall constitute the quorum.

#### 6. VACANCIES:

- a) Any Member of the Board of Management may resign from his office. The letter of resignation in writing shall be sent to the Chairperson of the Board of Management. Such resignation shall take effect immediately on its acceptance and communication to the member concerned.
- b) No member of the Board of Management, who is nominated to another Body in his capacity as a member of the Board shall continue to be a member of that Body or hold the post after the acceptance of his/her resignation.
- c) A member of the Board of Management of the University shall automatically cease to be member on his being convicted by a Court of law for any offence including moral turpitude.
- a. Vacancy of a member arising by reason of death, resignation, and removal or otherwise shall be filled as soon as feasible, and the member so nominated shall be a Member for the un-expired portion of the term



## STATUTE 11

### FORMATION, POWERS, DUTIES AND ACTIONS OF THE ACADEMIC COUNCIL

#### 1. FORMATION of ACADEMIC COUNCIL:

The Academic Council shall be the principal academic body of the University and shall, subject to the provisions of this Act, Statutes, Ordinances and regulations, co-ordinate and exercise general supervision over its academic policies. The Academic Council shall consist of the following members:

- (a) Chairperson – Vice-Chancellor
- (b) Members – All Deans of Faculty and all Chairpersons of Board of Studies.
- (c) Nominated members – Two teachers above the cadre of Associate Professor / Reader from each constituent Institutions and to be nominated by the Vice-Chancellor for a term of Two years.
  - (i) Teacher can be re-nominated for second term continuously.
  - (ii) Teacher cannot be re-nominated for continuous third term, however he/she will become eligible for nomination again after break of one term.
- (d) Controller of Examinations.
- (e) Member Secretary-Registrar.
- (f) One representative nominated by Chairman, Regulatory Commission.
- (g) Three members from among the Principals/Deans/Directors of constituent Institutions to be nominated by Vice-Chancellor in rotation.
- (h) External Members : Two members from other Universities to be nominated by the Vice-Chancellor.
- (i) Student Members: One Under-Graduate and one Post-Graduate Student from amongst the regular students of constituent institutions to be nominated by Vice-Chancellor.
- (j) Chancellor's Nominee : Two members to be nominated by the Chancellor  
Members who wish to resign the membership shall give in writing an application to the Registrar, who shall forward it with his/her remarks to the Vice-Chancellor for necessary action.

Member who remains absent for three consequent meetings without prior permission and valid reason, shall cease to be member of the Council.

Casual vacancies shall be filled for the remainder period of the term of Member.

**Removal/Disqualification:**

- (i) The person resigns from his/her post in University ceases to be member.
- (ii) On removal or dismissal from his/her post in University.
- (iii) Convicted for any offence including moral turpitude.
- (iv) Nominating Authority may remove a Member who is sick, insane and incapable of discharging duty in the Council.
- (v) Nominating Authority may remove a Member who is found guilty of misconduct, indiscipline and malpractice in the University, or outside.

4. **CONDUCT:**

- (a) The Vice-Chancellor, as the Chairperson, shall preside over the meetings of the Academic Council and in his/her absence, any other person nominated by the Chancellor shall preside over the meeting.
- (b) The Registrar shall be the Member-Secretary of the Academic Council and in the absence of the Registrar, any other person authorized by the Vice-Chancellor shall act as the Secretary.
- (c) One third of the members of the Academic Council including the Chairperson shall form the quorum at a meeting, provided that no quorum shall be necessary for adjourned meetings. Ordinarily fifteen days notice shall be given for all meetings of the Academic Council.
- (d) The term of the nominated members of the Academic Council will be three years.

5. **GENERAL RULES OF THE MEETING OF ACADEMIC COUNCIL:**

- (a) In general, the Academic Council shall meet twice a year (August & February). Vice-Chancellor can requisite the meeting as ~~and~~ when required in addition to regular meetings.

- (b) Academic Council shall meet on requisition of Vice Chancellor.
- (c) Registrar shall notify the meeting on the orders of Vice Chancellor.
- (d) Registrar shall send the notification along with the agenda to the members by speed post or by email, 15 days before the date of meeting.
- (e) Approval of the resolutions shall be by simple majority of the Members present.
- (f) Vice Chancellor is authorized to invite experts as and when required. However such invitee members shall neither be counted to fulfill quorum requirement, nor have voting powers.
- (g) All the decisions of the Academic Council are subject to the final approval of Board of Management of the University.
- (h) Validity of Council meetings: Proceedings of the Council meetings shall not be invalidated.
  - (i) due to vacancies in Academic Council.
  - (ii) due to non-receipt of meeting notice by any member or members.
  - (iii) Due to defective nomination of any member.

6. **POWERS, DUTIES AND FUNCTIONS:**

- (a) The Academic Council shall be the Principal Academic Body of the University and shall subject to the provisions of the TheAdhiniyam, Statutes, Ordinances and Regulations, exercise the control and general regulation for the maintenance of the standards of instructions, education and examinations of the University.
- (b) As the Authority of the University, shall be the principle body for laying down educational policy and shall subject to the Statutes, Ordinances and Regulations see to the coordination and general superintendence of its implementation.
- (c) To co-opt as members persons having special knowledge or experience in the subject matter of any particular business which may come before the Council for consideration. The members so co-opted shall have all the

rights of the members of the Council in regard to the transaction of the business in relation to which they may be co-opted.

- (d) To promote research and innovation related activities in the University.
- (e) To make recommendations to the Governing Body on the proposals received from different faculties of the University, for the conferment of degrees, honorary degrees or any such other distinction (like Diplomas or Certificates) or honour of the University.
- (f) Emphasis shall be given for overall development of students to excel in the life not only as a professional but also as a responsible citizen.
- (g) Frame the rules and regulations to control the indiscipline in general and malpractices, unacceptable methods in the examinations or amend with the approval of Board of Management.
- (h) Approve the launching/commencing of new courses of studies.
- (i) Frame the Calendar of Events for the academic year for the various courses.
- (j) Approve the rules of conduct/behaviors and etiquette of the students in the Institutions, the Hostels and in and outside campus.
- (k) Discuss and decide on the matters put up by the respective Boards of Studies.
- (l) To arrange and order annual Inspections by the Local Committees of constituent Institutions to maintain high standards.
- (m) Prescribe the methodology, schemes, and modalities of Internal and University examinations including the internal ones.
- (n) Prescribe the detailed methodology, scheme and allotment of marks for individual subjects in all the courses.
- (o) Discuss and accord approval of schedules of examinations as proposed by the Controller of examinations.

- (p) Discuss and accord approval of methods of reporting malpractice cases, method of enquiry, and the punishments.
- (q) Discuss and decide on all the recommendations of various sub-committees appointed for the specific purposes.
- (r) Appoint various sub committees as and when required for specific purpose / task. The committees shall cease to function after completing the task assigned.
- (s) Constitute including formation of such committees as may be required to deal with special individual cases of indiscipline of employees, students. Indiscipline among the group, un-authorized absence, misbehaviour, misappropriation, and thefts will also be looked into by the Council.
- (t) To consider and act on the recommendations of such committees.
- (u) To take up the matters for periodical review of functioning and co-ordination between all the constituent Institutions and/departments and recommend to the Board of Management, the ways and means of improvement.
- (v) To initiate and promote research and related activities in various constituent Institutions and centres.
- (w) To consider other academic or student welfare matters referred to the Academic Council.
- (x) To recognize degrees/diplomas of other Universities/institutions and determine their equivalence.
- (y) To appoint committees for admission of students in different faculties of University.
- (z) To make special arrangements, if any, for the teaching of women students and for prescribing for them special courses of study.
- (aa) To recognize persons of eminence in their subjects to be associated as research guide, in the subject as prescribed in the Ordinance.
- (ab) Academic Council shall ensure that while framing rules, syllabus and curriculum norms of the Regulatory Body i.e. AICTE, MCI, DCI, Pharmacy Council, Indian Nursing Council & Bar Council etc. as laid down from time to time, are adhered to.

## STATUTE 12

### 1. **Short title and commencement :**

- (a) This statute may be called the LNCT University, Bhopal, Madhya Pradesh **Finance Committee**, statute 2015.
- (b) This shall come into force with effect from the date of publication in the official gazette.

### 2. **FINANCE COMMITTEE:**

#### (i) **CONSTITUTION:**

There shall be a Finance Committee of the University consisting of the following members, namely:

- a. The Vice Chancellor – Chairperson
- b. The Director Finance – Vice Chairperson
- c. One Member to be nominated by the Chancellor preferably with Chartered Accountant background.
- d. One member to be nominated by Governing Body
- e. One Member to be nominated by board of Management from amongst its members.
- f. One Member to be nominated by the Academic Council from among its Members;
- g. The Registrar;
- h. Chief Finance & Accounts Officer, as Member Secretary;
- i. As per the provision of Act 2007 and as amended time to time.

#### (ii) **TENURE:**

The terms of office of nominated members, except the ex-officio members, shall be three years. Vacancies shall be filled up in the same manner as **the original constitution**. In absence of the ex officio Member, the person so assigned to discharge his/her duty shall be the Member and carry out the assigned duties.

**(iii) POWERS AND FUNCTIONS:**

The Finance Committee shall perform the following functions namely:

- (a) Shall vet the annual projections/estimates of income and expenditure including capital expenditure and their assumptions thereto of the university prepared by the board of management, it shall put up to the governing body for its consideration and approval, after incorporating its expert views.
- (b) Shall vet and analyze the annual financial statements and accounts of the university prepared by the Board of Management and its recommendation thereon along with the annual budget, it shall put it up to the Governing Body for its consideration and approval.
- (c) Shall make its recommendations to the Governing Body to accept bequests, and donations of property to the university on such terms as deemed proper.
- (d) Shall recommend mechanism and ways and means to generate and enlarge resources of the university.
- (e) To conduct a scrutiny of accounts of the university, whenever called upon by the board of Management.
- (f) To review the concurrent and the yearly audit reports and make recommendations thereupon;
- (g) To scrutinize all proposals involving expenditure for which no provision is made in the budget or involving expenditure in excess of the amount in the budget including creation, up-gradation or abolition of posts considered superfluous in the university;
- (h) To prepare policy and procedure guidelines for purchase/procurements at the institutions.
- (i) Notwithstanding anything contained in the above sections, the vice chancellor with the approval of chancellor may in case of urgency and for reasons to be recorded in writing incur, without the approval of the Finance Committee, any expenditure, in any one case for which no provision is made in the budget or which is in excess of the provisions made in the budget;

**Provided** that, such expenditure shall be placed before the finance committee for ratification at its immediate next meeting.

**Provided** further that, if the incurring of expenditure by the Vice Chancellor is not satisfactory, the finance committee may refer it to the chairperson of the Governing Body, whose decision in the matter shall be final.

- (j) Shall consider any other matter referred to it by the Governing Body and make its recommendations thereon.
- (k) Shall advise the Governing Body on any question affecting the finances.
- (l) Shall be responsible for the observance of Regulations relating to the maintenance of accounts and accounting system of the University.
- (m) Where the votes on any subject considered by the Finance committee are equally divided, the Vice Chancellor shall have the casting vote.
- (n) It will go through Audited Financial Statements, analyze them and give a report to Board of Management and also scrutinize all irregularities and monitor their complete compliance/ rectifications.
- (o) It is empowered to appoint any specific audit including stock audit.

**(iv) MEETINGS & QUORUM:**

- (a) The Finance committee shall meet at least once in three months.
- (b) Four members of the Finance Committee shall form the quorum.



## STATUTE 13

### 1. **Short title and commencement :**

- (a) This statute may be called the LNCT University, Bhopal, Madhya Pradesh **Standing Committee of University**, statute 2015.
- (b) This shall come into force with effect from the date of publication in the official gazette.

### 2. **CONSTITUTION OF THE STANDING COMMITTEE ON ACADEMIC AFFAIRS**

— The Standing Committee on Academic Affairs of the University shall, in addition to the Vice-Chancellor consist of the following persons, namely

#### **Class I Ex-Officio Members:—**

- (1) The Director of Collegiate Education.
- (2) The Director of Technical Education.
- (3) The Director of Medical Education.
- (4) The Chairman of all Boards for Under-graduate and Post-Graduate courses of studies; and
- (5) The Deans of all faculties.

#### **Class II-Other Members:-**

— Two Members elected by different departmental Heads from among themselves in accordance with the system of proportional representation by means of the single transferable vote.

- (b) The Vice-Chancellor shall be the ex-officio Chairman of the Standing committee on Academic Affairs.
- (c) The Members of the Standing Committee on Academic Affairs, other than ex-officio members, shall hold office for a period of three years and such members shall be eligible for re-election for not more than another period of three years:

Provided that where a member is elected to the Standing Committee on Academic Affairs to a casual vacancy, the period of office held for not less than one year by any such member shall be construed as full period of three years for purpose of this clause:

Provided further that where an elected member of the Standing Committee on Academic Affairs is appointed temporarily to any of the offices by virtue of which he is entitled to be a member of the Standing Committee on Academic Affairs ex-officio, he shall, by notice in writing signed by him and communicated to the Vice-Chancellor within seven days from the date of his taking charge of his appointment choose whether he will continue to be a member of the Standing Committee on Academic Affairs by virtue of his election or whether he will vacate office as such member and become a member ex-officio by virtue of his appointment and the choice shall be conclusive. On failure to make such a choice, he shall be deemed to have vacated his office as an elected member.

- (d) The members of the Standing Committee on Academic Affairs shall not be entitled to receive any remuneration from the University except such Daily and Travelling allowances as may be prescribed:

Provided that nothing contained in this clause shall preclude any member from drawing the normal emoluments to which he is entitled by virtue of the office he holds.

- (e) A member of the Standing Committee on Academic Affairs, other than ex-officio member, may tender resignation of his membership at any time before the term of his office expires. Such resignation shall be conveyed to the Chancellor by a letter in writing by the member, and the resignation shall take effect from the date of its acceptance by the Chancellor.

### 3. POWERS AND DUTIES

(A) Powers of the Standing Committee on Academic Affairs — Subject to the provisions of the Act, the Standing Committee on Academic Affairs shall have the following powers, namely :-

- (a) to advise the Governing Body on all academic matters;
- (b) to propose regulations regarding special courses of study or division of subjects in University or Departments of University;
- (c) to propose regulations regarding courses of study, examinations and the conditions on which students of University Departments shall be admitted to examinations of the University;
- (d) to advise the Governing Body regarding schemes for the constitution or reconstitution of departments of teaching and research;
- (e) to advise the Governing Body on the promotion of research in University,
- (f) to perform any other duty which the Governing Body may by resolution delegate or assign to it and generally to advise the Vice-Chancellor and Syndicate on such matter as may be referred to it.

(B) The Standing Committee on Academic Affairs may propose to the Syndicate the draft of any statute to be passed by the Syndicate and such draft shall be considered by the Syndicate at its next meeting;

Provided that the Standing Committee on Academic Affairs shall not propose the draft of any statute or of any amendment to a statute relating to matters other than academic affairs.

(C) The Governing Body may consider the draft proposed by the Standing Committee on Academic Affairs under sub-section (2) and may either pass the draft statute or reject or return with or without amendments to the Standing Committee on Academic Affairs for reconsideration.

- (D) Any member of the Governing Body may propose to the Governing Body the draft of a statute and the Governing Body may either accept or reject the draft, if it relates to a matter not falling within the purview of the Standing Committee on Academic Affairs.
- (E) In case such draft relates to a matter within the purview of the Standing Committee on Academic Affairs, the Syndicate shall refer it for consideration to the Standing Committee on Academic Affairs, which may, either report to the Syndicate that it does not approve the draft or submit the draft to the Syndicate in such form as the Standing Committee on Academic Affairs may approve and the Governing Body may either pass with or without amendment or reject the draft.
- (F) In making ordinances, the Governing Body shall consult the Boards of Studies when such ordinances affect the appointment and duties of examiners and the Standing Committee on Academic Affairs, and when they affect the conduct or standard of examinations, or the conditions of residence of students.
- (G) The Standing Committee on Academic Affairs may make regulations consistent with the Act, the statutes and the ordinance to carry out the duties assigned to it thereunder.

All such Statutes shall have effect from such date as the Standing Committee on Academic Affairs may direct, but every Statute so made shall be submitted as soon as may be to the Senate for its consideration at its next succeeding meeting.

#### 4. MEETINGS AND PROCEEDINGS

— There shall be two ordinary meetings of the Standing Committee on Academic Affairs in a year on dates to be fixed by the Vice-Chancellor.

— The Registrar shall under the direction of the Vice-Chancellor, give not less than four week notice of the date of an ordinary meeting.

**Special Meeting of the Standing Committee on Academic Affairs** — The Vice-Chancellor may, whenever he thinks fit, convene a special meeting of the Standing Committee on Academic Affairs.

**Chairman of the meeting** — The Vice-Chancellor, if present, shall preside at all meetings of the Standing Committee on Academic Affairs, but if the Vice-Chancellor be not present, the members present shall elect a Chairman from among themselves.

**Quorum** — One-third of the members of the Standing Committee on Academic Affairs, whichever is less, shall be the quorum for a meeting of the Standing Committee on Academic Affairs.

## STATUTE 14

### EXAMINATION COMMITTEE

- (1) The Board of Examination of each Subject shall consist of the following members :
  - (i) Head of the Department - Chairman.
  - (ii) Two senior most teachers of the Department (other than the head of the department).
- (2) Board of Examination committee shall recommend to the Controller of Examination the names of Examination Paper Setters, Moderator and Examiner of different subjects. Vice Chancellor will have the right to add or delete names in the proposed list.

**STATUTE 15****FACULTIES**

(1) The University shall include the following faculties :

- (i) Faculty of Dental Science
- (ii) Faculty of Medical Science
- (iii) Faculty of Nursing Science
- (iv) Faculty of Science
- (v) Faculty of Education
- (vi) Faculty of Commerce & Finance
- (vii) Faculty of Management
- (viii) Faculty of Engineering and Technology
- (ix) Faculty of Computer Sciences & Application
- (x) Faculty of Arts
- (xi) Faculty of Law
- (xii) Faculty of Ayush
- (xiii) Faculty of Pharmacy
- (xiv) Faculty of Vocational Studies
- (xv) Faculty of Architecture & Planning
- (xvi) Faculty of Paramedical Science
- (xvii) Faculty of Library Science & Information Technology
- (xviii) Faculty of Bio-medical Science & Technology
- (xix) Faculty of Hotel Management & Catering Technology & Hospital Management
- (xx) Faculty of Homoeopathy Medical Science
- (xxi) Faculty of Sports Science
- (xxii) Faculty of Agriculture Science & Technology
- (xxiii) Faculty of Veterinary Science
- (xxiv) Faculty of Aerospace Science
- (xxv) Faculty of Linguistic

Such other faculties as may be approved by the Governing Body on the recommendation of the Academic Council shall be added from time to time.

(2) Each Faculty shall have such departments as may be assigned to it by the Academic Council.

## STATUTE 16

### DEANS OF FACULTIES

There shall be a Dean for each Faculty. A Professor within the faculty shall, by rotation according to seniority, act as Dean of the Faculty for a period of three years,

Provided that :-

- (1) If there is no Professor, a Reader, by rotation according to seniority, shall act as Dean.
- (2) The Dean shall be the Chairman of the Faculty and shall be responsible for the observance of the Statutes, the Ordinance and the Regulations relating to the Faculty.
- (3) The Dean shall be responsible for overall supervision and control of the organization and the conduct of teaching and research work in the Departments comprised in the Faculty.
- (4) The dean shall exercise such other powers and perform such other functions and duties as may be assigned to him by the Governing Body or the Vice-Chancellor.
- (5) Professor or Reader shall have the option to resign the Deanship at any time during his tenure and also decline the offer of appointment in his turn as Dean of the Faculty.

## STATUTE 17

### CONSTITUTION OF FACULTIES

Each Faculty shall consist of the following members, namely:

- (1) The Dean of the Faculty who shall be the Chairman.
- (2) The Heads of Departments of Studies in the Faculty.
- (3) All Professors in the Faculty.
- (4) One Reader and one Lecturer, by rotation according to seniority, from each Department in Faculty.

## STATUTE 18

### POWER OF THE FACULTIES

- (1) The Faculty shall have such powers and shall perform such duties as given in the Ordinances and shall, from time to time, appoint such and so many Boards of Studies in different branches of knowledge as may be prescribed by the Ordinances.
- (2) The Faculties shall also consider and make such recommendations to the Academic Council on any question pertaining to their respective spheres of work as may appear to them necessary or on any matter referred to them by the Academic Council.

## STATUTE 19

### 1. BOARD OF STUDIES:

There shall be a Board of Studies for each Faculty. In each faculty, the Board of Studies will be constituted on the basis of number of university examinations or semesters. The Board of Studies will be comprising of :-

- (i) HOD and one representative each from the concerned subjects;
- (ii) Two members to be nominated and co-opted by the Department, from outside the University, from academia/Industries, after approval of Vice-Chancellor from a panel of Five persons.
- (iii) One of the member of the Board of Studies as decided by the member of the Board of Studies shall be the Chairman of the Board of Studies.
- (iv) The term of the Chairman shall be three years. The next Chairman shall be elected by the members of Board of Studies.
- (v) The term of the Co-opted members of the board of studies shall be three years.
- (vi) The Vice Chancellor can constitute a Board of Studies for the subjects to be started by the University as and when required.
- (vii) Detailed syllabus of the different courses of the department shall be prepared by the board of studies and be submitted to the Academic Council for its approval and publication.
- (viii) Contents of the syllabi shall be revised and updated by the Board of Studies from time to time and be submitted to the Academic Council for its approval.
- (ix) Board of Studies shall be arranged atleast once a year.



**STATUTE 20****STUDENTS COUNCIL**

- (1) The students' council will mainly function as a forum for getting feedback on the students' issues and their welfare.
- (2) The Vice-Chancellor shall appoint on the Students' Council one student from each Department/Faculty who should be a full time student in the University and had secured the first position in order of merit in the preceding Examination.
- (3) The Vice Chancellor can also decide to involve other categories of students in the Students' Council depending upon the need of students participation for the benefit of the University. SC/ST and girls students will be given adequate representation in the Students' Council.

**STATUTE 21****APPOINTMENT OF TEACHERS OF THE UNIVERSITY**

- (1) For the teaching positions in the University namely the Professors, Readers, and Lecturers, the Board of Management may recommend to the Governing Body for filling up the vacancies available in different of the University.
- (2) The Governing Body shall assess the recommendations of the Board of Management and approve filling up of teaching vacancies through an open advertisement and selection process from time to time.
- (3) Teaching positions (Professors, Readers and Lecturers) shall be advertised in the national daily / News Papers of wide circulation clearly mentioning the essential qualifications and pay scale for each advertised post as per norms prescribed by the University Grant Commission (UGC) or any other Regulatory Body.
- (4) An Screening Committee consisting of three members, appointed by the Vice-Chancellor shall screen all the applications and prepare a summary of all the candidates satisfying the essential qualifications and to be called for the interview. Also a list of candidates rejected and not to be called for the interview shall be made separately giving reasons for the rejection.

- (5) Summary of all the screened applications shall be made available to the Selection committee at the time of interview.
- (6) The Selection Committee shall consist of the following members;
- (i) The Vice-Chancellor - Chairman
  - (ii) One observer, not connected with the University in any manner, to be nominated by the Chairman, Regulatory Commission.
  - (iii) Three subject expert nominated by the Vice Chancellor from a panel of Five experts approved by the Chancellor.
- (7) The Selection Committee shall recommend to the Governing Body the names, arranged in order of merit, if any, of the persons who it considers suitable for the posts.  
Provided that no recommendation shall be made unless at least two subject experts and the Observer under clause (6) mentioned above, are present in the Selection Committee meeting.
- (8) After the approval of Selection Committee's recommendation by the Governing Body, appointment letters will be issued by the Registrar.
- (9) In addition to full-time teachers, the Board of Management / Vice Chancellor may also decide to engage teachers for a fixed period/ part time / contractual basis.

The terms and conditions (such as honorarium, TA/DA, conveyance charges etc) of such engagements will be decided by the Governing Body of the university, from time to time.

- (10) Teachers already working ( appointed by the sponsoring Body / Institute)
- (i) Teachers (Professor/Reader/Lecturer) who are already working and who are appointed on regular basis, following due procedure in the same institute/colleges, before its notification as university, shall be examined by the screening committee constituted as per the provisions of section (6) of this statute.
  - (ii) After examining each case, as per the norms/qualification laid down by the UGC/any other relevant Regulatory body the committee as (i)above, shall

observing the conditions mentioned in 7(1) of this statute, submit its recommendations to the Governing Body .

- (iii) The teachers found suitable for appointment in the university Teaching Department, as screened above, may be absorbed as the regular teachers of the university after approval of Governing Body.

## STATUTE 22

### CATEGORIES OF THE NON-TEACHING EMPLOYEES

- (1) The following types of non-teaching employees will be employed by the University
- (i) Permanent/Probationary employees
  - (ii) Contractual employees
  - (iii) Casual employees
- (2) Permanent employee means an employee who is appointed against a clear vacancy. The probationary period for such employees will be of two years.
- (3) Contractual employee means an employee who is appointed on contract for a specified period.
- (4) Casual Employee means an employee who is engaged on the basis of a Muster Roll.
- (5) The terms of service conditions of all the above types of employees and arbitration procedures shall be as prescribed by the Regulations.

**STATUTE 23****OTHER OFFICERS OF THE UNIVERSITY**

(1) The following shall be the other Officers of the University :

(i) **Controller of Examination :**

(a) Controller of Examination will be an officer of the university and shall be appointed by the Vice Chancellor from amongst the Teachers of the University.

(b) When the office of the Controller of Examination is vacant or when the Controller of Examination is, by reason of illness or absence for any other cause, unable to perform the duties of the office, the duties of the office shall be performed by such person as the Vice Chancellor may appoint for the purpose.

(c) The Controller of Examination shall control the conduct of examinations and all other arrangements necessary therefore and execution of all processes connected therewith.

(ii) **Librarian :**

The Librarian shall be a full time salaried officer of the University, and his appointment will be made following the procedure as laid down in the Statute No.(21), through the clause (3) to (9) for the teachers.

(iii) **Dean Student Welfare (DSW) :**

The Dean Students Welfare shall be an officer of the University and shall be appointed by the Vice-Chancellor from amongst the Teachers of the University.

(2) The powers and responsibilities of the Controller of Examination, the Librarian and the Dean Student Welfare (DSW) shall be as specified in the Regulations.

**STATUTE 24****CONFERMENT OF HONORARY DEGREES AND ACADEMIC DISTINCTIONS**

- (1) (i) Proposal for conferment of an Honorary Degree or Academic Distinction shall be made in writing through the Department by any Faculty Member and Head of the Department will forward it to the Vice Chancellor.
  - (ii) On receipt of the proposal the Vice-Chancellor, on being satisfied that the proposal is in conformity with the provision of the Act, shall call a special meeting of the Board of Management to consider the proposal.
  - (iii) At such special meeting of the Board of Management the Vice-Chancellor shall call upon the members to indicate their opinion on the proposal by a secret ballot. No speeches or comments shall be permitted on the proposal at such meeting.
  - (iv) The Vice-Chancellor shall ascertain from scrutiny of the ballot papers, if the proposal has the requisite support. If the Vice-Chancellor finds that the proposal has the requisite support of the members, he shall declare that the proposal shall be submitted for approval to the next meeting of the Governing Body.
  - (v) Every proposal for conferment of an Honorary Degree or Academic Distinction shall be separately made and considered in respect of a proposed recipient.
- (2) (i) Any such proposal submitted for approval of the Governing Body shall be decided by a secret ballot of the members of the Governing body present and voting at the meeting.
  - (ii) No member of the Governing Body shall be permitted to discuss, comment or make any speech in respect of the proposal at such meeting.
  - (iii) The Vice Chancellor shall scrutinise the ballot papers in respect of the proposal with the help of tellers if necessary.
  - (iv) On scrutiny, if the proposal is found to have the requisite support the proposal shall be declared to be carried. In the absence of the requisite support the proposal shall be declared to be dropped.

**STATUTE 25****PROVISION REGARDING FEE TO BE CHARGED FROM THE STUDENTS**

All the courses in the University will be run on self finance mode. The following types of fees may be charged from the students;

- I. Prospector/ Registration form
- II. Admission fees (Where applicable)
- III. Tuition fees for the course
- IV. Examination fees
- V. Library fees
- VI. Development/amalgamated fund
- VII. Laboratory fees
- VIII. Caution money

The University can introduce other heads of fees from time to time.

- 2) In addition, fees for duplicate mark sheets, revaluation, issuance of degree and such others examinations or result related fee may be charged from the students, as prescribed by the ordinance.
- 3) The components of fee may vary from course to course and shall be decided by the board of management for each course.
- 4) The fees for the courses which need approval of the regulatory bodies like NICTE/ NCTE/ MCI etc; shall be in conformity with those proposed by the concerned Regulatory Bodies.
- 5) The fee structure of various courses and provision of exemption from tuition fee will be decided by the board of management from time to time and will be made available to the students along with the prospectus for the concerning session.
- 6) The tuition fees for the various courses will be defined in their respective ordinances.

## STATUTE 26

### ADMINISTRATION OF ENDOWMENTS FOR THE AWARD OF FELLOWSHIPS, SCHOLARSHIPS, MEDALS AND PRIZES IN THE UNIVERSITY

- (1) The Board of Management may accept donations for creation of endowment fund for the award of Fellowship, Scholarship, Stipend, Medals and Prizes of the recurring nature.
- (2) The Board of Management shall administer all the endowments.
- (3) The award shall be made out of the Annual Income accruing from the endowment. Any part of the income which is not so utilized shall be added to the endowment.
- (4) (i) The Board of Management shall prescribe the conditions of depositing the endowment in a nationalized Bank.  
(ii) The value of endowment necessary for instituting an award shall be prescribed by the Board of Management.
- (5) No endowment shall be accepted in contravention of the award, and effect shall be given to the wishes of the donor as far as possible.
- (6) In case any endowment is accepted by the Board of Management, the Board shall make a Regulation for it, giving such details as the name of the donor, name of endowment, initial value and the purpose of the endowment, etc.
- (7) Approval of awardees of fellowships, scholarships, medals and prizes as per the specific regulation(s) / ordinance(s) belonging to the specific endowment will be given by the Board of Management.

## STATUTE 27

### CONVOCATION

- (1) A Convocation for the award of the Degrees, Diplomas and other Distinction of the University shall normally be held annually in the main campus of the University or at such other place as may be approved by the Governing Body.
- (2) The Academic Council shall frame Regulations relating to the format of the Degree, Diploma documents, Certificates and citations, their text, issuance of these documents in absentia, duplicate degree and procedure for holding Convocations.
- (3) The Visitor and in his absence the chancellor shall preside over the convocation function of the University. In the absence of both, the Vice Chancellor shall preside over the convocation function.

## STATUTE 28

### ADMISSION OF STUDENTS

#### 1. Admissions:-

- (a) Admission in the university shall be made strictly on the basis of the merit;
- (b) Merit for admission in the university may be determined—
- (i) either on the basis of marks or grade obtained in the qualifying examination and achievement in co-curricular and extra-curricular activities
- (ii) on the basis of marks or grade obtained in entrance test conducted
- (a) By constituent institutions/University or
- (b) By any competent/designated agency or
- (c) By different State/National/Professional bodies.
- (d) By an association of colleges/university conducting similar courses or
- (e) By any agency of state /statutory body of Government of India, such as MCI/DCI/INC/BCI/PCI/NBE or AICTE and/or
- (iii) on the basis of group discussion/counseling/interview.

Provided that admission in professional and technical courses shall be made only on the basis of entrance test. The university may conduct its own entrance test or utilize the list of result examination/test conducted by different State / National / Professional bodies, recognized by Govt. of India / UGC/ State Govt.

#### 3. Admission Committee

The admission in the constituent institutions/school of studies/depts. will be made by respective heads of institutions duly assisted by the admission committee strictly in accordance with the norms of the applicable Statutory bodies and Authorities and as amended from time to time.

#### 1. Reservation of seats:-

Seats for admission in the university for the students belonging to scheduled castes, scheduled tribes, other backward classes, women, handicapped students, children of defence personnel and other specified categories shall be reserved primarily as per the policy of state government and as prescribed in the Act 2007 and as amended from time to time.



**STATUTE 29****1. ANNUAL REPORT**

- (a) The Annual report of the University shall be finalised by the Board of Management which shall include among other matters, the steps taken by the University towards the fulfillment of the objectives.
  - (b) The annual report of the University shall cover the period from the 1<sup>st</sup> of July to the 30<sup>th</sup> of June following and shall be presented before the Board of Management at its annual meeting held after the expiry of the said period.
  - (c) The annual report shall envisage the future expansion of university keeping in view that focus should continue to be in the areas of continuous learning, sharing of knowledge, also invest in building a highly technical and capable resource pool of skilled and professional talent.
2. Copies of the Annual report of the university shall be circulated amongst the members of the Board of Management on or before the 31<sup>st</sup> of December, immediately following the expiry of the period to which it relates or at least fifteen days before the date on which the annual meeting of the board of Management, after the expiry of the said period is held, whichever is earlier.
  3. The Board of management shall, there after send a copy of the annual report to the member secretary and shall ensure that the same is placed before the meeting of Governing Body for approval.
  4. The annual report after the approval by governing Body will be submitted to the sponsoring body.
  6. A copy of Annual report will also be presented to visitor and regulatory commission.
  7. As per the provisions of Act, 2007.

**STATUTE 30****RESIGNATION**

Any resignation rendered by any employee shall be processed as per the Regulations prescribed for the purpose.

**STATUTE 31****ACTION AGAINST TEACHERS**

Where there is an allegation of misconduct against a teacher, the Vice Chancellor shall constitute a fact finding Committee and if necessary, based on the fact finding committee recommendations, may institute an inquiry committee for the purpose.

- (1) Based on the inquiry committee report, the Vice Chancellor may decide course of action including suspension depending on the severity of the misconduct, However, for taking actions to the extent of termination of the teacher concerned, the Vice chancellor shall report the matter to Governing Body whose decision will be final.
- (2) An appeal against any action can be made to the Chancellor within 30 days from the date of receiving of the communication of such order.

**STATUTE 32****ACTION AGAINST NON-TEACHING EMPLOYEES**

- (1) Where there is an allegation of misconduct against a non-teaching employee, the Registrar shall constitute a fact finding Committee and if necessary, based on the fact finding Committee recommendations, may institute an inquiry committee for the purpose.
- (2) Based on the inquiry committee report, the Registrar may decide course of action including suspension depending on the severity of the misconduct.  
However, for taking actions to the extent of termination of the non-teaching employee concerned, the Registrar shall report the matter to the Vice Chancellor whose decision will be final.
- (3) An appeal against any action can be made to the Chancellor within 30 days from the date of passing such order.

**STATUTE 33****APPOINTMENT OF EXAMINERS**

1. In this Statute:

(i) **“Internal Examiner” means:**

(a) In case of a theory paper, an examiner including a paper setter who is a teacher in a University Teaching Department/School of Studies/Department of the University.

(b) In case of practical and viva-voce examination an examiner who is a teacher in the institution whose candidates are being examined at the examination center.

(ii) **“External examiner”** means an examiner other than an internal examiner.

(iii) **“Co-examiner”** means an examiner in a written paper other than the paper-setter.

2. The office of the Registrar / Controller examination shall prepare for every subject an institution wise list of names of persons qualified for appointment as examiners. The list shall be in two parts, the first part containing the names of persons working as teachers in the University Teaching Departments/School of studies/Department the University and the second part containing names of persons other than teachers of the University qualified for appointment as examiners, whose names shall be obtained by the Registrar's office from other Universities on its own initiative or under the direction of the chairman of the Board of Studies concerned.

3. The list shall contain, as far as possible, information relating to the persons included therein on the following points, namely: -

(a) The academic qualifications and teaching experience at degree and post graduate levels.

(b) The field of specialization.

(c) The examination of the University and years in which they have acted as examiners in the past.

4. The list so prepared shall be made available to the Examination Committee concerned constituted together with names of persons appointed as Examiners in the University during the two preceding years: The Committee may add to the list the names and experience of persons qualified for appointment as examiners but not included therein,
5. The Registrar's/Controller of examination's office shall also give the Examination Committee the approximate number of candidates expected to appear at each examination and the list of centers of each practical/Viva-voce examination together with the estimated number of Candidates thereat.
6. The Examination Committee shall, in the light of the provisions of the following paragraph, Recommend :-
  - (i) A panel of three names for the appointment of the paper setter of each written paper.
  - (ii) A list of names of persons for appointment as co-examiners where necessary, the number of names included in the list being at least 50% percent in excess of the number to the appointment.
  - (iii) A list of names of persons for appointment as examiners in each practical/Viva-voce examination, the number of names included in the list being sufficient for the conduct of practical/Viva-voce examination at different center.
7. The Vice-Chancellor shall appoint paper setters, co-examiners, practical/Viva-voce examiners ordinarily from amongst persons recommended by the Examination Committee. He may, however, appoint a person whose name is not included in the list of names recommended by the Examination Committee if he is satisfied that the person in question possesses the minimum qualification and his appointment will not be contrary to the provisions of the following paragraph.
8. The qualifications of the paper setters and Co-examiners shall be as follows, namely

**(A) PAPER SETTERS:  
EXAMINATION –**

**(i) MBBS/MD/MS/BDS/MDS  
/ Nursing**

**QUALIFICATIONS:**

(i) A Doctor's or Master's Degree of a post graduate Diploma of a recognized University or an equivalent qualification in the subject and at least five years teaching experience in the subject in any University of college recognized by the Medical Council of India.

Or

At least seven years teaching experience at the degree level of at least five years teaching experience of post graduates/Degree/Diploma classes in the subject.

**(B) CO-EXAMINERS**

The qualifications shall be same as for paper setters but the minimum teaching/professional experience required shall be less by two years than that prescribed in case of the paper setter.

Provided that in case of degree examinations where sufficient number of internal co-examiners in a subject with the aforesaid qualifications is not available, teachers in the University Teaching Department School of Studies /Department the University with at least three years teaching experience at the degree/postgraduate level in the subject shall be eligible for appointment as Co-examiners.

- 9(1) In case of practical and Viva-voce examinations at the post graduate level, the external examiner shall be a person not below the rank of the Reader.
  - (2) In case of Practical and Viva-voce examinations at the first degree level the external examiner shall be teacher of the subject with not less than three years experience of teaching the subject at the degree and / or postgraduate level.
  - (3) The internal examiner in case of Viva-voce examination at the postgraduate level shall be the Head of Department in the subject whose regular candidates are to be examined and where the Head of the Department is not available a teacher of that Department shall be the internal examiner.
  - (4) The internal examiner in case of practical examination both at the degree and the postgraduates level shall be appointed from amongst the teachers of the Department whose regular candidates are to be examined in the recommendation of the Head of such Department.
  - (5) The external examiner at the post graduate level in case of practical/ Viva voce examination shall not be a teacher in a University Teaching Department/School of Studies/Department or this University.
- 10.(i) 50% of the paper setters at the postgraduate examination and 25% of the paper setters at the first degree examination in any examination in any subject shall be external.
- (ii) Where in any paper more than one examiner is appointed, the paper setter shall be Head examiner. Examiners other than the paper-setter shall be the Co-examiners.
- 11.(i) No one shall ordinarily be given more than one theory examinership (paper setting or Co-examinership) In case the Examination committee considers it necessary to recommend more than one examinership (one for the first degree examination and one for post graduate examination) in case of any person, it shall specify its reasons for doing so for the consideration for the vice chancellor.

- (ii) Ordinarily not more than one paper setter shall be appointed from any one University Teaching Department, School of Studies of College in the same subject at any one examination.
- (iii) No one who is a paper setter at any Postgraduate examination shall be appointed as an external Viva-voce examiner at that examination.
- (iv) In case of under graduate practical examinations, one external examiner shall not ordinarily examine more than 120 candidates.
- (v) In case of written examination, an examiner shall not ordinarily value more than 250 scrip and co-examiner shall be appointed if the number of candidates appearing in the paper is more than 300.
- (vi) While recommending names for examinairship in faculties where English is not the sole medium of examination the examination Committee shall ensure that the examiners recommend can value the scripts written in Hindi.
- (vii) The provisions of sub paragraphs (1) and (2) above shall not apply in case of Examinations in the faculties of engineering, Technology, Education, Physical Education, Medicine and Ayurveda.
- 12.(1) Examiners shall be appointed for the examination of one year only, but they shall be eligible for re-appointment
- (2) An examiner may be discontinued at any time if his work is found unsatisfactory.
- (3) An examiner's work shall be deemed to be unsatisfactory if
- (i) mistake of such nature is found in his/her work in the course of checking and scrutiny which affect the result or
- (ii) he or she is found by the governing body to have delayed the work without good cause or
- (iii) there is an adverse report from the head Examiner; or
- (iv) in the opinion of the governing body there are reasonable doubts about his integrity or suspicion that he is accessible to examiners or their relations and

(v) if there are serious complaints against his paper e.g. that his paper was much above or below the standard or contained questions outside the prescribed course.

13. (1) In paper for which there is only one examiner, he shall set the paper and value the answer books received by him.
- (2) In a paper for which more than one examiner has been appointed, the head examiner shall:-
- (i) Set the paper ;
  - (ii) Forward a memorandum of instruction for the guidance of the co-examiner to secure conformity with list own standard in the valuation of the answer book by his co examiners.
  - (iii) Forward to each co-examiner at least five answer books duly marked by him to serve as models.
  - (iv) Take care to see that model answer book shall, as far as possible, be representative of all grades of candidate, i.e. failure and third, second and first division.
  - (v) Assign duties to the Deputy Head Examiners, if there be any.
  - (vi) Value such number of answer books as may be allotted to him.
  - (vii) Examine the test installments of answer books received from the co-examiner in accordance with the succeeding subpart and convey his approval of the marking or issue such instruction as may be necessary to secure uniform standard in valuation.
  - (viii) Report to the Registrar/Controller of Examinations on the work of the co examiner and state whether he has observed the instructions received from the Head Examiner.
- (3). A deputy head Examiner shall act as a co-examiner in relation to the Head Examiner that may be allotted to him. He shall, however forward a copy of the memorandum which he received from the Head Examiner to each of



his co-examiners. Where the number of co-examiners is more than six, a Deputy Head Examiner shall be appointed.

- (4). (i) The Head Examiner shall, as soon as he receives answer books may forward to his co-examiners a memorandum of instructions to each co-examiner model scripts as provided for in clause (iii) of subpara (2) above.
- (ii) A Co-examiner shall, on receipt of the memorandum of instructions start valuation of the answer books allotted to him. He shall send to the Head Examiner first test installments of ten marked answer books for re-examinations. The co-examiner shall continue his valuation work; but shall adjust his valuation according to the standard set by the Head Examiner.
- (iii) The Co-examiner shall forward to the Head Examiner a further installment of five answer books.
- (iv) The Co-examiner shall comply with all instructions given to him by the Head Examiner.
- (v) In case the co-examiner does not received the memorandum of instructions form the Head examiner, he shall remind the Head Examiner under intimation to the Registrar/Controller examination's. If the Head Examiner does not receive the first test installment and subsequent installment of answer books, he shall remind the co-examiner concerned under intimation to the Registrar/Controller examination's.
- (5). Notwithstanding the provision of sub-para (2) to (5) above where the Academic Council so decides, in case of paper where for more than one examiner is required, the paper setter shall draw up and send detailed memorandum of instructions regarding valuation of answer books including solutions of numerical questions along with the question papers set by him. The detailed memorandum of instructions, moderated if necessary by the Moderation committee shall be sent by the university to all examiners in the paper .All examiners shall value the answer books allotted to them strictly in accordance with the instructions contained in

the memorandum of instructions. There shall be no exchange of model answer books and installments market answer books between the paper setter and other examiners.

- (14) If for any reason an examiner becomes unable to value the answer books or to perform the duties of the head Examiner, after setting the question paper, he shall be entitled to receive only one half of the amount of fees for paper setting, the balance being payable to the examiner who values the answer books of acts as Head Examiner.
- (15) Provided that if the setter dies before he is able to take up or complete the valuation of answer books, full fee prescribed for paper setting shall be paid to the heirs of such paper setters.
- (16) In case of examinations, where the Ordinances Provided for a second/supplementary examinations the paper setter may be required to set two papers any one of which may be used for the main examinations, the second being used for the second/Supplementary examinations. The paper setter shall be an examiner at both the main and the second/ supplementary Examinations. The other examiner ships may go to other qualified teachers who couldn't be provided with theory examiner ships at the Main Examination.
- (17) (1) In any subject, if Viva-voce examination is prescribed, it shall be conducted by a Board of two examiners of whom one shall be an external examiner and the other internal
- (2) Except in the case of M.Sc (Previous) Examination in Chemistry, there shall be a board consisting of two examiners, one internal and the other an external examiner for conducting the practical examination in each special branch of the subject as the case may be.
- (3) In the case of M.sc (Previous) Examination in Chemistry, the Board shall consist of three examiners, of whom and shall be internal examine and two shall be external examiner. The board shall be so constituted

as to represent all the three branches of Chemistry, namely Inorganic, Organic and Physical.

*Note : In case of Viva-voce for LL.M. (Final) there will be two external examiners and one internal examiners.*

- (18) In the case of a subject for M.A, M.Sc., M.Com, & M.P.Ed examinations, where thesis is permissible in lieu of a paper there shall be a board of two examiners for reading the thesis. The maximum numbers of marks for the thesis shall be equally divided between the two examiners each of whom shall mark the thesis independently. If the valuation of these two examiners differ by twenty percent, the thesis shall be referred to the third examiner, (other than a teacher of the University) Who shall award marks out of half of the maximum marks for the thesis. The aggregate of two of the three awards nearest to each other and to the best advantage of the candidate shall be taken as the correct valuation .
- (19) Notwithstanding anything contained in the foregoing paragraph:-
- (a) The examinations in written papers and the practical and oral and clinical are session test, in each subject or group of subject for an examination in the faculty of medicine shall be conducted by a Board of two or four examiners one or two as case may be, of whom shall be external examiner/(s) and the other/(s) internal examiner/(s)
  - (b) There shall be a Board consisting of examiners of whom two shall be internal and two external in each of the subject for the M.D./M.S. examinations for written papers, and the practical oral and clinical tests.
  - (c) In the faculty of medicine no person shall ordinarily be appointed as an examiner in any subject unless he has taken at least five years previously a Doctor's of master's Degree of a post graduate diploma of a recognized University or an equivalent qualification, and thereafter has had at least five years teaching experience in the subject in University or an affiliated college of a University recognized by the medical Council of India. In each subject there shall be atleast one internal examiner (The Head of Department)
  - (d) The internal papersetter for examination in each subject in the faculty of medicine shall be appointed by rotation form amongst the Head of the Departments of the University. If Head of the Department cannot be an

examiner, the next senior most teacher in the subject shall be the internal paper setter and examiner.

(20). Ordinarily the external examiner of the Board shall be the Chairman of the Board concerned. The marks shall be submitted under the signature of all the members of the board concerned but the report on the working of the examination, the equipment of laboratories and the thesis, shall be submitted by external examiner of each board under his signature only.

(21). In case of an examination for a research degree, Examination Committee shall recommend for each thesis to be examined a panel of at least six names of persons who :

- (a) possess a research in the subject and at least ten years teaching experience at the post graduate level, or
- (b) Are scholars of repute in the subject.

22.(i) No person shall act as paper setter or examiner either in the theory, Viva-voce of practical examination if any of his relations is taking the examination.

(ii) No person shall act as a moderator or tabulator for any examination if any office relations is appearing/has appeared at that examination.

**STATUTE 34****THE PROCTORIAL BOARD****(Refer Section 25)**

1. There shall be a Proctorial Board to maintain the discipline amongst the student of the University. It shall consist of the following members:
  - (i) A Professor nominated by Vice-Chancellor (Chairman)
  - (ii) The Chief Proctor (Convenor)
  - (iii) Additional Chief Proctor – 3 Gentleman and 2 Lady Professors
  - (iv) Dean Students Affairs.
  - (v) All Proctor (s)
  - (vi) All Wardens of the Hostels
  - (viii) One of the two students nominated by the Vice Chancellor from amongst the student members of the Board of Studies.
2. The Proctorial Board shall prepare a Code of Conduct to be followed by the students and shall place it before the Board of Management for its approval.
3. Any violation of the Code of Conduct or breach of any rule or regulation of the University by any student shall be record as indiscipline and shall make the student liable for disciplinary action against him/her.
4. The Chief Proctor and Proctors shall be appointed by the Vice Chancellor from amongst the teachers of the University, the number of Proctors shall be determined by the Vice-Chancellor depending upon the enrollment of the student in the University.
5. The Chief Proctor and Proctors so appointed by the Vice Chancellor for the period not exceeding three years.  
Provided than Vice Chancellor may remove Chief Proctor or the Proctor before the completion of his/her tenure if he/ she fails to discharge the

duties well or if his/her activities are prejudicial to the interest of the University.

6. The Power and duties of Chief Proctor :

- (i) The Chief Proctor shall get a Proctorial Form filled by students and keep it for the record in his/her office .
- (ii) He/she Will issue Identity Card to each student under his/her seal and signature.
- (iii) He/She shall be authorised by the University to issue rail and air travel concession orders to the bonafide student of the university
- (iv) He/she will place all the matters brought to his/her notice before the Proctorial Board on being approved by the ViceChancellor.

**STATUTE 35****PRO-VICE CHANCELLOR****(Refer Section 20(2))**

- (1) Every, Pro Vice Chancellor shall be appointed by the Executive Council on the recommendation of the Vice-Chancellor on such terms and conditions as may be laid down in the Ordinances;
- (2) Provided that where the recommendation of the Vice-Chancellor is not accepted by the Executive Council, the matter shall be referred to the Visitor who may either appoint the person recommended by the Vice-Chancellor or ask the Vice-Chancellor to recommend another person to the Executive Council;
- (3) Provided further that the Executive Council may, on the recommendation of the Vice-Chancellor, appoint the Senior most Professor to discharge the duties of a Pro Vice Chancellor in addition to his own duties as a Professor.
- (4) The term of office of a Pro Vice Chancellor shall be such as may be decided by the Executive Council but it shall not in any case exceed five years or until the expiration of the term of office of the Vice-Chancellor whichever is earlier and shall be eligible for reappointment:
- (5) Provided that a Pro Vice Chancellor shall retire on attaining the age of 65 years.
- (6) The emoluments and other terms and conditions of service of a Pro Vice Chancellor shall be such as may be prescribe by the Ordinances.
- (7) A Pro Vice Chancellor shall assist the Vice-Chancellor in respect of such matters as may be specified by the Vice-Chancellor in this behalf. He shall also exercise such powers and perform such duties as may be delegated to him by the Vice-Chancellor.
- (8) Where the Vice-Chancellor is the Chairman of any body or committee of the University and he is absent for any reason whatsoever from any meeting of such body or committee, the Pro Vice Chancellor, and if there are two or more Pro Vice Chancellors, the senior-most Pro Vice Chancellor shall preside over such meeting.
- (9) A Pro Vice Chancellor shall, on being authorised by the Vice-Chancellor in that behalf, be entitled to be present at and to address any meeting of any authority, body or committee of the University but shall not be entitled to vote thereat:
- (10) Provided that if the Pro Vice Chancellor is a member of such authority, body or committee, such Pro Vice Chancellor shall have all the rights and privileges of a member thereof.

## STATUTE 36

### DEAN STUDENT WELFARE

1. The Dean Student Affairs officer of the university may be appointed for a period of two years by the Board of Management on the recommendation of Vice-Chancellor.
2. The Dean Student Affairs shall be a full time salaried officer.
3. The Qualifications, salary and mode of appointment shall be prescribed by the Board of Management of the university.
4. The Dean Student Affairs shall be governed by the service rules prescribed by the university for the employees of the University.
5. The Dean Student Affairs shall be Advisor cum Treasurer of the University Student Association and the Head of the information Bureau and Employment Bureau of the University.
6. The Dean Student Affairs shall if required by the board of management Academic Council be present at any meeting of the authority concerned where matters relating to students welfare come up for consideration by the authorities.
7. Subject to the control of Vice Chancellor and Board of management, the Dean Student Affairs shall:
  - (i) make arrangement to ensure suitable lodging and boarding facilities to the students, who desire to live in hostel.
  - (ii) arrange for employment of student in accordance with plans approved by the Vice Chancellor and the Board of Management
  - (iii) assist the students in obtaining scholarships, studentships, etc. by furnishing them the information relation to these.
  - (iv) communicate with the guardians of the students concerning the welfare of the students.
  - (v) perform such other duties as may be assigned to him for time to time by the Vice Chancellor and the Board of management.