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# मध्यप्रदेश राजपत्र

प्राधिकार से प्रकाशित

क्रमांक 18]

भोपाल, शुक्रवार, दिनांक 4 मई 2012--वैशाख 14, शक 1934

## भाग ४

विषय-सूची

- |                            |                               |                                  |
|----------------------------|-------------------------------|----------------------------------|
| (क) (1) मध्यप्रदेश विधेयक, | (2) प्रवर सभिति 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 May 2012

No. R-158-cc-2012-XXXVIII.—In exercise of the powers conferred by sub-section (1) of Section 28 of the Madhya Pradesh Niji Vishwavidyalaya (Sthapna avam Sanchalan) Adhiniyam, 2007 the State Government hereby makes, the first Ordinance of the Ram Krishna Dharmarth Foundation University By Pass Road Near RGPV Campus Bhopal (M.P.) is here by published in the ordinary gazette as per the provision of the Madhya Pradesh Niji Vishwavidyalaya (Sthapna avam Sanchalan) Adhiniyam, 2007 under Section 35. The first Ordinance of the University shall come in to force from the date of notification.

THE FIRST ORDINANCE

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

C. B. PADWAR, Dy. Secy.

## Ordinance No .1

## PROPOSED FACULTIES AND DEPARTMENT OF RKDF UNIVERSITY

The University shall have the following faculties mentioned in column (1) and the Department mentioned in column (2) of the following table there of:-

Sr. No.	Faculty (01)	Department (02)
1	Faculty of Science	Department of – <ul style="list-style-type: none"> <li>• Biosciences</li> <li>• Bio-Technology</li> <li>• Chemistry</li> <li>• Mathematics</li> <li>• Physics</li> <li>• Nuclear Physics</li> <li>• Home Science</li> <li>• Food Science Technology</li> </ul>
2	Faculty of Education	Department of:- <ul style="list-style-type: none"> <li>• Adult and Continuing Education and Extension</li> <li>• Education</li> <li>• Physical Education</li> <li>• Teacher Training and Non-Formal Education</li> <li>Institute of Teachers Education</li> </ul>
3	Faculty of Commerce	Department of :- <ul style="list-style-type: none"> <li>• Commerce and Business Studies</li> <li>• BBM e-Banking &amp; Finance</li> </ul>
4	Faculty of Management	Department of :- <ul style="list-style-type: none"> <li>• Management</li> <li>• Rural Management</li> <li>• Health Management</li> <li>• Hotel Management &amp; Catering Technology</li> <li>• Tourism Technology</li> </ul>
5	Faculty of Engineering	Department of :-

	and Technology	<ul style="list-style-type: none"> <li>• Architecture</li> <li>• Chemical Engineering</li> <li>• Civil and Structural Engineering</li> <li>• Computer Science &amp; Engineering</li> <li>• Electrical and Electronics Engineering</li> <li>• Electronics and Communication Engineering</li> <li>• Food Engineering</li> <li>• Information Technology</li> <li>• Mechanical Engineering</li> <li>• Mining</li> <li>• Textile</li> <li>• Fire Technology &amp; Safety Engineering</li> <li>• Nano-technology</li> <li>• Besides M.Tech course in above subjects. M.Tech in following subject are also proposes.</li> <li>• Astronomy &amp; Space</li> <li>• Nuclear Engineering</li> <li>• Printing and Media Technology</li> <li>• Digital Electronics and advanced communication</li> <li>• Environmental Engineering</li> <li>• Pharmacy</li> <li>• Bio-Medical</li> <li>• Biotechnology</li> <li>• Rural Technology</li> </ul>
6	Faculty of Computer Science & Application	<p>Department of :-</p> <ul style="list-style-type: none"> <li>• Computer Arts and Animation and Games</li> <li>• Computer Science &amp; Application</li> </ul>
7	Faculty of Mass Media	<p>Department of :-</p> <ul style="list-style-type: none"> <li>• Advertising,</li> <li>• Public Relations.</li> <li>• Journalism</li> <li>• Printing and Media Technology</li> <li>• Mass Communication</li> </ul>

8	Faculty of Fine Arts	Department of :- <ul style="list-style-type: none"> <li>• Applied Art</li> <li>• Graphic Art</li> <li>• Painting</li> <li>• Sculpture</li> </ul>
9	Faculty of Social Sciences	Department of :- <ul style="list-style-type: none"> <li>• Economics</li> <li>• Library and Information Science</li> <li>• Philosophy</li> <li>• Political Science</li> <li>• Population Studies</li> <li>• Psychology</li> <li>• Rural Development</li> <li>• Social Work</li> <li>• Sociology</li> <li>• Public Administration</li> <li>• Women Studies</li> </ul>
10	Faculty of Humanities and Languages	Department of :- <ul style="list-style-type: none"> <li>• English</li> <li>• Hindi</li> <li>• History and culture</li> <li>• Foreign Languages</li> <li>• URDU</li> </ul>
11	Faculty of Agriculture	Department of :- <ul style="list-style-type: none"> <li>• Agronomy</li> <li>• Plant Breeding</li> <li>• Animal Husbandry</li> <li>• Horticulture</li> <li>• Plant Protection</li> <li>• Plant Pathology</li> <li>• Soil Science &amp; Agriculture Chemistry</li> <li>• Food Processing</li> </ul>

		<ul style="list-style-type: none"> <li>• Post harvest Technology</li> </ul>
12	Faculty of Law	Department of Law
13	Faculty of Performing Arts	Department of :- <ul style="list-style-type: none"> <li>• Dance</li> <li>• Instrumental Music</li> <li>• Musicology</li> <li>• Vocal music</li> </ul>
14	Faculty of Medical Science	Department of :- <ul style="list-style-type: none"> <li>• Public Health</li> <li>• Biochemistry</li> <li>• Biostatistics &amp; Medical Information</li> <li>• Community Medicine</li> <li>• Medicine Graduate &amp; Postgraduate</li> <li>• Nursing (B.Sc., M.Sc. and Diploma)</li> <li>• Optometry (B.Sc., Diploma and Post graduate)</li> <li>• Health hygiene</li> <li>• Paramedical Sciences</li> <li>• Diet &amp; Nutrition</li> <li>• Hospital Management</li> <li>• Health Care Management</li> <li>• Health Service Management</li> <li>• Bachelor of Dental Science</li> <li>• Master of Dental Science</li> <li>• Physiotherapy</li> <li>• Diploma in Dental Surgery(Including Post Graduate Diploma Courses)</li> <li>• Homeopathy</li> <li>• Ayurvedic medicine</li> <li>• Unani medicine</li> <li>• Pharmacology</li> </ul>
16	Faculty of Vocational courses	Diploma and certificate Different Vocational Course
17	Faculty of Paramedical	Diploma in different courses

course

Other Faculties and Department can be created as per the Decision of the Academic Council and after approval of the Governing Body of the University.

List of Vocational Certificate & Diploma Course Proposed for RKDF University

S.No.	Course	Duration	Eligibility for Candidates
<b>Faculty of Science</b>			
1	Diploma in Analytical chemistry	6 Months	B.Sc
2	Diploma in Biotechnology	6 Months	12 <sup>th</sup> pass with Biology/Maths
3	Diploma in Computation Mathematics	6 Months	12 <sup>th</sup> pass with Maths
<b>Faculty of Home Science</b>			
1	Certificate in Cutting, Tailoring and Dress Making (CCTDM)	3 Months	10 <sup>th</sup> pass
2	Certificate in Fashion Designing	3 Months	10 <sup>th</sup> pass
3	Diploma in interior decoration	1 year	12 <sup>th</sup> pass
<b>Faculty of Education</b>			
1	Certificate in Early Childhood and Education	6 Months	10 <sup>th</sup> pass
2	Diploma in Nursery (Pre-Primary) Teaching Training (NTT)	12 Months	10 <sup>th</sup> pass
3	Certificate in Primary teaching (CPT)	6 Months	12 <sup>th</sup> pass
4	Certificate in Primary Curriculum and Instruction (CPC)	6 Months	12 <sup>th</sup> pass with Certificate in Primary Teaching (CPT) or equivalent
<b>Faculty of Commerce</b>			
1	Diploma in Accounting & Auditing	6 Months	12 <sup>th</sup> pass
2	Diploma in Banking	6 Months	12 <sup>th</sup> pass with Commerce /Maths
3	Diploma in Banking & Finance	6 Months	12 <sup>th</sup> pass with Commerce / Maths

4	Diploma in Export Procedure & Documentation	6 Months	12 <sup>th</sup> pass with Commerce
5	Diploma in Financial Accounting (DFA)	6 Months	12 <sup>th</sup> pass
6	Diploma in Import-Export Management	6 Months	12 <sup>th</sup> pass
7	Diploma in Taxation	6 Months	12 <sup>th</sup> pass
8	Diploma in Accounting & Auditing	6 Months	12 <sup>th</sup> pass with commerce / Maths
<b>Faculty of Management</b>			
1	Diploma in Hospitality Management	6 Months	10 <sup>th</sup> pass
2	Diploma in Human Resource Management	6 Month	Graduate
3	Diploma in Personal Secretary ship	6 Months	10 <sup>th</sup> pass
4	Diploma in Retail Management	6 Months	12 <sup>th</sup> pass
5	Diploma in Security Guards Management	6 Months	12 <sup>th</sup> pass
6	Diploma in Statistical quality Control	6 Months	12 <sup>th</sup> pass
<b>Faculty of Engineering and Technology</b>			
1	Diploma in AutoCAD	6 Months	Diploma in Engg./Graduate in any Subject
2	Diploma in Diesel Engine Repairing (DDER)	6 Months	10 <sup>th</sup> pass
3	Diploma in Electrical Technician (CET)	6 Months	12 <sup>th</sup> pass
4	Diploma in Electronic Equipment Maintenance	6 Months	12 <sup>th</sup> pass
5	Diploma in Hi-Tech Welding Technology (DHWT)	6 Months	10 <sup>th</sup> pass
6	Diploma in Industrial Safety	6 Months	10 <sup>th</sup> pass
7	Diploma in Industrial Safety & ISO 14000 Series	12 Months	10 <sup>th</sup> pass
8	Diploma in Inverter & UPS Repairing	6 Months	10 <sup>th</sup> pass
9	Diploma in Mobile & Telephone Instrument	6 Months	10 <sup>th</sup> pass
10	Diploma in Mobile and Telephone Instruments and Repairing (DMTIR)	6 Months	10 <sup>th</sup> pass
11	Diploma in Motor & Transformer Winding	6 Months	10 <sup>th</sup> pass

12	Diploma in Radio and TV Technician (CRTT)	6 Months	12 <sup>th</sup> pass
13	Diploma in Refrigeration and Air-conditioning	6 Months	12 <sup>th</sup> pass
14	Diploma in Stenography (Hindi/English)	6 Months	10 <sup>th</sup> pass
15	Diploma in Stereo & CD Player Repairing	6 Months	12 <sup>th</sup> pass
<b>Faculty of Computer Science &amp; Application</b>			
1	Certificate in 'C' Programming	3 Months	10 <sup>th</sup> pass
2	Certificate in Computer Application	3 Months	10 <sup>th</sup> pass
3	Certificate in 'C++' Programming	3 Months	10 <sup>th</sup> pass
4	Certificate in Client Server Technology (CCST)	3 Months	10 <sup>th</sup> pass
5	Certificate in Computer Networking (CCN)	3 Months	10 <sup>th</sup> pass
6	Certificate in Computer Hardware & Networking	3 Months	12 <sup>th</sup> pass
7	Certificate in Computer Programming	3 Months	10 <sup>th</sup> pass
8	Certificate in Computerized Fashion Designing (CCFD)	6 Months	10 <sup>th</sup> pass
9	Certificate in Computerized Financial Accounting	6 Months	10 <sup>th</sup> pass
10	Certificate in Desk Top Publishing (CDTP)	3 Months	10 <sup>th</sup> pass
11	Certificate to DTP with Computerized Design Development in Textile Printing	3 Months	10 <sup>th</sup> pass
12	Certificate in Java Programming (CJP)	3 Months	12 <sup>th</sup> pass
13	Certificate in Laptop Repairing (CLR)	3 Months	12 <sup>th</sup> pass
14	Certificate in Library Automation	3 Months	12 <sup>th</sup> pass
15	Certificate in Ms Office (CMO)	3 Months	10 <sup>th</sup> pass
16	Certificate in Multipurpose Computer Technician	3 Months	10 <sup>th</sup> pass
17	Certificate in Multipurpose Electronic Technician	6 Months	10 <sup>th</sup> pass
18	Certificate in Object Oriented Programming Language	3 Months	10 <sup>th</sup> pass
19	Certificate in Office Automation & Internet	3 Months	10 <sup>th</sup> pass
20	Certificate in Software Testing	6 Months	12 <sup>th</sup> pass
21	Certificate in Web Design, Animation & Advertisement	6 Months	12 <sup>th</sup> pass
22	Certificate in Word Processing (Hindi/ English)	6 Months	10 <sup>th</sup> pass



23	Certificate in Web Designing	6 Months	10 <sup>th</sup> pass
24	Diploma in Web Design	6 Months	10 <sup>th</sup> pass
<b>Faculty of Media Studies</b>			
1	Diploma in Television Video Production	12 Months	12 <sup>th</sup> pass
<b>Faculty of Social Sciences</b>			
1	Certificate in Human Rights	6 Months	Graduate
<b>Faculty of Humanities and Languages</b>			
1	Certificate in Communicative & Competitive Skills	3 Months	12 <sup>th</sup> pass
2	Certificate in Communicative English	3 Months	12 <sup>th</sup> pass
3	Certificate in Spoken English	3 Months	12 <sup>th</sup> pass
<b>Faculty of Agriculture</b>			
1	Certificate in Horticulture	6 Months	10 <sup>th</sup> pass
2	Certificate in Nursery Development and Nursery Management & Environmental Protection	6 Months	10 <sup>th</sup> pass
<b>Faculty of Medical Science</b>			
1	Diploma in Medical Laboratory Technology (DMLT)	12 Months	12 <sup>th</sup> pass
2	Diploma in Physiotherapy (DPT)	12 Months	12 <sup>th</sup> pass
3	Diploma in Public Health and Hygiene	6 Months	10 <sup>th</sup> pass
4	Diploma in Yoga	6 Months	12 <sup>th</sup> pass

**ORDINANCE NO . 2**  
**ADMISSION OF STUDENTS**

- (1) In this Ordinance, unless there is any thing repugnant in the subject or context:
- (a) "Qualifying Examination" means an examination the passing of which makes a student eligible for admission to a particular year in a course of study leading to Bachelor's or Post Graduate Degree or Diploma Certificate conferrable by this University.
- (b) "Equivalent Examination" means an examination, which has been conducted by:
- (i) Any recognized Board of Secondary Education, or
- (ii) Any Indian university incorporated by any law in force for the time being, and recognized by the University as equivalent to its corresponding examination.
- (iii) Any foreign University / Board examination that have been recognized by AIU as equivalent to +2 stage qualification or Bachelor degree Programme.
- (2) A Student seeking admission to a Institute or University Teaching Department shall, on or before the date prescribed for submission of applications for admission by the Head of the Institution concerned , submit his/her application on the prescribed form to be obtained from such institution on payment of the prescribed fee.
- (i) Provided that the reservation of seats and relaxation in percentage of minimum of marks wherever prescribed in respect of students belonging to scheduled castes and scheduled tribe OBC, Physically Handicapped, Sons/Daughter/Grand-sons/Grand-Daughters of freedom fighters as decided by State Government from time to time.
- (ii) Provided also that admission to courses related to Health Science shall be as per the guidelines / instructions of Medical council of India, Dental Council of India/India Nursing Council & other regulatory bodies & Govt. of M.P., Medical Educational department, Bhopal.
- (3) The university shall follow the normal admission process to all courses, if otherwise specified as follows:
- (i) The University will issue the admission notification on the University's website, in news papers, notice board of the University and in other publicity media before the commencement of every new academic session.

- (ii) List of candidates provisionally selected for admission / short listed will be displayed on the notice board of University and University's website. Also, the students will be informed directly of their admission.
- (iii) The candidates whose results of qualifying are awaited can also apply, and they will be admitted provisionally. Such candidates, however, must produce the previous year's mark sheet, school/college certificate as a proof for required eligibility criteria before the due date, failing which, the provisional admission cannot be granted. The candidates so admitted shall have to present mark sheet of the qualifying examination within a month of the due date of admission, failing which the provisional admission shall be cancelled.
- (iv) If a candidate admitted provisionally under (iii) above if they could not obtain the marks to fulfill the requirements & eligibility criteria of the admission the provisional admission granted to him will be cancelled.
- (v) The application form may be rejected due to any of the following reasons:
- The candidate does not fulfill the eligibility conditions.
  - The Candidate has been debarred for an indiscipline ground from any colleges/ Universities/ Institution
  - The prescribed fees are not enclosed.
  - The application form is not signed by the candidate and his/her parent/guardian, wherever required.
  - Supporting documents for admission are not enclosed.
- (vi) Enrollment will be assigned to the student by the University after verification & submission of all required documents/fees.
- (vii) Admission committee will be constituted by Vice Chancellor
- (viii) Admission rules as framed by the University shall be applicable for all admissions from time to time and all the decisions, shall be final.
- (ix) A complete list of the students admitted in various courses must be submitted in soft / hard copies within 15 days of completion of admission to the Regulatory Commission.
- (4) The application for admission shall among others be accompanied by

- (i) The school or Institution Leaving Certificate signed by the Head of the Institution last attended by the student,
- (ii) 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 private candidates, a certificate signed by two responsible persons certifying the good character of the applicant. 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/she shall submit in addition to the School or Institution leaving 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 decided by the University.
- (5) (i) No student shall be admitted to an institution for pursuing a course of study for the initial year of the first Degree under any faculty unless he/she has passed the final examination held under the Madhya Pradesh Madhyamik Shikshan Adhiniyam, 1965 (23 Of 1965), (i.e. any recognized Board of Secondary Education) or an examination declared equivalent to such examination by the University of such other qualifying examination as may be prescribed from time to time.
- (ii) No student enrolled in the University shall be admitted to any subsequent higher class in any institution unless he/she has passed the examination qualifying him/her to appear for the examination for which he/she will be preparing. Provided that a student who is eligible to appear at a Supplementary or second examination may be provisionally admitted to a subsequent higher class, but he/she shall revert to the lower class, if he/she is not declared as successful at such examination.
- (iii) No student migrating from any other University shall be admitted to any class in an Institution unless he/she has passed the examination, which has been declared by the University as equivalent to the qualifying examination for a student of the University.
- (iv) Without prejudice to the provision contained in sub-clause (iii) above, no student migrating from any other University shall be admitted to any class in an institution

- without the previous permission of the Board of Management, wherever by any general or special direction, such permission is necessary.
- (v) An applicant for admission to a course leading to a Bachelor's Degree shall not be admitted unless he/she is prepared to appear in all the subjects prescribed for the particular degree examination.
- (6) (i) No student who has passed a part of any degree of 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
- (ii) No person, who is under sentence of rustication from any other University or a teaching institution connected with that university shall be admitted to any course of study in institution maintained by the University.
- (7) (i) Admission of students to various institutions will be done as per admission cycle declared by the Vice-Chancellor can make changes in the admission cycle.
- (ii) Candidates coming on transfer from other Universities due to the transfer of their Parents/ Guardians or any other genuine reason will be given admission beyond the last date for admission, subject to the provisions of 5(ii) & 5(iii).
- (8) A complete list of all students admitted to the institutions/ departments shall be forwarded by the Head of the Institutions to the Registrar of the University by the last date ( or as per the last date declared in the academic calendar of the university) with a certificate that all admissions have been made as per University rules and that no exception has been made.
- (i) A student shall be enrolled as a member of an institution as soon as he/she is admitted by the Head of the Institution and has paid the prescribed fees.
- (ii) A student seeking admission to an Institution after the commencement of the session shall be required to pay tuition fee from July of the year/ or as directed by academic council of the University.
- (9) The Head of the Institutions may permit a student to change his/her optional subjects for a course with the approval of the Vice-Chancellor, to change the faculty with in 30 days of start of the course.
- (10) A student migrating from one institution to another under the jurisdiction of the University shall not be required to pay such installments of tuition fees as he/she has already paid in the institution from which he/she is migrating.

- (11) A student who is enrolled in the University may apply for a change, correction or alternation in one's own name or surname to the Registrar of the University with a fees decided by University along with an affidavit with proof certificate and documents.
- (12) Every student in the University shall at all times be of good behavior, show diligence in studies, maintain decorum and dignity, take proper interest in co-curricular activities and observe all rules of discipline of the institutions of which he/she is a student.
- (13) (i) When a student has been guilty of breach of discipline within or out side the premises of University or an Institution, or persistent idleness or has been guilty of misconduct, the Head of the Institution at which such student is studying or the Vice-Chancellor/ Registrar may according to the nature and gravity of the offence-
- (a) Suspend such a student from attending classes for not more than a week at a time, or
- (b) Expel such a student from his institution;
- (c) Disqualify such a student from appearing at the next ensuing examination; or
- (d) Rusticate such a student.
- (ii) 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.
- (iii) The Head of the institution concerned shall have power to suspend for such time as may be necessary a student temporarily from the institution pending inquiry into his conduct in connection with an alleged offence.
- (iv) The period during which a student remains suspended for completion of an enquiry shall be reckoned in the calculation of his attendance for appearing at an examination provided he is found innocent.
- (v) The rustication of a student from an Institution shall entail the removal of his name from the register of enrolled student.
- (14) Reservation to SC/ST/Other categories students shall be observed as per Government of M.P. from time to time. Concessions/Scholarship to SC/ST/ Physically Handicapped and Girls candidates shall be given as per Government of M.P. time to time and as decided by Board of Management of University.
- (15) Notwithstanding anything stated in this Ordinance, for any unforeseen issues arising, and not covered by this Ordinance, or in the event of differences of interpretation, the Vice-Chancellor may take a decision after obtaining, if necessary, the opinion / advice of a Committee consisting of any or all the Directors of the Schools. The decision of the Vice-Chancellor shall be final.

## ORDINANCE NO 03

REGISTRATION OF STUDENT AND THERE ADMISSION TO THE COURSES OF  
STUDY AND TEACHING METHODOLOGY

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

S.No.	Name of-Courses	Maximum Validity period (year)
1	Certificate and one year Diploma course	2
2	Two year Degree and master Degree course	4
3	Three Year Degree Course	6
4	Four year Degree Course	8
5	Five Year Integrated Degree Course	10

- (6) No person who is under sentence or expulsion or rustication from another University shall be admitted to any course of study during the period for which the sentence is in operation.
- (7) (i) A student who is registered with the University may apply for a change correction or alteration in one's own name or surname to the Registrar of the University with a fee decided by University.
- (ii) The Registrar, if he is satisfied with the reasonableness of the request, may pass order for change or correction of name of the student.
- (iii) The application for change or correction in the name shall be made through the Head of the institution where the student is studying or will be supported by an affidavit.
- (iv) The fees deposited by the candidate shall not be refunded in any case.
- (8) Teaching Days- Every University enrolling student for the first degree course shall ensure that the number of actual teaching days not to below 180 in an academic year (90 days in a semester)
- (9) (a) Teaching methods of all the courses shall include one or more methods of teaching from – Class Room Teaching, Assignments, Viva Voce, Lab Work, Seminar, Project Work, Summer Training, Field Work, Presentation, Group Discussion etc.
- (b) To better support to the students in conjunction with the traditional approaches, modern approaches based on information and communication technologies for teaching learning will be adopted. These may included online teaching – learning, material availability, Webcasting, Podcasting, Online chatting with teachers, Online Discussion forums etc.



**ORDINANCE No. 4**  
**EXAMINATION GENERAL**

**PART -I**

**DEFINITION**

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

- (i) "REGULAR CANDIDATES" means a person who has a regular course of study in the University Teaching Department (UTD) or a University Institution and seeks admission to an examination of the University as such.
- (ii) "EX-STUDENT CANDIDATE" means a person who was admitted to an examination as a regular candidate and was not declared successful there at or was not able to appear in the examination though admission card was correctly issued to him by the University and seeks admission again to the same examination.
- (iii) "FORWARDING OFFICER" means a person authorized by the Registrar of the University.
- (iv) "FAILED CANDIDATES" means a student who could not get minimum marks to clear a subject.
- (v) "ENROLLMENT" means the period for which a candidate's registration is valid.
- (vi) "ATTESTED" means signed and verified by an officer.

**PART –II**  
**ADMISSION OF VARIOUS CATEGORIES OF STUDENTS**  
**TO UNIVERSITY EXAMINATION**

- (1) No candidate shall be permitted to appear in the University examination unless he/she is duly registered/ enrolled with the University & had paid all dues.
- (2) Filled up examination forms of all the candidates with the complete examination fees shall be forwarded by the head of the institution so as to reach to the designated center on or before the last date prescribed for the purpose by the University. It will be the responsibility of the head of the institution to see that the candidate possesses minimum academic qualifications for appearing in the examination, has fulfilled attendance norms and is of good conduct.
- (3) Registrar of the University or the Head of the institution can detain a student from appearing in an examination if he/she has not paid full dues of the University or does not return the Institution property and all the articles or if the conduct of the students has been unsatisfactory between the time of submission his/her application form to the Registrar for admission to the examination and the date of commencement of the examination.
- (4)
  - (i) An Ex-student shall submit his examination form in prescribed format on or before the last date notified by the University to the concerned Head of Department who will forward it to the designated center after verification.
  - (ii) An Ex-student shall offer the subject's or optional papers which he/she had previously offered as a regular student unless on account of a change in the scheme of examination the subject/ paper offered by him/her earlier cases to be a part of the scheme of the examination or syllabus for the examination and he/she is permitted by the University to offer instead a different subject or paper.
  - (iii) An Ex-student will be required to appear in the examination in accordance with the syllabus specifying the scope of studies in different subjects in force in the university.
- (5) Every Ex-student shall appear at the examination center at which the regular candidates from the institution in which he/she had prosecuted a regular course of study shall be appearing. Provided that the Registrar/Head of Exam in action may, for sufficient reasons, require or allow a candidate to change his/her examination center.

- (6) A regular candidate submit his/ her application form with the form fees and examination fees shall be forwarded by the Head of the Institution/ Head of the University Teaching Department or the school of the Studies so as to reach the Registrar on or before the last date prescribed for the purpose by the University authorities.
- (7) In case of each application the Head of the Institution /Head of the University Teaching Department or School of Studies shall certify that the candidate:-
- (i) Possesses the minimum qualification for appearing at the examination to which he seeks admission.
  - (ii) He/she of good conduct.
- (8) The Head of the University Teaching Department or School of Studies or the Head of the Institution concerned shall send list of eligible candidates for examination, as per examination schedule declared by the University.
- (9) No candidates shall be allowed to take the annual/term-end/semester examination unless one has:
- (i) Attended at least 75% of lectures/ Practical delivered However the Vice Chancellor and other authorities can condone the attendance upto 15% on reasonable ground.
  - (ii) Paid all the due fees
    - (a) Obtained "No Dues" certificates from the concerned Department/college
    - (b) Submitted the Project Report/ Job Internship Certificate, as notified by the Director/ Head/ Principal
    - (c) Received in-plant training as prescribed by the Principal/Head/Director.
- (10) Admission of regular candidate to an examination of the University.

No regular candidate shall be admitted to an examination of the University unless he/she :-

- (i) Has been enrolled as a student in the University Teaching Department, School of Studies or Colleges in accordance with the provisions of the Ordinance.

- (ii) 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.
- (iii) A Regular candidate migrating from another University or Board of Secondary Education should submit his/her original migration certificate with his/her enrolment application form on the date prescribed in the Ordinance for enrolment of students and their admission to course of study together with the migration and immigration fees as prescribed by the University from time to time.
- (iv) The Controller Exam may on the specific recommendation of the Principal, and if he is satisfied that an admission card has been lost or destroyed, grant a duplicate admission card on payment of further fees as prescribed by the University such card shall show in a prominent place the word duplicate.
- (v) Where a candidate offers an additional subject paper for an Examination in accordance with the provisions of the Ordinance relating to the examination, the minimum attendance requirement shall apply equally in case of such additional subject/paper.

(14) In computing the attendance for fulfillment of the condition regarding prosecution of a regular course of study :-

- (i) Attendance at lectures delivered and practical's, if any, held during the academic session shall be counted.
- (ii) Attendance at any lecture delivered or in practical held within fourteen days preceding the first day of written examination which shall be treated as preparation leave, shall not be counted.
- (iii) Attendance at NCC/NSS Camp during the session shall be taken as full attendance at lectures/practicals on each such day camp and the day of journey to such camp.
- (iv) Participation as a member of a RKDF University /College team in any Inter-University or Inter-Collegiate Competition shall be taken as full attendance on the days of such competition and the days of journey for participating therein.
- (v) For special reasons such as prolonged illness deficiency in percentage of attendance not exceeding fifteen percent i.e. upto ten percent and a further five percent of the total number of lectures delivered and practical

held in each subject may be condoned by the Principal and by the Vice Chancellor respectively.

- (15) Except as otherwise provided, a regular candidate for an examination shall on or before the last date notified by the UNIVERSITY.
- (i) Submit an application for an admission to the examination in the prescribed form duly affix his/her latest passport size photograph at the appropriate place, through the principal of the college/Head of the University Teaching Department or School of Studies indicating the subject or subjects in which he desires to present himself for the examination.
  - (ii) Pay along with the application, the fee prescribed for the examination concerned.
  - (iii) Application submitted by regular candidate together with the examination fee shall be forwarded by the Principal of the College/Head of the University Teaching Department, School of Studies so as to reach the university on or before the last date prescribed for the purpose by the University.
  - (iv) In case of each application, the Principal of the College/Head of the University Teaching Department or School of Studies shall certify that the candidate :
    - (a) Possesses the minimum academic qualification for appearing at the examination to which he/she seeks admission.
    - (b) Is of good conduct.
  - (v) The Principal of a college or the Head of University Teaching Department or School of Studies may detain a regular candidate from taking an examination if he does not pay outstanding college dues, or does not return the college property and all the articles and uniform issued to him for sports or NCC or does not pay the cost thereof in case of loss, by 15 days preceding the examination or if the conduct of the student has been unsatisfactory between the time of submission his application form to the University for admission to the examination and the date of the commencement of the examination.

- (16) Admission of an Ex-Student candidate to an examination of the University.

- (i) No ex-student candidate shall be admitted to an examination of the University unless he submits with his application for appearing in the examination :-
- (a) The statement of marks (in original) obtained by him at the said examination issued by the University together with an attested copy thereof, or
  - (b) In case he was duly admitted to the said examination as a regular candidate but could not appear there at, 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.

(17) An ex-student candidate for an exam shall:

- (i) Submit through the forwarding officer i.e the Principal of the college wherein he has pursued a regular course of study, an application for admission to the examination in the prescribed form on or before the last date notified by the Ram Krishan Dharmarth Foundation University and specify therein :-
  - (a) Whether he is a candidate for the examination entitled.
  - (b) The subject paper or subjects/papers in which he desires to present himself for the examination.
- (ii) Submit with his application evidence of having been admitted to the examination earlier as required in paragraph 5.1 above.
- (iii) Attach with his application for admission to the examination, his/her latest passport size photograph duly attested by the forwarding officer.
- (iv) Pay the fee prescribed for the examination. Fees shall be paid through crossed bank draft drawn in favor of the Registrar of the University or in any other manner prescribed by the University.
- (v) An Ex-student candidate shall offer the subjects/papers which he had previously offered as a regular candidate unless on account of a change in the scheme of examination the subject/paper offered by him earlier ceases to be a part of the scheme of examination or syllabus of the examination and he is permitted by the University to offer instead a different subject or paper.

An ex-student candidate will be required to appear in the examination in accordance with the syllabus specifying the scope of studies in different subjects in force in the University.

18. Every ex-student candidate shall appear at the examination center at which the regular candidates from the college in which he has pursued a regular course of study shall be appearing.

### PART -III

#### GENERAL CONDITIONS

19. (i) No Candidate shall appear in more than one degree examination or for the Master's degree in one and the same academic year.
- (ii) A candidate who has passed a part of the Bachelor's degree examination or a part of a Master's degree examination of another University may, on the recommendation of Chairman Board of studies concern and Dean of the faculty concern be admitted with the permission of Vice Chancellor 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.
- (iii) No person who has been expelled or rusticated from any college or University or has been debarred in appearing at a University examination shall not be admitted to any examination during the period for which the sentence is in operation.
- (iv) An application for admission to an examination received by the University after the last date notified by the University but not later than fifteen days after such last date may be entertained on payment of a late fee prescribed by the university but not later than the fifteen days before the commencement of examination.
- (v) Notwithstanding anything contained in the ordinances relating to admission of candidates to an examination of the University, the Vice Chancellor may, in special cases to an examination is not due to lack of diligence on the part of the candidate and that it would be a great hardship to the candidate if his application is rejected, allow an application which is otherwise complete in all respects to be entertained with the late fee prescribed by the University even though the same is received after the expiry of the period of fifteen days mentioned in the forgoing paragraph.
- (20) The University shall issue an admission card in favor of a candidate, if :-
- (i) The application of the candidate is complete in all respect in accordance with the provisions applicable to him and in order.

- (ii) The candidate is eligible for admission to examination, and the fees as prescribed have been paid by the candidate.
- (iii) Where the practical examination is held earlier than the examination in theory paper, a candidate shall not be deemed to have been admitted to the examination until he is issued an admission card for appearing in the examination.
- (iv) The admission card issued in favor of a candidate to appear at an examination may be withdrawn if it is found that :-
- (a) The admission card was issued or permission was given through mistake or the candidate was not eligible to appear in the examination.
- (b) Any of the particulars given or document submitted by the candidate in or with the application for enrollment admission to a college, teaching department or School of Studies or an examination is false or incorrect.
- (v) The Registrar may on the recommendation of Principal/Superintendent Exam concern that an admission card has been lost or destroyed, grant a permission to issue a duplicate admission card on payment of a further fees prescribed by the University. Such card shall shown in a prominent place the word "Duplicate".
- (21) A candidate shall not be allowed to entree in to the Examination hall unless he produces the admission card before the Superintendent of the Examination Centre or the invigilator or satisfies such officers that it shall be produced.
- (22) In the Examination Hall the candidate shall be under the disciplinary control of the Superintendent of the center and he shall obey his instructions.
- (i) In the event of a candidate disobeying the instructions of the Superintendent or his undisciplined conduct or insolent behavior towards the Superintendent or any invigilator, candidate may be excluded from that days examination and if he persists in misbehavior he may be excluded from the rest of the examination by the Superintendent of the center.
- (ii) If a candidate acts in a violent manner or uses force or makes a display of force towards the Superintendent or any invigilator at the centre or in its precincts endangering the personal safety or either of them or acts in a manner unlikely to the authorities in the discharges of their duties, the Superintendent may expel the candidate from the center and may take police help.



- (iii) If a candidate brings any dangerous weapon within the premises of the examination centre be expelled from the centre and/or handed over to the police by the Superintendent.
- (iv) If a candidate is found guilty of using or attempting to use or having used unfair means at an examination such as copying from some book or note or from the answer of some other candidate or helping or receiving help from any other candidate or keeping with him in the examination hall material connected with the examination or failure of an examinee to handover his answer-book to Superintendent/invigilator or taking away his own answer book, walks out of the examination hall or in any other manner whatsoever, the Board of Management or the Committee appointed for the purpose by the Board of Management may cancel the examination.
- (v) 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 afterwards that the candidate was in any manner guilty of misconduct in connection with his examination and/or was instrumental in or has abetted the tampering of the University records including the answer books, marks-sheet, result charts, degree, diplomas and the like.
- (vi) 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 afterwards that candidate has obtained admission to the examination by misrepresenting facts or by submitting false or forged certificate/documents.
- (i) A candidate who, due to sickness is unable to present himself/herself at an examination shall receive refund of fees but in case it is satisfied about the genuineness, or merit of it, the examination fee and statement of marks fees can be adjusted towards immediately next examination after deduction of an amount of Rs. 200/-.
- (ii) 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 and not later than 30 days from the date of commencement of the Examination at which the candidate was to appear, provided that the medical

- certificate should be issued by the competent medical officer of Govt. Hospital duly countersigned by the Civil Surgeon.
- (iii) The fees paid by a regular candidate who is debarred from appearing at an examination due to shortage in attendance at lectures/practical's, may be refunded through the Principal of the College concerned after deduction of Rs. 200/-.
- (iv) Examination and other fees of a candidate whose application for appearing at an examination has been rejected for some reason, or who could not furnish his form within the prescribed date, necessary fees having been paid in University accounts, may be refunded after deduction of Rs. 200/-.
- (v) The examination and marks fee of a candidate who dies before appearing at the examination may be refunded in full to his guardian or his successor.
- (vi) 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.
- (24) (i) Any candidate, who has appeared at an examination conducted by the University, may apply to the Registrar for the security of his marks in the written papers in any subject or rechecking of his result, Such application must be made so as to reach the Registrar within 30 days after the declaration of result.
- (ii) Such application must be accompanied by fees as prescribed by the University.
- (iii) The result of the retotalling shall be communicated to the candidate.
- (25) A candidate whose result has been declared may apply to the Registrar for Retotalling and Rechecking of any of his answer books in the prescribed form within 30 days of the declaration of his result for the Retotalling and Rechecking any of his answer book. Provided that no candidate shall be allowed to have the answer books of more than two papers revalued. Provided also that no revaluation shall be allowed in case of scripts of practical's, field work, seasonal work tests and thesis submitted in lieu of paper at the examination.
- (26) A candidate who has passed any final degree examination may, after the declaration of his result and before the date of the next convocation apply to the Registrar for a Provisional Certificate of passing the examination of the University. Such application shall be accompanied by a fee as prescribed by University.

- (27) A person who is under sentence of expulsion or rustication from a University Teaching Department School of Studies or college or from the University or is debarred from appearing at examination of the University for any period of time shall not be granted a Migration Certificate during the period for which the sentence is in operation.
- (28) Duplicate copies of the following certificates shall be granted on payment of the fee prescribed by the University, viz:-
- (i) Marks list
  - (ii) Migration Certificate.
  - (ii) Provisional Certificate.
- Provided further that duplicate copy of Migration Certificate shall not be granted except in cases in which the Registrar is satisfied by the production of an affidavit on a stamped paper of proper value required by Law for the time being in force that the applicant has not utilized the Original Migration Certificate for appearing at an examination and has lost the same or that the same has been destroyed and that the applicant has real need for a duplicate.
- (30) The names of first ten successful candidates in each final examination who obtain first division shall be declared in order of merit, as provided in the concern ordinances.
- (31) The Vice Chancellor may award one grace mark in case the candidate is failing by one mark or missing a division by one mark where the deficiency is so condoned, one mark shall no where be added.
- (32) The scope of studies in different subjects for an examination shall be as prescribed by the University from time to time and printed in the prospectus/syllabus for the examination concerned.

#### Part -IV

##### Examination Fee:

The Examination fees for various courses under semester system examination pattern will be decided by the University from time to time.

The Board of Management of the University can change any of the fees or conditions for the examination as and when the situation so warrants.

**Ordinance No.5****Conduct of Examination****Part -1****General**

- (1) All arrangements for the conduct of examination to be held by the University shall be made by the Examination Controller in accordance with such directions as may be issued by the Board of Management of the University.
- (2) The Examination Controller shall prepare and duly publish a programme for the conduct of examination specifying the date of each Examination and the last dates by which applications and fees for the examinations shall be submitted by the intending examinees.
  - (i) The Board of Management shall in consultation with the Head of the Institution appoint Superintendent and Assistant Superintendent, if any, for the examination center and shall issue instructions for their guidance.
  - (ii) The Superintendent of the Examination shall be personally responsible for the safe custody of question papers and the answer book sent to him and shall render to the University office a complete account of used and unused question papers and answer sheets.
  - (iii) The Superintendent shall supervise the work of invigilator working under him and shall conduct the examination strictly according to the instructions issued to him by the University.
  - (iv) The Superintendent of the Examination shall, whenever necessary send a confidential report to the Examination Controller about the conduct of Examination, mentioning therein the performance of the invigilators and the general behavior of the examinees. He shall send a daily report on the number of examinees attending each examination, absentees roll numbers and such other information relating to the examination, being held at the center as may be considered necessary, along with any other matter which he thinks fit to be brought to the notice of the University. He shall also be responsible for maintenance and submission of report to the CFAO of the University, of the account of advance money received and expenditure incurred in connection with the conduct of the examination.

- (v) The Center Superintendent shall have the power to expel, an examinee, from examination on subsequent days, on any of the following grounds:
- (a) That the examinee created a nuisance or serious disturbance at the Examination Centre.
  - (b) That the examinee shows a seriously aggressive attitude towards an invigilator or a member of the staff entrusted with the examination work.
  - (c) If necessary, the Superintendent of Examination may get police assistance. Where a candidate is expelled from examination the Examination Controller should be informed immediately.
- (VI) Unless, otherwise directed, only teachers of Institutions, University Teaching Department, shall be appointed as invigilators by the Superintendent, provided that a teacher of the subject of the written examination at any session may not be an invigilator at such session of the examination.
- (3) It shall be the duty of the Centre Superintendent to ensure that an examinee is the same person who had filled in the of application for appearing at the examination. It shall be the duty of the Centre Superintendent to see that on each day on which a candidate appears in the examination his signature is obtained on the form and to make sure that it tallies with the one already on it.
  - (4) The University may change the examination centre of the examinees irrespective of a Institution to which they belong anytime if it deems proper without assigning any reason thereof .
  - (5) The Examination Controller may, on the recommendation of the Centre Superintendent appoint an alternative person to write down dictation pertaining to answers to questions at the examination on behalf of an examinee who is unable to write himself/herself on account of severe short sightedness or sudden illness, (must be sported by a certificated issued by a Medical Officer), provided that such an alternative person shall be a man/woman possessing qualification of at least one class examination lower than the examinee concerned.
  - (6) The University may from time to time appoint Supervisor or Flying squad to see that the conduct of the examination is strictly according to the rules and procedure laid down. In the event of the supervisor pointing out breach of rules or procedure, the Vic-Chancellor may take such action as may be necessary including postponement or cancellation, wholly

or in part, of the examination at the centre, and if any such action taken, a report of the action taken shall be made to the Board of Management at its next meeting.

- (7) The Vice-Chancellor may cancel the examination if he is satisfied that there has been a leakage of question papers or any other irregularity which warrants such a step.
- (8) The Vice-Chancellor may issue such General Instructions for the guidance of the Examinee, Centre Superintendent, Tabulators, Collators, as he consider necessary for the proper discharge of their duties.
- (9) Subject to the provision of this Ordinance, the Board of Management may from time to time make, alter, or modify and procedures about the conduct of Examination.

- (10) (i) The Results Committee for each faculty shall consist of the following

Dean of concern Faculty	Chairman
Chairman of Concerned Board of Studies	Member
One faculty of concern Department /Examination controller	Member

- (ii) Two member shall form a quorum

- (iii) The term of the Results Committee shall be one academic year.

- (iv) The function of the Results Committee shall be as follows:

- (a) To scrutinize and declare the results of the examinations conducted by the University after satisfying itself that the results on the whole and in various subjects are in conformity with the usual standards and to recommend to the Vice-Chancellor the action to be taken in case the results is unbalanced.
- (b) To scrutinize complaints against question papers and to take necessary action.
- (c) To decide cases of candidates who answered wrong papers.
- (d) To decide cases of candidates whose answer books were lost in transit.
- (e) To decide case of mistakes made by the paper-setters, Moderators, Examiners, Invigilators, Superintendents of the Examination Centers, Tabulators, Collators, Co-coordinators and any other person

concerned with the examinations whose cases are referred to the Committee.

(f) To exercise such other powers as the Board of Management may delegate to it from time to time.

- (11) The Vice Chancellor shall appoint Tabulators and Collators as necessary and he may issue general instructions for the guidance of tabulators in preparing the results of the examinations.
- (12) If a candidate has any communication to make on the subject of his/her examination paper, it shall be made in writing to the Examination Controller.
- (13) Any attempt made by or on behalf of a candidate to secure preferential treatment in the matter of his/her examination shall be reported to the Examination Controller who shall place the matter before the Board of Management.
- (14) Except as otherwise decided by the Board of Management, the examination answer books and the documents regarding the marks obtained by the examinees except the tabulated results, shall be destroyed or otherwise disposed off after six months from the date of declaration of the results.
- (15) The Registrar will publish the results of the University examinations as passed by the Results Committee on the notice board of the office of the University. The results, when published, shall simultaneously be communicated to the Head of Institutions of different faculties. If any cleared error or errors in the process of calculation of computerization is discovered in the results so declared, the Vice-Chancellor shall have the power to rectify the same as soon as possible.
- (16) No examinee shall leave the examination hall within half an hour of the start of the examination for any purpose whatever and no late comer will be permitted in the examination hall after half an hour of its commencement.
- (17) Examinee desirous of leaving the examination hall temporarily shall be permitted to do so for a maximum period of five minutes.
- (18) A candidate found talking during the examination hours shall be warned not to do so. If the candidate continues talking in spite of the warning by the invigilators, the answer book of such examinee shall be withdrawn and a second answer book supplied. Only the second answer book shall be sent for valuation. The first answer book shall be cancelled and sent to the Examination Controller by the Superintendent.

- (19) The superintendent of an examination centre shall take action against an examinee who is found using or attempting to use unfair means in the examination hall or within the premises of the examination centre during the hours of examination, in the following manner:
- (i) The examinee shall be called upon to surrender all the objectionable materials found in his or her possession including the answer book and a memorandum shall be prepared with date and time.
  - (ii) The statement of the examinee and the invigilator shall be recorded.
  - (iii) The examinee shall be issued a fresh answer book marked "Duplicate Using Unfair means" to attempt answer within the remaining time prescribed for the examination.
  - (iv) All the materials collected and the entire evidence along with a statement of the examinee and the answer book duly initialed shall be sent to the examiner by the Registrar/Controller examination by name, in a separate confidential sealed registered packet marked "Unfair Means" along with the observations of the Superintendent.
- (20) The material so collected from the examinee together with both the answer books, viz, the answer books, collected while using unfair means and the other supplied afterward, will be sent to the examiner by the Registrar/Controller examination for assessing both the answer books separately and to report if the examinee has actually used unfair means in view of the material collected.
- (21) The cases of the use of unfair means at the examination as reported by the Centre Superintendent along with the report of the Examiner shall be examined by a Committee to be appointed by the Vice-Chancellor every year.
- (22) (i) Where a candidate applies for revaluation, the answer book in which revaluation is sought will be sent for valuation by Controller of Examinations to Two Examiners (other than the One who initially valued it)
- (ii) The average of the nearest two of the three valuations (one initial and two revaluations) shall be taken as corrected marks.
- (iii) If the revaluation marks deviate 20% more from the initial valuation, a fourth examiner shall be appointed by the Vice-Chancellor. In such cases the marks awarded by the fourth examiner shall be final.



- (23) The cases of unfair means at the examination as reported by the Centre Superintendent along with the report of the Examiner shall be examined by a Committee to be appointed by the Board of Management every year. The Committee shall consist of :
- One member of Board of Management, one of the Deans of Faculties, and one teacher, who is appointed in Academic Council nominated by the Board of Management
  - One student who in the academic session immediately preceding was a member of any Board of Study, nominated by the Vice-Chancellor;
  - The Board of Management shall appoint one of the members including under (a) to be the Chairman of the Committee;
  - The committee shall after examining the cases, decide the action to be taken in each and report to the Board of Management all cases of the use of unfair means together with the decision of the Committee in each case.
- (24) The remuneration of the Examiners, Superintendents, Assistant superintendents, Invigilators, Tabulators, and Collators shall be decided by the Board of Management from time to time Deduction shall be made in remunerations for errors notice & rate of deduction will be decided by Board of Management.
- (25) All the records of examinations and results will be maintained by the university for a maximum period of three years from the date of results of the concerned examination.

#### Part-II

#### SEMESTER SYSTEM OF EXAMINATION FOR 3 Years GRADUATE COURSES

- The three year degree courses at undergraduate level, except those for which the university has separate ordinances, will run on semester system. The courses shall be divided in six semester covering three academic sessions.
- The provisions of this ordinance will be application to all the undergraduate courses being taught in School of Studies of RKDF University
- Admission to these courses will be made either on merit (to be defined by the university / constituent College) in qualifying examination or in the written entrance test held for the purpose.
- The under graduate courses in semester system shall consists of:
  - Such courses (Theory papers) as prescribed by the RKDF University

- b) Such job internship / lab work / practical / projects etc. as prescribed by the RKDF University
- c) Such other types scheme of examination as prescribed by the RKDF University
5. Each student shall have to appear in the theory, practical (if applicable) and continuous comprehensive examination (CCE) / Internal assessment tests. The internal assessment of CCE will be held in a manner prescribed by the university/Central Board of Studies of concern subjects from time to time.
- (a) Examination of odd semesters shall ordinarily be held in the month of November / December and that of even semesters in the month of May / June.
6. There shall be no supplementary or second examination in semester system of the course of study.
7. If a candidate fails in two subjects in any one semester examination but clears all the remaining subjects of the examination, candidate will be allowed to keep the term (ATKT) and promoted to the next semester. Student will be allowed to appear and pass the ATKT paper in next two successive examination of the same semester, along with the regular semester examination, and if student fails to pass the ATKT paper or fails to appear in next two successive examinations of the same semester, will not be allowed to appear in subsequent semester examination, however, students may be allowed to appear in all the papers as an ex-student in the next examination of the same semester. Provided further, that if a candidate fails in more than two subjects in any semester examination, she / he will not be allowed to appear in subsequent semester examination. However, she / he may be allowed to appear as an ex-student in the next examination of the same semester. In no case the candidate will be given more than two ATKT other than the main examination, to pass a semester.
- Provided further that the candidate will be permitted to appear in 5th semester only when she / he clears all the subjects / papers and practical up of 1st & 2nd Semester. No Division shall be awarded up to 5th Semester. Candidate will be awarded degree in the year in which she / he clears all the papers and practical of 5th semester. In such situation, mark-sheet for each semester will be issued separately up to 5th semester with the result Pass / A.T.K.T. Once the candidate clears all the subjects of 6th semester, composite mark-sheet will be issued in the 6th semester with the mention of Division also.

Provided further that if a candidate fails in two subjects in 6th Semester, an exemption will be made to this and she / he be permitted to take one repeat attempt examination in that subject along with the regular examination of these papers conducted by the university in an immediately subsequent semester beyond the stipulated time limit of five years.

8. Rules for ATKT system as amended by the Govt. from time to time shall be made applicable in the University, however it is herewith made clear that there shall not be separate examination for ATKT students but they shall be allowed to appear in the ATKT paper/subject with regular semester examination.
9. If a candidate fails or remain absent in practical / CCE / Project / Internship of any subject or subjects will be treated as ATKT in that subjects.
10. The Division shall be awarded on the basis of total marks obtained in Internal Assessment / CCE , University Examination (Theory & Practical's both) and project work (if any) taken together at the end of sixth / final semester of examination.
  - 75% and above – First Division with distinction
  - 60% or above - First Division
  - 45% but less than 60% - Second Division
  - 33% but less than 45% - Third Division
11. A candidate has to complete the entire course of under graduate degree within a maximum period of five years from the session of first admission or as per ordinance of RKDF University for different course.
12. The V.C. Grace up to maximum of one marks will be given to pass in a paper in each semester and one mark for improvement in division in the final semester. However, in no case both the grace each for passing and for division cannot be taken together as per ordinance of this university for grant of grace mark.
13. The matter of admission attendance, examination and all other matters not provided in this ordinance shall be governed by the provisions of the relevant ordinances of the RKDF University.

Notwithstanding anything contained in forgoing Para, shall be in contravention and in consistence with other examination ordinance or specific ordinance if any and stand independent.
14. In case of any dispute / ambiguity in semester system of examination / course the Vice chancellor decision shall be final.

**Part -III****SEMESTER SYSTEM OF EXAMINATION FOR POST-GRADUATE COURSES**

1. The two year degree courses at postgraduate level, except those courses which have separate ordinances, shall be run on semester system. The courses shall be divided in four semesters covering two academic sessions. The first academic session will comprise of Ist and IInd Semester and second academic session III and IV semester.
2. The ordinance shall be applicable to all the post graduate courses taught in School of Studies, of RKDF UNIVERSITY.
3. The Courses (M.A., M.Sc., M.Com. and M.H.Sc. etc.) of study shall be governed by the provisions of these ordinances.
4. Admission of these courses will be made either on merit (to be defined by the university / affiliated College) in qualifying examination or in the written entrance test held for the purpose as and when required.
5. The Post-graduate courses in semester system shall consists of :
  - a) Such courses (Theory Papers) as prescribed by the University Board of Studies of different subjects.
  - b) Such job internship / lab work / practical / projects etc. as prescribed by the University Board of Studies of different subjects.
  - c) Such scheme of examination as prescribed by the University Board of Studies of different subjects.
6. No candidate shall be allowed to take the Semester Examination unless one has :
  - a) Attended at least 75% of lectures and practical delivered in a particular semester. Deficiency in attendance can be relaxed as per Ordinance of University for these purpose.
  - b) Paid all the dues including university course and examination fees before the last date of submission examination forms.
  - c) Submitted the Job Internship certificate/Project Report by the date notified by the Head/Principal of the college.
7. Each student shall have to appear in the theory, practical (if applicable) and continuous comprehensive examination (CCE) / Internal assessment tests. The internal assessment of CCE will be held in a manner prescribed by the university/Central Board of Studies of concern subjects from time to time.

8. There shall be no supplementary or second examination.
9. If a candidate fails in two papers in any one semester examination but clears all the remaining papers of that examination, candidate will be allowed to keep the term (ATKT) to pass the aforesaid paper and promoted to the next semester. Student will be allowed to pass the ATKT paper in next two successive examination of the same semester, along with the regular semester examination, and if student fails to pass the ATKT paper or fails to appear in next two successive examination of the same semester, will not be allowed to appear in subsequent semester examination; however, students may be allowed in all the papers as an ex-student in the next examination of the same semester. Provided further, that if a candidate fails in more than two papers in any semester examination, he will not be allowed to appear in subsequent semester examination. However, students may be allowed to appear in all the papers as an ex-student in the next examination of the same semester. In no case the candidate shall be given more than two ATKT, other than main examination, to pass a semester.  
Provided further that the candidate will be permitted to appear in fourth semester only when students clears all the subjects / papers and practical up of 3rd Semester. No Division shall be awarded up to 3rd Semester. Candidate will be awarded degree in the year in which she / he clears all the papers and practical of 4th semester.  
Provided further that if a candidate fails in 4th Semester, an exception will be made to this and she / he be permitted to take one repeat attempt examination in paper along with the regular examination of that paper conducted by the university in an immediately subsequent semester beyond the stipulated time limit of three years.  
Mark-sheet for each semester will be issued separately up to 3rd semester with the result Pass / ATKT. Once the candidate clears all the subjects of 4th semester, composite mark-sheet will be issued in the 4th semester with the mention of Division also.  
If the candidate fails in the project viva-voce examination she / he will not be required to submit the project report again, but she / he will have to pass the viva-voce examination in next examination of same semester.
10. Rules for ATKT system as amended by the Govt. from time to time shall be made applicable in the University.
11. If a candidate fails or remain absent in practical / CCE / Project / Internship of any subject or subjects will be treated as ATKT in that subjects.

12. A candidate shall not be required to appear in the practical / CCE / Project / Internship if he has already cleared in the main examination.
13. The Division shall be awarded on the basis of total marks obtained in Internal Assessment / CCE , University Examination (Theory & Practicals both) and project work (if any) taken together at the end of sixth / final semester of examination.
  - 75% and above – First Division with distinction
  - 60% or above - First Division
  - 48% but less than 60% - Second Division
  - 36% but less than 48% - Third Division
14. A candidate has to complete the entire course of Post graduate degree within a maximum period of three years from the session of first admission.
15. Vice Chancellor Grace of maximum up to one marks will be given to pass in a paper in each semester (this will not accumulate) and one mark for improvement in division in the final semester.
16. The matter of admission, attendance, examination and all other matters not provided in this ordinance shall be governed by the provisions of the relevant ordinances of the university.

#### Part -IV

##### Exam Regulations for Engineering/Technology Courses

(Rules for passing, Condonation, Gracing, and Award of Class:)

- (1) There will be one University Examination at the end of each semester.

These examinations will be designated as follows:

S. No.	Duration	No of Semester
1	Two year Courses	4
2	Three Years Courses	6
3	Four Year Courses	8
4	Five Year Courses	10

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

(1.2) There will be a full examination at the end of each semester consisting of theory and practical .

(2) **PROMOTION TO HIGHER SEMESTER AND YEAR**

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

- 2.1 (a) A candidate who has taken admission in A-B Group and has appeared in the examination of odd semester of a particular year, will automatically be promoted to even semester of that year irrespective of failing in any number of subjects of previous semester.
- (b) A candidate who has taken admission in even semester under B-A Group and has appeared in the examination of even semester, will automatically be promoted to next applicable odd semester irrespective of failing in any number of subjects of previous semester.

**Note:** The candidate who seeks admission in odd semester of an academic year is said to be in A-B group, while, a candidate who seeks admission in even semester of an academic year is said to be in B-A group. i.e. a Candidate of A-B Group will take admission generally in July; whereas, candidate of B-A Group will take admission generally in January in the relevant academic year.

- 2.2 For the award of degree minimum Cumulative Grade Point Average (CGPA) required is 5.0.
- 2.3 To pass a particular subject of the course the minimum required grade is D. However, the candidate should also separately score minimum of grade D in end semester examinations of theory and practical parts of the subject. For practical examinations one external examiner from out side the institute shall be appointed.
- 2.4 A candidate who fails to score minimum of grade D in more than five subjects (Theory and Practical of the same subject shall be treated as two subjects) in a particular year, shall not be admitted to the next higher class.
- 2.5 Further, a candidate shall not be admitted in the fifth or higher semester classes unless he/she has fully passed the first year examination with minimum of CGPA of 5.0. Likewise a candidate shall not be admitted in seventh or higher semester

classes unless he/she has fully passed first and second year examinations with minimum CGPA of 5.0.

- 2.6 If a candidate has passed all the subjects of an applicable year but has failed to score a minimum CGPA of 5.0 as per the requirement of rule 2.4 and 2.5 above, such a candidate shall be permitted to improve requisite grade point by reappearing in maximum of three theory /practical subjects, in the ensuing examination (theory and practical of a subject shall be treated as separate subjects.)
- 2.7 Other than the provision of rule 2.6 above, a candidate shall not be permitted to reappear in that examination, for improvement of division/marks or for any other purpose.

### (3) AWARD OF CREDITS AND GRADES

- 3.1 Each course, along with its weightage in terms of units and equivalent credits, shall be recommended by the concerned Board of Studies and shall be approved by the standing committee of Academic Council and the Board of Management. Only approved courses can be offered during any semester.
- 3.2 A student shall be continuously evaluated for his / her academic performance in a subject through tutorial work, practical, home assignment, mid-semester test, field work, seminars, quizzes, end semester examinations and regularity, as proposed by respective Board of Studies and approved by standing committee of Academic Council and Board of Management of the University.
- 3.3 The distribution of weightage /marks for each component shall be decided by the respective of Board of Studies and approved by standing committee of Academic Council and Board of Management of the university subject to such stipulation as given under:

#### (a) Theory

i.	Quizzes, assignments and regularity -	10%
ii.	Mid – semester test -	20%
iii.	End – semester examination-	70%

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Total		100%
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**(b) Practical**

- |     |   |     |
|-----|---|-----|
| i.  | Lab work, performance, quizzes,<br>assignments and regularity - | 40% |
| ii. | End – semester examination-                                     | 60% |

<b>Total</b>	<b>100%</b>
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- 3.4 Practical training, and project work shall be treated as practical subjects.
- 3.5 In each semester, the institute will be required to conduct at least two mid semester tests for theory block.
- 3.6 Each student, registered for a course, shall be awarded grade by the concerned faculty / faculties for the specific subject/paper. The grades awarded to a student shall depend upon his continuous evaluation through performance in various examinations, assignments, quizzes, laboratory work, class work, mid semester test and regularity. The grades to be used and their numerical equivalents are as under :

**Credit Based Grading System**

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

- 3.7 The Semester Grade Points Average (SGPA) and Cumulative Grade Point Average (CGPA) shall be calculated as under:-

$$SGPA = \frac{\sum_{i=1}^n c_i p_i}{\sum_{i=1}^n c_i}$$

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

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

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

- 3.8 The grade sheet at the end of each even semester examination for students of A-B group (odd semester, for students of B-A group) shall also show CGPA till end of that semester. The final examination grade sheet at the end of final semester examination of the course shall also indicate CGPA, equivalent percentage marks and the division awarded, according to the rule as given in para 5.0 of this ordinance.
- 3.9 A candidate appearing in seventh semester after eighth semester (B-A group) will not be issued any Grade Sheet or Provisional Certificate after eighth semester until he has passed all the semesters.

#### (4) CONDONATION OF DEFICIENCY

- 4.1 Deficiency up to five marks can be condoned to the best of the advantage of the student for passing the examinations. The deficiency can be condoned in not more than two subjects (theory and practical of the same subject shall be considered as two separate subjects, for the purpose of awarding grace marks).

- 4.2 One grace mark will be given to the candidate who is failing/missing distinction/missing first division by one mark, on behalf of the Vice Chancellor in the B.E. examination. This benefit will not, however, be available to a candidate getting advantage under clause 4.1.

**(5) AWARD OF DIVISION**

- 5.1 Division shall be awarded only after the eighth (Seventh semester for candidates of B-A group) and final semester examination based on integrated performance of the candidate for all the four years as per following details

CGPA Score	Divisions
$7.5 \leq \text{CGPA}$	First Division with Honours
$6.5 \leq \text{CGPA} < 7.5$	First Division
$5.0 \leq \text{CGPA} < 6.5$	II Division

- 5.2 The conversion from grade to an equivalent percentage in a given academic program shall be according to the following formula applicable.

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

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**(4) Class tests & submission of marks:**

- Normally two class tests shall be conducted for a subject as prescribed. The average of two tests shall be taken for computing marks obtained out of maximum marks prescribed for a class test.
- If a candidate appears for only one test & remains absent for the other test, his test marks shall be calculated on the basis of rule above considering the marks of the test in which he remains absent as zero.
- In case a candidate remains absent for both the tests, zero marks shall be communicated to the Board & he shall not be shown absent in the Mark sheet.
- The aggregate of test marks in each subject shall be converted into total marks for the sessional head as per the teaching & examination scheme of the prescribed course.

Note: No request made by any candidate for holding any retest for reasons of his being absent due to any reason shall be entertained.

(5) **Standard of Passing**

To pass an examination a candidate must obtain minimum of passing marks separately in each theory paper, practical, oral and term work and any other head of passing as mentioned in Teaching and Examination Scheme of the course. While deciding minimum marks required for passing, fraction of a mark shall be omitted. The theory, practical, oral and term work shall be separate heads of passing.

(6) **Rules of ATKT for Admission to Next Higher Semester/ Year**

A candidate-passing minimum 2/3 rd of total number of subjects prescribed for an examination shall be allowed to keep term for next higher semester/ year.

A candidate with ATKT shall be eligible for admission to the next higher semester/year as shown in table given below

Table for deciding ATKT status		
Total number of Subject	Minimum number of subjects required to pas	Maximum number of failure subjects allowed for availing benefit of ATKT
1	1	0
2	2	0
3	2	1
4	3	1
5	4	1
6	4	2
7	5	2
8	6	2
9	6	3
10	7	3
11	8	3
12	8	4
13	9	4
14	10	4

15	10	5
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\*Subject head without passing requirement shall not be considered as a subject for this purpose

(7) Award of Class

(A) There shall be four grades for award of class at an examination.

• First Class with Distinction (I DST)

A candidate shall be declared to have passed the examination in First class with Distinction, if he obtains 75% or more of the total marks.

• First Class (I)

A candidate shall be declared to have passed the examination in First class, if he obtains 65% or more but less than 75% of the total marks.

• Second Class (II)

A candidate shall be declared to have passed the examination in Second class, if he obtains 45% or more but less than 65% of the total marks. The above grades shall be awarded subject to the condition that the candidate should not have availed exemptions in any subject of the examination as per below (i) and (ii)

i) Award of class vis-à-vis claiming exemptions: A candidate claiming exemption/s in the subject/s on the basis of passing fully the prescribed or its equivalent examination/s of any recognized Board/University will not be entitled for award of class and will be declared "Pass".

However, a candidate declared to have failed in an examination of the Board, and granted exemption/s in certain subject/s on the basis of having passed them at previous examination and the marks secured therein, having been carried forward and shown with (#) in the certificate of marks, will be entitled for award of class at par with other successful candidates. However this is not applicable to the candidates undergoing pharmacy course and Architecture course.

ii) Exemptions for subjects passed in examinations of other Board/University: A candidate who has passed fully the prescribed or its equivalent examination of a recognized Board / University in the subject/s recommended by the Equivalence Committee from time to time, shall, at his option, be entitled to claim exemption in such subject/s, provided always that the percentage of marks obtained by the

candidate at the original examination is not lower than that of the minimum percentage for passing prescribed by the Board in the relevant subject/s of the course. Candidate shall not be eligible for claiming exemptions later, on the strength of having passed the subjects after the date of his admission. Candidate so exempted shall not be entitled to award of class. Exemption so admissible will lapse if not claimed at the first attempt at the examination of the Board.

For claiming exemption the candidate shall apply to Board or its regional office in the prescribed form. Such application shall be submitted through the Principal or Head of Institute before last date prescribed by the Board along with supporting documents and necessary fees if applicable. Forms received after due date shall not be considered. The Board/regional office will inform the names of the candidates granted exemption and the subjects in which exemption are granted, to the institutes. (However this is not applicable to the candidates undergoing Pharmacy course and Architecture course.)

#### Pass Class (Pass)

A candidate shall be declared to have passed the examination in Pass class, if he obtains marks less than 45% of the total marks but greater than the minimum percentage for passing, or he has availed exemptions as per Automatic exemptions:

A candidate, whose overall result is "Fail / ATKT / FT", shall earn automatic exemption at the subsequent examination, in the subjects or passing heads in which he has passed.

A candidate shall be declared to have passed the examination leading to award of Diploma in first class with distinction if he secures 75% or more marks at the final year.

#### (8) Gracing

##### (a) Grace Marks for Subject Passing:

A candidate shall be given maximum 1 OR 2 as grace marks as the case may be, for maximum marks below 75, or maximum 1, 2 or 3 as grace marks as the case may be, for maximum marks 75 or above, to remove the deficiency in securing minimum passing marks in case the subject consists of theory or theory plus test examination. Benefit of gracing shall be given on aggregate marks of theory subject required for passing.

Benefit of gracing shall not be given twice in a subject.

A candidate who fails to pass an examination by not more than 10 marks in aggregate in not more than two heads, theory and /or practical including oral covering not more than two subjects, such deficiency in marks, would be condoned provided the candidate has secured at least 50% marks.

A candidate whose failure is thus condoned would be eligible for award of class on par with other successful candidates. The total number of marks secured by such candidate would however remain unaltered and "CON" (meaning Condo-nation) would be shown against his result in the certificate of marks.

However, if any candidate, does not wish to avail the benefit of Condonation, he shall have to obtain written permission from concerned regional office of the board, applying, prior to examination only. Any such request after the commencement of examination shall not be considered.

**b) Grace Marks for Awarding Class**

If a candidate falls short of maximum 1/2 % of the aggregate marks assigned to examination to obtain 75% marks (i.e. First Class with Distinction) or 60% marks (i.e. First Class) or 45% marks (i.e. Second Class), such deficiency shall be made up by adding maximum 1/2 % of the aggregate marks assigned to the examinations to the total marks obtained by the candidate in an examinations. While adding maximum 1/ 2 % of the aggregate marks fraction of a mark shall be rounded to the next full number and added in the total.

**(9) Carrying Forward Marks of Ex-Candidates for Exemptions:**

In case of ex-candidates the marks obtained in different heads of passing in the previous examination of the same course in which he has claimed exemption, shall be carried forward for deciding his total marks. Such candidates shall be eligible for award of class on par with other successful candidates. Marks obtained in class tests will also be similarly carried over to the subsequent examination.

**(10) Result of a Candidate Appearing Simultaneously For Two Examinations**

The result of final examinations of a candidate who is required to appear for both the final and lower year examinations and fails or fails to appear for the lower year examinations but passes the final year examination shall be declared only after he

passes the last but lower year examination. The marks secured by the candidate shall be declared on Institute copy of result sheet with WFLY result in result column. The Principal should inform the marks of final year to the candidate who is eligible to apply for verification and/or to fill up examination form for improvement of marks wherever applicable. However, if such a candidate has failed in the final year examination he shall be so informed.

The A.T.K.T./ supplementary examination shall be as decided by Board of Management of the University

**(11) Improvement of Performance:**

A candidate who has passed the final year examination leading to award of Degree, at his option, shall be permitted to reappear at the same examination to enable him to improve his performance within a period of one year.. For this purpose, candidate will have to obtain permission from the Board prior to submission of examination form, which shall be accepted as per schedule declared by the Board. However, this facility shall not be available in case the Board has discontinued the question papers of the related scheme. This provision shall not be applicable to Post Degree courses

The Candidate so permitted shall:

- (i) Forfeit the Degree awarded earlier, certificate of marks, original latest leaving certificate and other documents he is entitled to for having passed the final year examination for which he opts to reappear and improve his performance.
- (ii) Be entitled to reappear as an ex-candidate of same Institute where he was previously studying and his previous marks other than the theory subjects shall be carried forward.
- (iii) Be required to reappear in all the theory subjects of final year examination, at any one of next two consecutive examinations. Such a candidate shall be permitted to avail only one chance to improve his class performance in either of two immediate consecutive examinations.

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



**Ordinance No. 06****Award of Fellowships, Scholarships, Stipends, Medals And Prizes**

The University shall give awards with a view to augmenting academic interest and activities among the students. The fellowship, scholarship, medals and stipends will be awarded every year on the basis of results of annual examinations, subjects to the provisions here in.

- (1) The University shall invite the applications through an advertisement in the news papers for the awards to be made, in the month and time to be fixed by the Board of Management.
- (2) All award of Research, Scholarships, Fellowship and other scholarships shall be made on the recommendation of the Academic Council by the Board of Management.
- (3) The duration and value of the Scholarships instituted by the University will have the following conditions:-
  - (i) The fellow/ scholar will do whole time research work under an approved guide on a subjects approved by the University.
  - (ii) The fellow/ scholar shall not accept or hold any appointment paid or otherwise or receive any emoluments, salary etc. from any other source during the tenure of the award nor shall he engage himself in any profession or trade during the period. He may, however, undertake teaching assignments of not more than ten hours a week in the institution, where he is working without accepting any remuneration.
  - (iii) The leave conditions for the fellow/ scholar will be decided by the Board of Management of the University .
  - (iv) The scholar shall not join any other course or appear in any examination after commencing work under the scholarships.
  - (v) Provided that on the recommendation of the guide the Vice-Chancellor may permit the scholar to join any other course and appear in an examination therefore.
  - (vi) Provided further that exemption could be provided for those also who wish to appear in an examination or a subject relevant to the problem of research without supplicating for a degree.

- (vii) Unless permitted by the guide to work for a specified period at some other place, the scholar shall be required to attend the institution, where he is to work, on all working days.
  - (viii) If any information submitted by the scholar in his application is found to be incorrect, incomplete or misleading, the award may be terminated by the Board of Management after giving him an opportunity of being heard.
  - (ix) If at any time it should appear to the University that the progress or conduct of the scholar has not been satisfactory, the scholarship/fellowships may be suspended or withdrawn.
  - (x) The scholar/ Fellow shall be required to pay the fees prescribed by the University.
- (4) If two or more candidates are eligible for the award of Scholarship, the scholarship shall be divided equally between the candidates concerned.
  - (5) The scholarship shall be tenable from the 1<sup>st</sup> of July if the scholarship holder joins the institution within one month of date of opening of the session after the summer vacation and paid 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 institutions.
  - (6) A scholarship holder shall not combine any other course of study with the course for which the award is made.
  - (7) The payment of Scholarship shall be made only on receipt of scholar's receipted bills duly countersigned by the Head of the Institutions where he studies. No scholarship shall be drawn for a month unless the scholarship holder has attended the institution regularly in that month.
  - (8) The withdrawal of scholarship shall be done in accordance with the procedure, that may be laid down by the University.
  - (9) 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 and Commerce 65% marks Management in Engineering.
  - (10) If scholarship holder is unable to appear at the previous examination on account of sickness or any other reasonable cause, the scholarship for the month of March and April shall be paid only if the Head of the Institution certify 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 marks in the succeeding year in the first attempt.

- (11) A scholarship holder shall at all times be of good behavior and observe all rules of discipline.
- (12) 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 option of the Board of Management guilty of a breach 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.
  - (iii) The order of termination by the Board of Management shall be final.
- (13) University Gold & Silver medals shall be awarded only on the basis of the results at annual examinations or extra curricular activity participant for representing University.
- (14) University shall institute medals and prizes through endowment and donations received from individuals and trusts as may be approved by the Board of Management from time to time.
- (15) Any dispute arising out of the provisions of this Ordinance or any of the matters requiring an interpretation on decision shall be referred to the following committee. The Committee will send its recommendation to Chancellor for approval. Chancellor has power to approve or reject the recommendation of Committee.
- (i) The Vice Chancellor Chairman
  - (ii) One Nominated Member of Board of Management
  - (iv) One Nominated Member of Chancellor.
- (16) Notwithstanding anything stated in this Ordinance, for any unforeseen issues arising, and not covered by this Ordinance, or in the event of differences of interpretation, the Vice-Chancellor may take a decision after obtaining, if necessary, the opinion / advice of a Committee consisting of any or all the Directors of the Schools. The decision of the Vice-Chancellor shall be final.

## Ordinance No.07

## Disciplinary Action Against The Students

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

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

- (10) In the opinion of Proctor, the act of indiscipline requiring action if it is not of a serious nature, he may hold a summary inquiry and shall have powers to impose the penalties.
- (11) If in the opinion of Proctor, the breach of discipline if it of a serious nature he may refer the case for investigation by the Proctorial Board, Proctor and Joint proctor or any two Joint Proctor shall constitute the quorum for sittings of such investigation.
- (12) There shall be a Discipline Committee consisting of the following :-
  - (i) Proctor Convener
  - (ii) Dean, Student Welfare
  - (iii) Professor in charge of Student Union
  - (iv) Joint Proctors
  - (v) Warden of the Hostels & Joint Wardens
  - (vi) President of Student Society (if any)
  - (vii) Two other student nominated by Vice-Chancellor.
  - (viii) One of the Joint Proctor will be nominated by the Proctors as Secretary of the Discipline Committee.
- (13) The Discipline Committee shall ordinarily convene meeting once in each academic year and it shall review general situation regarding discipline in the university and make suggestions in this regard. Any specific cases of indiscipline may also be referred to the Discipline committee for giving its opinion regarding the action to be taken.
- (14) All punishment awarded to the students shall be recorded in a register to be maintained by the Proctor. The Register shall be permanent record of the university and shall contain such details as may be prescribed and approved by Board of Management.
- (15) Certificate regarding Character and Conduct of student of the University Teaching Departments may be issued to him by the Proctor. However, in the case of a student who has been awarded punishment three or more times by the Proctor himself or on the recommendation of the Proctor, the fact that he was so penalized shall be mentioned in the certificates of character and conduct to be issued by the Proctor. The Certificates of Character and Conduct issued by the Proctor shall be the only valid Certificates of the University in that regard.
- (16) If the Proctor finds that in any incident of disturbance or breach or peace, certain persons who are not in the rolls of the University are involved or are likely to be involved he may send recommendation to the Vice-Chancellor that the University campus be declared out of bounds for such persons. If the recommendation is accepted by the Vice-

Chancellor a notification shall be sent to the District Magistrate and the other administrative authorities as the Vice-Chancellor may deem fit. So the notification issued under this paragraph in force entry into the campus of person/ debarred from entering the campus shall be an act of criminal trespass and shall be dealt with accordingly.

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

#### Ordinance No.08

#### Payments/Remuneration For Examination Work

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

## Ordinance No.09

**Co-Operation And Collaboration With Other Universities And Institutions & University Teaching  
Department And Colleges Under University**

1. With reference to the decision of the sponsoring body of RKDF University Bhopal takes over the management of following Institute as constituent University Institutes of the RKDF University Bhopal.  
The following shall be the University Institutes
  1. J.K.Jain Memorial College of Education, Bhopal.
  2. Vedica College of Education, Bhopal.
  3. Vedica Institute of Technology, Bhopal.
  4. Sri Satya Sai College of Engineering, Bhopal.
  5. Bhabha College of Engineering., Bhopal.
  6. RKDF College of Technology & Research, Bhopal.
  7. Vedica College of Pharmacy, Bhopal.
  8. Agnos College of Technology, Bhopal
  9. Vedica college of Pharmacy (Polytechnic), Bhopal.
  10. Sri Sathya Sai Institute of Pharmaceutical Sciences, Bhopal.
  11. Sri Satya Sai Institute of Pharmacy (Polytechnic), Bhopal.
  12. Dr. Satyendra Kumar Memorial college of Pharmacy, Bhopal.
2. The University Teaching Department will be as mentioned in ordinance 1
3. The above mentioned departments/Institutes will be governed by the RKDF University and their decision shall be binding upon it. All administrative, Academic and financial powers would be vested with constituent Bodies, Boards and Authorities of the University. The College would work as a Teaching Department of the University.
4. As soon as the above mentioned institutes admitted to the privileges of the University as its Constituent institutes all its assets and liabilities, the movable/immovable property with entire land, roads and buildings etc. will stand as transferred to the University and will be treated as University property in all the records maintained by sponsoring body of RKDF University and concerning corporate account. The University will not be bound to pay any cost towards this property. The decision regarding sale, mortgage or major alteration of the existing movable and immovable property these institutes would be taken after the approval of the Sponsoring body.



5. All provision of this Para subject to the provision of relevant Act / Laws of the country/State. The departments of the above mentioned institutes would henceforth be called the University Teaching Department of the RKDF University, Bhopal. The Principal of the Institute will be the Director of the Institute.
6. Objects of declaring as Constituent University department/University Institute:-  
The following shall be object of declaring as constituent colleges/ Polytechnics
  - a. To provide the desired quality Academic and Administrative Leadership for the further expansion of the institution.
  - b. To create a desired environment and develop a framework to pursue a path of Excellence in Higher Education.
  - c. To lay a firm and everlasting foundation for growth of Quality Technical Education in the Institution.
  - d. To develop the Institution as a model for Curriculum Innovation and Examination Reforms., development of professional and moral values in the faculty, students and the staff.
  - e. To foster the growth of well informed knowledgeable and talented manpower to work in knowledge technology driven systems and enterprises.
  - f. To facilitate synergic partnership with the Industries of the state and the country for further qualitative growth.
  - g. For transforming technical education into a vibrant and dynamic system.
  - h. To foster Research Culture and promote industrial consultancy.
  - i. To foster international and national collaboration for academic programmes for research and development

#### 7. MANAGEMENT OF THE CONSTITUENT INSTITUTION

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

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

### 8. STATUS OF THE STUDENT'S COURSES

All the students admitted after proper functioning of the University as per the Act 2007 shall be treated as the students of the University, Constituent University department/University Institute.

All the courses of the concerned institution admitted to the privileges of the university, shall be continued and treated as the courses of the University department/University Institute.

### 9. Campuses under RKDF University:

Following Campuses & courses will be under RKDF University

1	Engineering	B.E., M.Tech, M.C.A. and M.B.A.	<ol style="list-style-type: none"> <li>1. Vedica Institute of Technology, Bhopal</li> <li>2. Shri Satya Sai College of Engineering, Bhopal</li> <li>3. Bhabha College of Engineering, Bhopal</li> <li>4. RKDF College of Technology &amp; Research, Bhopal</li> <li>5. Agnos College of Technology, Bhopal</li> </ol>
2.	Pharmacy	B. Pharma M. Pharma Diploma Pharmacy (D.Pharma)	<ol style="list-style-type: none"> <li>1. Vedica College of Pharmacy, Bhopal</li> <li>2. Vedica College of Pharmacy (Polytechnic), Bhopal</li> <li>3. Shri Satya Sai Pharmaceutical Science, Bhopal</li> <li>4. Shri Satya Sai Institute of Pharmacy (Polytechnic), Bhopal</li> <li>5. Dr. Satyendra Kumar memorial College of Pharmacy, Bhopal</li> </ol>
3.	Education	B.Ed M.Ed Diploma Education (D.Ed)	<ol style="list-style-type: none"> <li>1. J.K. Jain Memorial College of Education, Bhopal</li> <li>2. Vedica College of Education, Bhopal</li> </ol>

### a. Co-operation & Collaboration with other Universities & Institutes of

#### Higher Education

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

The Co-operation/ Collaboration Shall be for

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

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

**Ordinance No. 10**  
**Residence Of Student**

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

**GENERAL**

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

**ADMISSION**

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

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

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

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

**CANTEEN**

21. The facility of mess /canteen shall be provided by the University on payment basis; cooking is strictly prohibited in the hostel.
22. Every hosteller shall be required to pay monthly mess charges in advance as notified by the Hostel Committee.

**HOSTEL ROOM AND ALLOTMENT**

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

**ATTENDANCE**

24. Attendance shall be taken in hostel every evening at an appointed time. Absence without prior information to warden, at the time of attendance is an offense. The warden shall adversely deal with any attempt of proxy or wrong entry in the attendance register. The roll call hours will be as follows-
25. Attendance time for girls during summer -19: 00 h and for winter 18: 00 h.
26. Attendance time for boys - 21: 00 h.

**HOSTEL MANAGEMENT COMMITTEES**

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

- (a) Hostel Management Committee

The Committee shall comprise :

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

(b) **Hostel Disciplinary Committee**

There shall be a Hostellers Disciplinary Committee to deal with students indiscipline and misconduct defined in the Hostel ordinance :

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

(c) **Hostel Committees**

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

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

**MISCONDUCT & INDISCIPLINE**

28. Gambling of any kind and use of liquor/drugs and smoking etc. is strictly prohibited in the hostel and campus.
29. Guests of the opposite sex shall not be entertained in the hostel. The Hostellers however may be permitted to meet their relatives at pre-permitted place during designated time.
30. Pornographic literature and exotic posters/displays etc. are not permitted in the hostels.
31. No hosteller shall be allowed to change the room allotted in the hostel without prior permission of the warden. The warden may order at any time change of rooms or mutual exchange of rooms without assigning any reasons.
32. Use of electric heater & iron etc. are not allowed in the hostel. Heavy fine may be imposed for violation of this rule.

33. Hostellers are strictly prohibited to keep firearms with them. No pets such as dog etc. are permitted to be kept in the hostel by the hostellers.
34. In exigencies all hostellers shall vacate their room at given order/time by the Vice-Chancellor/Registrar for any reason whatsoever and hand over the charges of their rooms to the warden failing which warden shall be authorized to break open the locked room. The University shall accept no responsibility for the private property of the concerned students found in the rooms.
35. Hostellers shall not give shelter to any outsider, anyone found guilty on this account shall be severely punished including removal from the hostel of accommodation the University.
36. No meeting shall be held in the hostel premises without the prior permission of the warden.
37. No notice is allowed to be exhibited on a Notice Board or circulated to the hostellers unless it has been signed or countersigned by the warden /D.S.W/Registrar/V.C.
38. Hostellers shall not cause damage or interfere in any manner with the Notice Board of the hostel. A breach of this rule shall be severely dealt with.

**Note:** For notification or communication to the hostellers a notice by the warden on the hostel Notice Board shall be considered adequate. Hostellers should watch the Notice Board regularly and follow general or specific instructions given from time to time. For matters common to all, the hostellers or students, the display shall be on the Notice Board of the Dean of Students Welfare Hostel Office. No separate notice would be sent to them.

#### **DISCIPLINARY ACTION**

39. Every hostellers shall maintain a high standard of discipline, have respect for the tradition of the university and conduct in a dignified manner within and outside the hostel. They should do nothing, which may cause noise, disturbance or distraction in studies or may be deemed irregular in any way.
40. The warden shall keep a conduct register exclusively for recording the misconduct of the students along with details of punishment, warnings etc. While the register will have one page for one student for noting misconduct, it should have another page to note down good conducts/acts in the nature of good Samaritan.

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



**Ordinance No. 11****Doctor of Philosophy (Ph.D)**  
**(Ordinance as per UGC Regulation 2009)**

The Ordinance shall be called "Ordinance" Governing Doctoral Degree. The ordinance will be governed on such rules & regulations as per approval from Board of Management of the University framed in accordance of regulations /norms laid by UGC from time to time.

**1. Eligibility for Enrolment for Doctor of Philosophy (Ph.D)**

1.1 A candidate for enrollment for the degree of Doctor of Philosophy must, at the time of application, hold Master's degree with at least 55% marks or an equivalent grade of University / Deemed University or any other University incorporated by any law for the time being in force and recognized by the University (Five percent marks will be relaxed for SC/ST and Handicapped candidates).

1.2 A candidate shall ordinarily be permitted to work for Ph.D. Degree in the subject in which he/she has obtained his Master's or Bachelor degree in Engineering/ Technology/ Applied Sciences. Provided that research work leading to Ph.D. degree may be allowed in allied subjects of interdisciplinary nature of the same faculty or of allied faculties. Provided further that whether a subject is allied or not to the subject in which the candidate has done Master's or Bachelor degree in Engineering/Technology/Applied Sciences, shall be decided by the Academic Council.

2. A candidate must apply for registration for Ph.D degree of his subject on a prescribed form obtainable on payment of prescribed fee, stating.

(i) His/her Qualification and experience;

(ii) Proposed subject/discipline along with the relevant faculty in which he/she proposes to work.

(iii) Proposed title of the Ph.D. thesis

(iv) Name of the supervisor (along with name of Co-Supervisors, if any)

(Strictly from the University list of approved Supervisors & Co- Supervisors) under whom he/she wishes to work and the place/places at which he/she wishes to carry on investigations together with the consent of the Supervisor and Co-Supervisor.

- (v) Certificate of qualifying the UGC/CSIR/DST/National or State Level Fellowship/NET/GATE/GPAT/SLET, if any
- (vi) Letter granting teachers fellowship, if any.
- (vii) Address, Contact number, mobile number, email- id and other contact details.

### 3.0 Availability of seats.

Depending upon availability of supervisor/Co-supervisor the number of seats shall be decided, provided that

- (i) A Supervisor shall not have at any point of time, more than 08 Ph.D. Scholars as supervisor and 06 Ph.D. Scholars as co supervisor in case of a Professor and 06 Ph.D. Scholars as supervisor and 05 Ph.D. Scholars as supervisor in case of others, in any university in India and abroad. For that supervisor have to submit undertaking regarding total number of candidates he is supervising.
- (ii) The seats available with the supervisor should be manageable for him/her and also manageable for the concerned research centre.

### 4.0 Admission Procedure

(1) The admission shall be made by the University, through an entrance test by the Admission Board following the norms prescribed by the UGC New Delhi.

- (i) To prepare panel of names of papers setters in various subjects and submit them to the University.
- (ii) To arrange for entrance test.
- (iii) To arrange for interview.
- (iv) To announce the names of candidates admitted along with the subject, place of research work, name of supervisor and of the thesis.
- (v) To resolve problems, if any.

- 2 (a) Candidate who have qualified the UGC/CSIR/DST/National/State level Fellowship/GATE/GPAT/SLET/NET/M.Phil. shall be admitted directly without the

entrance test.

- (b) Candidates who have been awarded teachers fellowship by statutory bodies for doing Ph.D degree shall also be admitted directly without the entrance test.
- (c) All other candidates will be selected through entrance test.

### 5.0 Structure of Test

Entrance test will be conducted on following

Duration	-	Two Hours
Question Paper		
Part I	Research Methodology	40 marks
Part II	Subject Question	60 marks

### 6.0 Interview and Allotment

(1) Each student shall have to appear in an interview. The Interview board shall consist of the following members:

- (i) Vice Chancellor or his Nominee as Chairman
- (ii) Dean of School.
- (iii) One of the Chairman of relevant (Board of studies) to be nominated by the Vice Chancellor.
- (iv) One of the recognized supervisors in the University Teaching Department in the subject to be nominated by the Vice Chancellor.
- (v) One subject expert to be nominated by the Vice Chancellor.

One third of the total members shall complete the quorum. However, presence of the subject expert shall be essential. If the Dean of School is not available, the Vice Chancellor may then appoint a Senior Professor of any University Teaching Department as member.

- (2) The interview shall be conducted in the University Teaching Department. For subject, in which there is no University Teaching Department, the interview shall be conducted at a place in the University premises, fixed by the University for this purpose.
- (3) The candidates shall be called for interview in the following order:
- (i) Candidates who have qualified UGC/CSIR/DST/National or State level fellowship examination/GATE/GPAT/NET/SLET.
  - (ii) Candidates who have been granted teacher fellowship by a statutory body.
  - (iii) Candidate according to merit list of the entrance examination.

- (4) At the time of interview, the candidates are expected to discuss their research interest/area, choice of supervisors and co-supervisor(if any), and the proposed title of the thesis.

For the candidates belonging to category as mentioned in para 6(3) (i& ii), 100% weightage shall be on the interview. For the candidates mentioned in para 6(3) (iii), the weightage of the interview marks shall be 20 percent where as 60 percent weightage shall be given to the written entrance exam conducted as per para 5 and remaining 20 percent weightage shall be given to aggregate of qualifying PG examination.

- (5) The allotment board then shall finalize the list of the names of the candidates admitted to the Ph.D in the concerned subject.

(a) The candidates in category (i) of sub-para 6 (3) above shall be admitted first, secondly the candidates in category (ii) shall be admitted in that order. In these categories. If there are more than one candidate having equal marks, then merit shall be decided according to the percentage of marks at the qualifying PG examination.

(b) As far as possible, the allotment board shall allot the preferred place of research work and the preferred supervisor and co-supervisor, if any and shall also approve the proposed title of the thesis(however, the candidate may change title of his/her thesis, after prior approval by Research Degree Committed(RDC). The candidate may, however, be allowed to take another chance for allotment in next admission process if he does not want to change the preferences in the first instant.

- (6) The admission process must be completed by the last date for admission decided by the University for the Doctoral Courses.

- (7) A merit list shall be prepared on the basis of entrance test and interviews as mentioned in para 6(4) and shall be declared as the result of the entrance examination by registrar

#### 7.0 Fees

- (a) Registration fee for Ph.D programme is to be paid to the University at the prevalent rates as announced by the University from time to time. The total programme fee must be paid before submission of Ph.D. thesis.

#### 8.0 Course work:

- (a) After having been admitted, each M.phil/Ph.D student shall be required by the University or College/Institute of University to under take course work in the subjects as per guidance of U.G.C. for pursuing Ph.D./M.Phil for a minimum period of one semester.

The course shall be treated as per M.Phil/Ph.D preparation and must include a course on research methodology which may include quantitative methods and computer application; it may also involve reviewing of published research in the relevant field.

(b) Evaluation.

- (i) The course work shall carry 10 credits (one credit equal to 15 hours). The concerned department/school/institution shall decide the details of the course work, teaching schedule and evaluation.
- (ii).The details of the specific subject shall be decided by the department/school.
- (iii).The procedure for admission shall be laid down from time to time by the Academic council.
- (iv).University examination shall be held at the end of the semester. The Scheme of examination shall be notified by the University.
- (v).The review or survey presented by the candidate in typed shall be examined by the supervisor. He shall declare whether it is satisfactory or not.
- (vi).A candidate shall be declared to have successful completed the course, if he/she has successfully passed semester examinations with minimum 65% or in equivalent grade as mentioned above. Minimum 6 credits to be earned during the course work for successful completion.

#### 9.0 Research Centre

A candidate may pursue his research work for Ph.D degree in the University Teaching Department in the subject concerned,

Or

At a Research centre i.e an organization of National or International repute (NIIT/IIT other academic institutions of national importance/Research Organisations of Government/reputed corporate establishment with established R&D Laboratories etc), recognized as a research centre by the Academic Council: Provided that a M.O.U. shall have to signed between the university & the Institute/Organisation.

- (a) After the M.O.U., the candidates may also be allowed by RDC to pursue research work at an industry of international repute, actively involved in research and development activities in the subject and having sufficient R&D infrastructure for conducting research, which must be Government of India approved R&D centre and shall be recognized for this purpose by the BOM of the University.

- (b) A candidate permitted to work in such Industry as stated in above para, having MOU with the University, shall be required to take at least one supervisor/co-supervisor from the industry, such supervisor/co-supervisor should be Scientist/Director of the R&D center not below the rank of the Associate Professor of the University.
- (c) Candidate may also be permitted to work by RDC in research establishment of repute like CSIR labs/ DRDO Labs or Labs of repute established by Central Government and after MOU signed by the University with such establishment.
- (d) A candidate permitted to work in such Research Establishment, stated in above para, shall also be required to take at least one supervisor/co-supervisor from the Establishment. Such supervisor/co-supervisor should be scientist/Director of the R&D centre not below the rank of Associate Professor of the University.

#### 10.0 Supervisor/Co-supervisor

(a) The person recommended as supervisor/co-supervisor to guide the search scholar must be:

(i) The Professor in the University Teaching Department who has obtained a doctorate degree in the subject and has published at least five research papers on the concerned subject in peer reviewed standard journals of repute.

OR

(ii) An Associate Professor or Reader in the University Teaching Department who has obtained a doctorate degree in the subject and has published at least five research paper on the concerned subject in standard journals of repute

OR

(iii) An Assistant Professor or Lecturer in the University Teaching Department who has obtained a doctorate degree in the subject and has published at least five research paper on the concerned subject in standard journals of repute and has at least five years teaching experience after PhD.

OR

A Director/Scientist/professor/or an equivalent cadre in an organization of National/International repute not below the rank of an Associate professor of the University, working as regular employee and who has published at least five papers in peer reviewed standard journals of repute.

- (i) Provided that the persons who have been recognized as supervisor/co-supervisor shall be eligible to supervise and register under him/her even after their superannuation.
- (ii) Provided also that the teacher in any college, which is now a constituent unit of this University and who has been recognized as supervisor/co-supervisor if they comply the requirement laid down for recognition as supervisor/co-supervisor.
- (iii) Provided further that a person who is himself registered for Ph.D degree of the University shall not be eligible to act as supervisor or member of any committee mentioned in this Ordinance.
- (b) A person, who wants to get himself/herself recognized as a supervisor/co-supervisor, shall apply in the prescribed Performa, duly forwarded by Head/Principal/Director of his institution. The case will be put up before the RDC which will decide about the recognition.

#### 11.0 RDC

- (1) After successful completion of Pre Ph.D. course work ,the candidate shall be eligible to submit a synopsis (as per Appendix 1.) of his proposed research work along with the title of thesis (finally decided by candidate) duly forwarded by the supervisor and Head of the institution where the candidate is pursuing his/her research. The synopsis has to be submitted in ten copies, with signatures of candidate, supervisor, co-supervisor and Head of the institution on each of the copy on each of the page.
- (2) The candidate shall be required to make an oral presentation of the proposed work before the Research Degree Committee (RDC) consisting of the following members:-
  - (i) Vice Chancellor or his nominee- Chairman.
  - (ii) Dean of the School concerned.
  - (iii) Chairman Board of studiesof the subject in the School.
  - (iv) Head or One Professor of the University Teaching Department or in the case of non-availability of professor, one Associate Professor of the University Teaching Department of the subject.
  - (v) One external subject expert of the rank of University Professor to be appointed by the Vice Chancellor, ordinarily out of a panel of 5 experts given by the Dean of the school concerned External expert and two other members shall form the quorum.

Note:- (a) On the request of the supervisor, Vice Chancellor may permit him to be present as an observer during the oral presentation of his candidate.

(b) No. T.A and D.A shall be payable to candidate and supervisor for attending the Research Degree Committee meeting.

- (3) The meeting of Research Degree Committee (RDC) shall be held in the University office twice a year. The committee shall consider the application of the persons, who want to get recognized as supervisor/co-supervisor, submitted under section 11 of this Ordinance, and recommend the eligibility of the person for the appointment as supervisor/ co-supervisors. The committee shall also prepare a list for approved supervisors/co-supervisors, along with their specializations as per provision of this Ordinance. This list shall be available with the Registrar.
- (4) After approval by the RDC of the title of the thesis, synopsis, supervisor, co- supervisor/s (if any), and place of research work, the candidate shall be registered for Ph.D./degree from the date on which the candidate had deposited the registration fee and other fees mentioned in para 7 of this Ordinance, at time of admission, and this date will be the "date of registration" of the candidate. The letter of registration shall be issued by the Registrar, and sent to all those concerned. The candidate shall be enrolled as a student from the date of registration and will be required to pay regular tuition, library and laboratory fees (six monthly) where laboratory work is involved during his research tenure in the UTD/college/institute from which the application form was forwarded.
- (5) If the RDC makes any change only in the title of the thesis, the approved changed title shall be communicated to the candidate in the meeting of the RDC itself. The letter of registration shall be issued mentioning the approved title.
- (6) If the RDC suggests any change in the synopsis, then the change required shall be communicated to the candidate by the Registrar. The candidate will be required to resubmit the synopsis (in Ten copies) as revised by him/her, incorporating the changes suggested by the RDC within 3 months time. The dean of the School shall examine the revised synopsis and if he is satisfied that the changes suggested by the RDC have been incorporated in the revised synopsis, he will approve the same. The letter of registration shall then be issued by the Registrar.
- (7) If the RDC decides that major revision is required in the synopsis and/ or the oral presentation was also found to be unsatisfactory, the candidate may be asked to revise the synopsis and/or improve upon the oral presentation and reappear at the next meeting of the RDC.



- (8) If the RDC does not recommend a candidate for registration to Ph.D. degree, the candidate shall be communicated the same by the Registrar. In such case, only the caution money deposited by the candidate shall be refunded.

#### 12.0 Change of Supervisor

Only under special circumstances, the candidate may be allowed to change the supervisor by the Vice Chancellor on the recommendation of the committee, constituted by the Vice Chancellor for this purpose. No change in the topic of research will be permitted due to change of supervisor.

#### 13.0 Six monthly report

The University shall obtain every six month a record of attendance, receipts of fee paid and progress report of the work of Research Scholar from his supervisor as per Appendix 4 which shall be scrutinized by the Dean of the School.

Those candidates who fail to deposit fees the Vice Chancellor on the recommendation of the Dean of the Faculty may order the removal of the name of the scholar from the list of those registered for the Ph.D. Degree.

#### 14.0 Summary of thesis and appointment of examiner

- a) The candidate shall submit ten copies of the summary of the thesis together with a list of research papers published or accepted for publication (In the peer reviewed standard journals of repute, as approved the University from time to time, through his/her supervisor to the Registrar about three months prior to the anticipated date of submission of thesis.
- b) The supervisor shall submit to the Registrar, in a sealed cover a panel of at least six names of examiners actively engaged in the concerned area of research not below the rank of Associate Professor of a University Teaching Department or college Professor, from outside the jurisdiction of this University. At least half of the name should be from outside the state. Name can also be include from outside the country. Another panel of at least six examiners, actively engaged in the concerned area of research and not below the rank of Associate Professor of a University Teaching Department or college Professor, , from outside the jurisdiction of this University, shall be submitted by the Dean of School in which the candidate is pursuing PhD.
- c) In case the candidate related to the supervisor, then the first panel of examiners shall be obtained from Head, University Teaching Department of the subject concerned, or a senior professor nominated by Vice Chancellor.

- d) The Vice Chancellor shall appoint two examiners out of two aforesaid panels, submitted by the supervisor and Examination Committee, respectively. The consent of examiners shall be obtained by sending them the summary and list of publication.

Note: The summary of thesis shall be sent by post/ air mail/ email.

#### 15.0 Pre Submission Defense Committee

- 1) Prior to submission of the thesis, the candidate shall prepare a draft thesis and shall submit it in Soft and Hard copy in the prescribed format of the University.
- 2) However prior to the submission of draft PhD. thesis and PSDC, the candidate shall publish at least two research papers in the peer reviewed standard journal of repute, as approved by the University from time to time, in which the candidate is the sole author or of there are coauthors, then his/her name should be as first author. The reprint of such a paper along with reprints of other research papers published by him if any shall be appended inside the thesis at the end. If reprint has not been obtained till the time of submission of thesis, the acceptance letter along with the approved manuscript (i.e. preprint) shall be appended inside the thesis at the end.
- 3) The candidate shall make a Pre- Submission Defense, based on that draft thesis, in the University Teaching Department in the subject or any place in the University premise fixed by the University for the purpose. Arrangement for this shall be made on a request from the candidate, duly recommended by the supervisor, to the University in the proforma given in Appendix 5.

#### 16.0 Submission of thesis

1. After getting an approval from PSDC as mentioned in para 15, the candidate can finalize his/her thesis.
2. The finalized thesis shall be typed set on a computer using standard software like MS word or Latex. It shall then be typewritten only on one side of pages. It may then be photocopied (only on one side of the pages) for producing multiple copies.
3. The Candidate shall submit the thesis to the University as follows:
  - i. Three hard bound copies of the thesis, and
  - ii. Soft copy in the form of CD (in there copies)
4. In the thesis after the cover page, the forwarding letter/declaration/certificate mentioned in (a) (b) and (c) below must be given

- (a) Thesis should be forwarded by Head of the Department
- (b) The thesis must be accompanied by a declaration from the candidate as per ( Appendix 2) that the thesis embodies his/her own work and he/she has worked under the supervisor at the approved place of work for the required period as per provisions of the Ordinance.
- (c) The certificate from the Supervisor together with Co-supervisor, if any, as per Appendix 3.

Note: (i) The Candidate shall also remit with the thesis, prescribed fee as the examination fee as prescribed by the University.

(ii) The no dues certificates from the place of work and the University library must be submitted along with the thesis.

#### 17.0 Evaluation of thesis and viva-voce examination

- (i) On receipt of the thesis, required fee and no dues certificates, the thesis shall be sent to the two examiners already consented
- (ii) The thesis to be accepted for the award of the Ph.D. degree must comply with the following conditions:
  - (a) It must be a piece of research work characterized either by the discovery of the new facts or by a fresh approach towards the interpretation of fact. In either case. It should evince the candidate's capacity for critical examination and sound judgment.
  - (b) It must be satisfactory in point of language and presentation of the subject matter.
- (iii) The examiners shall categorically recommend in the prescribed Proforma (Appendix 07) acceptance, revision or rejection of the thesis. He shall also give detailed comments on the points spelt out in clause 20 of the Ordinance and also detailed comments on each chapter in the examiner's report, which should be typed on separate pages, in four copies. The examiner must also give a list of a least ten question; he wishes to be asked at the vivavoce examination.
- (iv) (a) The examiner's may seek clarification of the subject matter of the thesis from the supervisor through the Registrar. This provision will be incorporated in the letter to be sent to the examiners while sending the thesis.

- (b) The Vice Chancellor may recall the thesis from an examiner, who fails to send the reports within three months of the date of dispatch of thesis or such other date as may be extended by the Vice Chancellor and appoint another examiner from the panels of examiners.
- (c) If one examiner approves the thesis and the other rejects it or recommends for revision, the thesis shall be sent to the third examiner, drawn from the panel of examiners as constituted at para 15 (b) by the Vice Chancellor, without the reports of earlier examiners, The third examiner shall be asked to give his/her opinion and his opinion shall be final.
- (d) In case both the original examiners accept the thesis for the award of the Ph.D. degree or in the event of it being referred to the third examiner, and the third examiner accepts the thesis for the award of the Ph.D. degree, the candidate shall be called upon to appear at the viva-voce examination before a board of examiners comprising of the Supervisor, Co supervisor (if any) and one of two examiners (as per para 14(b)), selected by the Vice Chancellor, who have accepted the thesis for the award of the Ph.D degree. In case the candidate is related to the supervisor, then the Vice Chancellor shall appoint Head of Studies/Institution/Chairman Board of studies of the subject concerned to act as viva-voce examiner, in place of the Supervisor.
- (e) The Supervisor/ Head University Teaching Department/Chairman Board of Studies of the subject concerned, as the case may be, shall be communicated the name of the external examiner appointed by Vice Chancellor to conduct the viva-voce examination. The same shall then contact the external examiner and fix up a date for viva-voce. The date fixed for the viva-voce shall be informed to the candidate and the Registrar. Provided that in special circumstances Kulapati may appoint alternate viva-voce examiner from the panel of examiners, if both the external examiners are not in a position to conduct the viva voce examination.

- (f) The viva-voce examination shall be conducted at the University Teaching Department or at any place fixed by the University for the purpose. The date and time and place of open viva-voce examination shall be notified by the registrar on the University Notice board at least a week in advance. At the time of viva-voce examination, the board of examiners shall be provided the reports of the examiners, which shall be returned along with the report of viva-voce examination to the Registrar in confidential cover.
- (g) The candidate shall present the work embodied in the thesis before the board of examiners, members of faculty, research scholars and other interested person present in open viva. After the presentation of the research work the Board shall ask question together with those questions, which have been given along with examiners reports. Others in the audience can also ask question and the candidate shall replay only those question which are permitted by the external examiner.
- (h) In case the recommendations of the viva-voce examiners differ from that of the thesis examiner or there is difference of opinion between the viva-voce examiners, the candidate shall reappear at a second viva-voce examination within six months. Such candidates would be required to pay an additional fee as prescribed by the University for Second viva-voce Examination. The external examiner for second viva-voce examination shall be appointed by the Vice Chancellor as above. If the candidate fails to satisfy the viva-voce examiners a second time, his/her thesis shall be finally rejected.
- (V) If the examiners recommend that the candidate be asked to revise/improve his thesis, the Vice Chancellor shall permit the candidate to resubmit his thesis not earlier than six months and not later than eighteen months, the period being counted from the date of the issue of orders to the candidate. The candidate shall be provided examiners reports without disclosing the names of the examiners to enable him/her to improve the thesis on the basis of the reports. All the copies of the thesis shall also be returned to candidate.
- (VI) In case the candidate is allowed to resubmit the thesis he/she will have to pay the prescribed fee afresh at the time of resubmission but it shall not be necessary for

him to reproduce any certificate of further attendance at the institution at which he/ha carried out the work.

- (VII) The resubmitted three copies of the thesis must make clear mention that is a revised version. The thesis shall be got examined as far as possible by the examiners who finally recommended for the revision.

In case a candidate is asked to revise the thesis under clause 17 iv.c and one of the examiners recommends again for revision of the revised thesis and the other accept the thesis shall rejected. If he accepts the thesis for the award then the candidate shall be awarded the Ph.D. degree on successful viva voce examination as per provision of clause 17 iv.d of the Ordinance.

In case a candidate is asked to further revised the thesis by the third examiner, as per provisions laid down under para 17 iv.c, above thesis shall stand rejected. Second time revision is not permitted in any case an if so, the thesis shall automatically stand rejected.

Note- Whether a candidate has incorporated the minor revision/s suggested by the examiner/s shall be evaluated by Dean of the School. Only after his satisfactory report, the viva-voce of the candidate shall be fixed.

#### 18 Appearing in other examination

No research scholar shall join any other course of study or appear at any other examination conducted by any University leading to a degree (except Certificate/Diploma course of languages, research methodology, statistics, and computer courses).

#### 19 Publication of thesis

The thesis shall be published only with the permission of the University and such publication shall state on the title page itself that this was thesis approved for award of the Ph.D. degree of the University.

#### 20.0 Award of Ph.D.

After the successful viva-voce, the Vice Chancellor shall have powers to issues Notifications for the award Ph.D degree to the candidate and the matter shall be reported to the Board of Management for their approval in its forthcoming meeting. One copy of the thesis will be kept in the University Library and another copy will be kept in the Departmental Library of the institution where the research work was carried out; the third will be returned to the supervisor. Following the successful completion of the

evaluation process an announcement of the award of Ph.D. the University shall submit a soft copy of the Ph.D thesis to UGC within a period of thirty days for hosting thesis in INFI NET accessible all University/Institution.

#### 21.0 Reports of examiners

After the declaration of the result the successful candidates may be provided the copies of reports of examiners who recommended for the award of the degree on payment of fee prescribed by the University. The Reports will not disclose the identity of the examiners.

#### 22.0 Withdrawal of degree

On detection of any irregularity or any plagiarism the University shall take suitable steps to withdraw the degree. Those candidates who have applied for registration but have not been registered before this Ordinance comes into force, shall be governed by the provision of this ordinance i.e. they will have to fulfill all the requirement, as laid down in this ordinance.

### Appendix-1 PROFORMA FOR SYNOPSIS

1. Title of the thesis
2. Introduction : Giving purpose of research(in about 200 word)
3. A brief review of the work already done in the field.
4. Noteworthy contributions in the field of proposed work.
5. Proposed methodology during the tenure of the research work.
6. Expected outcome of the proposed work.
7. Reference in standard format.
8. List of published papers of the candidate.

Signature of the Supervisor

Signature of the Candidate

Date:

Signature of Co supervisor (if any)

Date:

**Appendix-2**  
**DECLARATION BY THE CANDIDATE**

I declare that the thesis entitled.....

Is my own work conducted under the supervision of Dr.....

(Supervisor/Co-Supervisor) at .....

(Center) .....

Approved by Research Degree Committee. I have put in more than 240 days of attendance with supervisor at the centre.

I further declare that to the best of my knowledge, the thesis does not contain any part of any work which has been submitted for the award of any degree either in this University or in any other University without proper citation.

Signature of the candidate

Date:..... Place:.....

**Appendix3**  
**CERTIFICATE OF THE SUPERVISOR CERTIFICATE**

This is to certify that the work entitled.....

Is a piece of research work done by Shri/Smt./Ku.....

Under my/our Guidance and Supervision for the degree of Doctor of Philosophy of

.....University..... (M.P) India. I

certify that the candidate has put in an attendance of more than 240 days with me.

To the best of my knowledge and belief the thesis:

- i. Embodies the work of the candidate himself/herself.
- ii. Has duly been completed.
- iii. Fulfill the requirement of the ordinance relating to the Ph.D degree of the University: and

Signature of the Co-Supervisor

Signature of the Supervisor

Date:.....

Date:.....



**Appendix-4**  
**CONFIDENTIAL PROGRESS REPORT**

Six monthly progress report of the research work done for the period from  
..... To ..... of the research scholar.

1. Name of the research scholar
2. Subject
3. Topic registered for Ph.D Degree
4. Name of the Supervisor
5. Name of Co-supervisor(if any)

Description of the guidance on the topic period with dates the Candidates has been with the guide for research work (It may also indicate the date of leave availed by the candidate during the above period). Remarks of the supervisor on the work done by the candidate on topic.

Fees paid vide receipt No ..... Date.....

Date:.....

Place:.....

.....  
(Signature of Head of institution where  
the candidate was registered for Ph.D  
degree)

Signature of the Supervisor

Date:.....

Place:.....

Address:.....

.....

.....

**Appendix – 6**  
**FORWARDING LETTER OF HEAD OF INSTITUTION**

The Ph.D thesis entitled .....

Submitted by Shri/Smt./Ku .....

Is forwarded to the University in three copies. The candidate has paid the necessary fees and there are no dues outstanding against him/her.

Name.....Seal.....

Date:.....

Place.....

.....  
(Signature of Head of institution where  
The candidate was registered for Ph.D  
degree)

Signature of the Supervisor

Date:-.....

Place:.....

Address.....

.....

.....

Appendix-7  
**EXAMINERS REPORTS ON Ph.D.THESIS**

Title of thesis .....

Name of candidate Shri/Smt./Ku .....

Subject:.....

Faculty.....

#

1. Thesis is recommended for the Yes No Award of Ph.D degree.....

##

2. The thesis be revised on the Lines.....  
 Detailed below.....

3. The thesis be rejected .....(Please write Yes/No, as the case may be)

#

Thesis requiring only minor revision/s should also be covered in the category and suitable remarks detailing minor revision/s required, is/are to be enumerated. ## Thesis requiring only major revision/s should be covered in this category and suitable remarks detailing the major revision/s required is/are to be enumerated

**DETAILED REPORT**

(The examiner is requested to attach detailed report in four copies, covering also the following points)

- (a) It must be a piece of research work characterized either by the discovery of the facts or by a fresh approach towards the interpretation of facts. In either case it should evince the candidate's capacity for critical examination and sound judgment.
- (b) It must be satisfactory in point of language and presentation of the subject matter.

Date : .....

Place : .....

(Signature of the Examiner)

Full Name & Address .....

.....

.....

## Appendix – 8

**PROVISIONAL CERTIFICATE REGARDING AWARD OF Ph.D. DEGREE (para)**

This is to certify that vide notification no .....

Dated.....

Of this University, the Board of Management has decided that the decided that the degree of Ph.D. in .....(Subject) be awarded to

The title of Ph.D thesis is

The Ph.D degree has been awarded in compliance of the "University Grants Commission ( minimum standards and procedure for award of M.Phil/Ph.D. degree) Regulation, 2009"

Registrar

Date: .....

IV.

V.

**ORDINANCE NO. 12**

**B.E. 4 year Degree course.**

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

- 1.0 The first degree in Engineering of four-year (eight semesters) course, hereinafter called 4-YDC, shall be designated as BACHELOR OF ENGINEERING, in respective Branch.
- 1.1 This degree of Bachelor of Engineering (hereinafter called B.E.) shall include the branches of ARCHITECTURE, RURAL TECHNOLOGY, CIVIL, MECHANICAL, ELECTRICAL & ELECTRONICS, ELECTRONICS & COMMUNICATION, ELECTRONICS & INSTRUMENTATION, INFORMATION TECHNOLOGY, COMPUTER SCIENCE AND ENGINEERING, AUTOMOBILE, CHEMICAL, METALLURGICAL, MINING, TEXTILE, PRODUCTION ENGINEERING, FIRE TECHNOLOGY & SAFETY ENGINEERING, INSTRUMENTATION & CONTROL, ELECTRICAL ENGINEERING, BIO-MEDICAL, BIOTECHNOLOGY and INDUSTRIAL ENGG. & MANAGEMENT, NANO-TECHNOLOGY, and more degrees Programme can also be offered under the Ordinance on the recommendation of the Board of Management of the University as per norms & Regulation of AICTE.

## 2.0 ADMISSIONS

- 2.1 Minimum qualification for admission to the first year B.E. shall be the Qualifying Higher Secondary School Certificate Examination (10+2) Scheme with Physics, Chemistry and Mathematics (also securing pass Marks in these three subjects individually) conducted by M.P. Board of Secondary Education or an equivalent examination from a recognized Board/University.
- 2.2 Candidates who have qualified the Diploma course in related branch of Engineering from M.P. Board of Technical Education, Bhopal or Equivalent shall also be eligible for admission to third semester of B.E. Course.
- 2.3 Minimum qualification for direct admission to second year Bachelor Of Engineering Course termed as Lateral Entry shall be as per the prevalent norms of the Government of Madhya Pradesh.
- 2.4 Non-Resident Indian (N R I) candidates shall also be eligible for Admission to B.E. in accordance with directives of the Government of Madhya Pradesh, provided they satisfy the criterion of clause 2.1.
- 2.5 The admissions to B.E. course shall be governed by the rules of the Technical education and training department government of Madhya Pradesh Bhopal and/ or any other competent authority of the state Government of Madhya Pradesh.
- 2.6 Admission under these courses will be made as follows:-
- (1) The eligible candidates should secure a place in the merit list prepared by V.P.P Mandal, Bhopal for admission to B.E. in general the admission to B.E. Course shall be Governed by the rules by D.T.E. or any other competent authority of the State Government of Madhya Pradesh.
  - (2) the University may also conduct its own entrance. Examination for admission to its Engineering courses
  - (3) Enrollment/ Registration number will be assigned to the student by the University after verification & submission of all the necessary documents/fees
- 2.7 Admission rules as framed by the University shall be applicable for all admission from time to time
- 2.8 The fees for each course shall be decided by Board of Management of University the Number of seats in each course will be as per Statute 26.

## 3.0 EXAMINATIONS - PROMOTION TO HIGHER SEMESTER AWARD OF CREDITS AND GRADES, DIVISION AND CONDONATION OF DEFICIENCIES

As per Ordinance No. 5

## 4.0 DURATION OF COURSE

- 4.1 One hour of conduct in Lecturer (L) / Tutorial (T) / Practical (P) per week shall be equal to one credit as allotted in the respective schemes.
- 4.2 A candidate may provisionally continue to attend next higher year, even if, the result of qualifying year / semester has not been declared. However, subsequently if he/she is not able to clear qualifying semester examination, the candidate cannot claim any right on the basis of his/her provisional admission.

- 4.3 The maximum duration of the course shall be eight years. However, for one mercy attempt can be granted to student by Vice Chancellor which should be not more than one year on satisfactory reasons.

#### 5.0 MERIT LIST

- 5.1 Branch wise final merit list of first ten (10) candidates in the order of merit shall be declared by the University only after the main examination of the eighth and final semester for B.E. degree, on the basis of the integrated performance of all the four years. The merit list shall include the first ten candidates securing at least first division and passing all semesters in single attempts.

#### 6.0 ATTENDANCE

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

#### 7.0 MEDIUM OF INSTRUCTION COURSE STRUCTURE EXAMINATION

- 7.1 The medium of instruction and examination shall be English or Hindi throughout the course of study.

- 7.2 The subjects to be studied in different semester of Bachelor of

Engineering include lab work, practical, plant training, project etc. shall be as per the Schemes, approved by Board of Studies of the University on the bases of AICTE norms.

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

**Ordinance No. 13****Bachelor of Architecture 5 year Degree Course (B.Arch).**

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

- 1.0 The first degree in Architecture of five-year (Ten semester) course, hereinafter called 5-YDC, shall be designated as Bachelor of Architecture (B.Arch.).

**2.0 ADMISSIONS**

Admission of students to the Architecture Course under the faculty of Architecture will be governed by the following regulations.

- 2.1 The minimum qualification for admission to the first year B.Arch. course shall be qualifying Higher Secondary School Certificate Examination (10+2) with physics, chemistry and maths conducted by the M.P. Board of Secondary Education or any other Board or University, recognized equivalent by the State Government of Madhya Pradesh with minimum of 50 % marks in aggregate and Mathematics as one of the subjects.
- 2.2 Candidates who have qualified the diploma course in any branch with 50% marks in aggregate from M.P. Board of Technical Education, Bhopal or any equivalent board recognized by AICTE shall also be eligible for admission to the third semester of B.Arch. course. The admissions to B.Arch. course shall be governed by the rules of the Technical Education Government of Madhya Pradesh Bhopal.
- 2.2 Admission procedure will be as per decided of Board of Management of University.
- 2.3 The fees of course shall be decided by board of Management of University and number of seats will be as per statute 26.

**3.0 EXAMINATIONS - PROMOTION TO HIGHER SEMESTER AWARD OF CREDITS AND GRADES, DIVISION AND CONDONATION OF DEFICIENCIES**

As per Ordinance No. 5

**4.0 DURATION OF COURSE**

- 4.1 There shall be at least fourteen weeks of teaching in every semester.
- 4.2 One hour of conduct of Lecture (L) / Tutorial (T) / Practicals (P) shall normally be equal to one credit as shown in the schemes.

- 4.3 A candidate may provisionally continue to attend next higher year, even if the result of qualifying year / semester has not been declared. However, subsequently if he/she is not able to clear qualifying semester examination, the candidate cannot claim any right on the basis of his/her provisional admission.
- 4.4 The maximum duration of the course shall be Nine Years. However, for one mercy attempt can be granted to student by Vice Chancellor which should be not more than one year on satisfactory reason.

#### 5.0 MERIT LIST

- 5.1 Final merit list of first ten (10) candidates in the order of merit shall be declared by the University only after the main examination of the tenth and final semester for B.Arch. degree, on the basis of the integrated performance of all the five years. The merit list shall include the first ten candidates securing at least first division and passing all semesters in single attempts.

#### 6.0 ATTENDENCE

As per Ordinance 11 clause 6

#### 7.0 MEDIUM OF INSTRUCTION AND EXAMINATION

- 7.1 The medium of instruction and examination shall be English throughout the course of study.
- 7.2 The subjects to be studied in different semester of Bachelor of Architecture shall be as per the schemes, approved by the Board of Study of the UNIVERSITY.
8. Notwithstanding anything stated in this Ordinance, for any unforeseen issues arising, and not covered by this Ordinance, or in the event of differences of interpretation, the Vice-Chancellor may take a decision after obtaining, if necessary, the opinion / advice of a Committee consisting of any or all the Directors of the Schools. The decision of the Vice-Chancellor shall be final.



**Ordinance No. 14****Bachelor of Pharmacy 4 year degree Course.**

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

- 1.0 The first degree in Pharmacy of four-year (eight semester) course, hereinafter called 4-YDC, shall be designated as BACHELOR OF PHARMACY (B.Pharm.).

**2.0 ADMISSIONS**

- 2.1 The minimum qualification for admission to the first year B.Pharm. shall be the qualifying Higher Secondary School Certificate Examination (10+2) scheme with Physics, Chemistry and Mathematics / Biology (also securing pass marks in these three subjects individually) conducted by M.P. Board of Secondary Education or an equivalent examination from a recognized Board/University.
- 2.2 Minimum qualification for direct admission to second year of B. Pharm. shall be 50% marks in Diploma in Pharmacy from any institution approved by the Pharmacy Council of India. (P.C.I.) and as per prevalent norms of Government of Madhya Pradesh. The student who have passed Bachelor of Science (maths/Biology) may be admitted to second year of B.Pharma.
- 2.3 Non-Resident Indian (NRI) candidates shall also be eligible for admission to B.Pharm. in accordance with directives of the Government of Madhya Pradesh, provided they satisfy the criterion of clause 2.1.
- 2.4 The admissions to Pharmacy course shall be governed by the rules of the Technical Education and Training Department, Government of Madhya Pradesh, Bhopal and/ or any other competent authority of the State government of Madhya Pradesh.
- 2.5 The admission procedure will be as per discion of Board of Management of University
- 2.6 The fees of the course shall be govern by the Provision of Statute 26

**3.0 EXAMINATIONS - PROMOTION TO HIGHER SEMESTER AWARD OF CREDITS AND GRADES, DIVISION AND CONDONATION OF DEFICIENCIES**

As per Ordinance No. 5

#### 4.0 DURATION OF COURSE

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

#### 5.0 EDUCATIONAL TOUR ,PROJECT WORK AND PROFESSIONAL TRAINING

##### 5.1 EDUCATIONAL STUDY TOUR

For B.Pharm VI semester students an educational study tour to visit important manufacturing organisation is compulsory. All students will have to submit a tour report after the study tour. The marks shall be awarded by the teacher-in-charge of the student's study tour. If a student is unable to go on Educational Study Tour, he will be awarded "Grade Point-F" However, there shall not be any restriction of minimum pass grade in the Educational Tour.

##### 5.2 PROJECT WORK

For B.Pharm VII semester students a project work shall be compulsory. The project shall be undertaken in any of the areas of Pharmaceutical Science. The project shall be made under the supervision and guidance of faculty member(s). The candidate shall present a seminar on his/her project work. Every candidate shall be required to submit the project report in triplicate. The marks shall be awarded by the project supervisor and one external examiner.

##### 5.3 PROFESSIONAL TRAINING

5.3.1 Hospitals/Dispensaries run by Central/State Government/Municipal corporations private central Government Health scheme and Employees state Insurance scheme. A pharmacy, chemist and Druggist licensed under the Drugs and cosmetics Rules, 1945 made under the Drugs and Cosmetics Act,1940(23 of 1940). The institutions referred in sub-regulation(1)shall be eligible to impart training subject to the condition that the number of student pharmacists that may be taken in any Hospital, pharmacy, Chemist and

Druggist licensed under the Drugs and cosmetics Rules, 1945 made under the Drugs and cosmetics Act, 1940 shall not exceed two where there is one registered pharmacist engaged in the work in which the student pharmacist is under going practical training, where there is more than one registered pharmacist similarly engaged, the number shall not exceed one for each additional such registered pharmacist. Hospital and Dispensary other than those specified in sub-regulation(1) for the purpose of giving practical training shall have to be recognized by pharmacy council of India on fulfilling the conditions specified in to these Ordinance.

In the course of practical training, the trainees shall have exposure to: Working knowledge of keeping of records required by various acts concerning the profession of pharmacy and Practical experience in the manipulation of pharmaceutical apparatus in common use, the reading, translation and copying of prescription including checking of dose, the dispensing of prescriptions illustrating the commoner methods of administering medicaments; the storage of drugs and medical preparations.

The report of the Professional Training shall be submitted by the candidate in triplicate, duly certified by the organization he/she under went his/her on training.

5.3.2 The viva-voce examination based on the industrial training shall be carried out by Board of Examiners consisting of

- |      |                                 |            |
|------|---------------------------------|------------|
| i.   | Head/Principal of the institute | - Chairman |
| ii.  | The external examiner           | - Member   |
| iii. | The internal examiner           | - Member   |

The marks shall be awarded by the Board of Examiners.

## 6.0 MERIT LIST

6.1 Final merit list of first ten (10) candidates in the order of merit shall be declared by the University only after the main examination of the eighth and final semester for B.Pharm. degree, on the basis of the integrated performance of all the four years. The merit list shall include the first ten candidates securing at least first division and passing all semesters in single attempts.

## 7.0 ATTENDENCE

As per Ordinance 11 of clause 6

## 8.0 MEDIUM OF INSTRUCTION AND EXAMINATION

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

8.2 The subjects to be studied in different semester of Bachelor of Pharmacy shall be as per the Schemes, approved by Board of Studies of RAM KRISHAN DHARMARTH FOUNDATION UNIVERSITY

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

## ORDINANCE NO. 15

### Master degree Of Engineering/Technology/Master of Architecture (ME/M.Tech./M.Arch.).

This ordinance shall be applicable to candidate admitted for Engineering /Technology/Master of Architecture (ME/M.Tech./M.Arch.).

- 1 This ordinance shall be applicable to candidates admitted for Master degree courses in Engineering/Technology and architecture
- 2 The Post Graduate course in Engineering/Technology leading to the Degree of Masters of Engineering/Technology/Architecture (ME/M.TECH./M.Arch.) of the university. The course will be in following subject.

Computer science, Information Technology, Thermal Engineering, Microwave Engineering, Software Engineering, Very large Scale Integrated System Engineering (VLSI), Digital Electronics and advanced communication, Instrumentation Engineering, System Management Engineering, Energy Management Engineering, Future Studies & Planning engineer, Power System Engineering, Bio Informatics Engineering, Network Management & Information System, Information architecture & Software Engineering, Bio- Technology Engineering, Astronomy and space, Environment Engineering, Industrial Pollution and Control Engineering, Master of Architecture, Printing and Media Engineering, Production Engineering, Irrigation Engineering, Transport Engineering, Structural Engineering

The courses shall be offered as per AICTE norms.

The above course shall be divided into four semesters in the case of full time candidates and six semesters in the case of part time candidates. Each semester would be approximately of six months duration including vacation/preparatory leave/examination/industrial training etc.

### 3 Admissions

Every applicant for admission to ME/M.TECH./M.ARCH in 1st semester

- i) Shall have passed B.E./B. Tech/B.Arch. or equivalent examinations approved by the AICTE in appropriate branch with at least 55% marks in the aggregate at final year examination or any other qualification as recommended by AICTE for a particular course. Candidate belonging to SC/ST categories will get a relaxation of 10% in the qualifying marks as mentioned above.

- ii) Applicants possessing valid GATE score shall be given preference over to those candidate who do not possess GATE score for full time course.
- iii) Applicants possessing the M.Sc. (Maths/Physics/Electronics /Computer Science/ Information Technology)/MCA[for M.Tech in Computer Science /Computer Technology /Information Technology] degree
- iv) All full time & part time sponsored candidates must have at least two years experience in the relevant field after passing the qualifying examination. However the Vice Chancellor can relax the experience in case of sponsoring candidates.
- v) Admission under these Course will be made as follows:
  - (a) The University will issue admission notification in news papers, on the University's website, notice Board of the University and in order publicity media before the start of academic year.
  - (b) list of candidates provisionally selected for admission/ shortlisted based on merit will be displayed on the notice Board of the University/ University's website/or the student will be informed directly of their admission.
  - (c) The candidates whose results of the qualifying exam are awaited can also apply who will be admitted provisionally. Such candidates, however must produce the previous year mark sheet/school/college certificates as a proof of required eligibility criteria. The candidates so admitted shall have to be present mark sheet of the qualifying examination within a month of the due date of admission otherwise the provisional admission granted to him will be cancelled.
  - (e) The application form may be rejected due to any of the following reasons:-
    - The candidates does not fulfill the eligibility conditions
    - The prescribed fees is not enclosed
    - The application form is not signed by the candidate and his/her parent guardian, wherever required
    - Supporting documents for admission are not enclosed.
  - (f) Enrollment/ Registration number will be assigned to the student by the University after verification & submission of all the necessary document /fees.

- (g) Admission rules as framed by the University following the policy of the State Govt./ AICTE shall be applicable for all admission from time to time.
- (h) Fee shall be governed by the provision of the Statute no 26.

**4 EXAMINATIONS - PROMOTION TO HIGHER SEMESTER AWARD OF CREDITS AND GRADES, DIVISION AND CONDONATION OF DEFICIENCIES**

As per Ordinance No. 5

5. No candidate shall be permitted to carryout a major project preferably in an industry or a professional R & D organization and to submit thesis unless he/she has passed all the preceding semester.
6. The attendance of regular student as per Ordinance 13 of clause 6 of the University
7. The Fourth semester in the case of full time candidates and sixth semester in the case of part time candidates is the major project semester. During this semester the candidate shall devote himself for the research work in connection with any of the aspects of technology relevant to the course selected and assigned to him by the Head of the Department concerned in the college. At the end of the semester the candidate shall submit three typed of printed copies of the major project reports written by him, to the university through the Director/Principal of the college , accompanied by the certificate from the from the Head of the Department and the project supervisor to the effect that it embodies actual work by the candidate and that the work has not been submitted earlier in part or full for the award of any other degree
8. The maximum duration of the course shall be Five years in the case of full time candidates and seven years in the case of part time candidates however one mercy attempt can be grant to candidates by the Vice Chancellor which should be not more than one year on satisfactory reasons.
9. In the notification declaring the results of the final semester examination for the Degree of M.E/M.Tech./M.Arch , the names of the first Five candidates in order of merit in each post graduate course shall be notified by the university separately for full time and part time course

10. MEDIUM OF INSTRUCTION AND EXAMINATION

- 10.1 The medium of instruction and examination shall be English throughout the course of study.
- 10.2 The subject to be studied in different semester of post graduate Course of in Engineering/Technology/Architecture shall be as per the Schemes, approval by Board of Studies of the University.
- 11 Notwithstanding anything stated in this Ordinance, for any unforeseen issues arising, and not covered by this Ordinance, or in the event of differences of interpretation, the Vice-Chancellor may take a decision after obtaining, if necessary, the opinion / advice of a Committee consisting of any or all the Directors of the Schools. The decision of the Vice-Chancellor shall be final.

**ORDINANCE NO. 16****M.C.A. 3 Year Full Time Post Graduate Course**

This ordinance shall be applicable to candidate admitted for Master of Computer Application Course

1.0 This ordinance shall be applicable to candidates admitted in First Year for Master of Computer Applications abbreviated as M.C.A.

**2.0 ADMISSIONS**

- 2.1 A candidate seeking admission to M.C.A. course should be graduate of any Indian University or Institute recognized by the University Grants Commission, New Delhi, as equivalent there to. The graduation should be with three year of regular study after passing Senior Secondary Examination (10 + 2) or its equivalent of an approved Board with mathematics as a compulsory subject at either (10+2) or during Graduation.
- 2.2 Non-Resident Indian (N R I) candidates shall also be eligible for admission to M.C.A. in accordance with directives of the Government of Madhya Pradesh, Bhopal provided they satisfy the criterion of clause 2.1 above.
- 2.3 The admissions to M.C.A. course shall be governed by the rules of the Technical Education and Skill Development department, Government of Madhya Pradesh, Bhopal and/ or any other competent authority authorized by the of the State Government of Madhya Pradesh for this purpose.
- 2.4 Admission under these Course will be made as follows:
  - (a) The University will issue admission notification In news papers, on the University's website, notice Board of the University and in order publicity media before the start of every cycle.
  - (b) list of candidates provisionally selected for admission/ shortlisted based on merit will be displayed on the notice Board of the University/ University's website/or the student will also be informed directly of their admission after the last date of application.
  - (c) The candidates whose results of the qualifying exam are awaited can also apply who will be admitted provisionally. Such candidates, however must produce the previous year mark sheet/school/college certificates as a



proof of required eligibility criteria. The candidates so admitted shall have to be present mark sheet of the qualifying examination within a month of the due date of admission the provisional admission granted to him will be cancelled.

(e) The application form may be rejected due to any of the following reasons:-

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

(f) Enrollment/ Registration number will be assigned to the student by the University after verification & submission of all the necessary document /fees.

(g) Admission rules as farmed by the University shall be applicable for all admission from time to time.

2.5 Fees for the Course shall be as per decision of Board of Management of University and the number of seats as per statute 26

### 3.0 EXAMINATIONS - PROMOTION TO HIGHER SEMESTER AWARD OF CREDITS AND GRADES, DIVISION AND CONDONATION OF DEFICIENCIES

As per Ordinance No. 5

#### 4.0 RE-ADMISSION

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

#### 5.0 DURATION OF COURSE

5.2 One hour of conduct in Lecture (L) / Tutorial (T) / Practical (P) per week shall be equal to one credit as allotted in the respective schemes.

5.2 The maximum duration of the course shall be six years. However, for one mercy attempt can be given by the Vice-Chancellor of University on reasonable ground.

## 6.0 MERIT LISTS

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

## 7.0 ATTENDANCE

As per Ordinance 11 clause 6

## 8.0 MEDIUM OF INSTRUCTION AND EXAMINATION

- 8.1 The medium of instruction and examination shall be English throughout the course of study.
- 8.2 The subjects to be studied in different semester of M.C.A. of 3 years course shall be as per the schemes approved by the Board of Studies of the University.
9. Notwithstanding anything stated in this Ordinance, for any unforeseen issues arising, and not covered by this Ordinance, or in the event of differences of interpretation, the Vice-Chancellor may take a decision after obtaining, if necessary, the opinion / advice of a Committee consisting of any or all the Directors of the Schools. The decision of the Vice-Chancellor shall be final

**ORDINANCE NO. 17****Master of Pharmacy****Two year Post Graduate Degree Course**

This ordinance shall be applicable to candidate admitted for Master of pharmacy degree course

1.0 The post graduate degree in Pharmacy of two year duration shall be designated as M. Pharm.

**2.0 ADMISSIONS**

- 2.1 Every applicant for admission to first semester of M.Pharm. shall have passed B.Pharm. or equivalent examination approved by AICTE with at least 55 % marks in aggregate . Candidates belonging to SC/ST categories will get 10% relaxation in qualifying marks.
- 2.2 Applicants possessing valid GATE score shall be given preference over to those candidates who do not possess GATE score.
- 2.3 For sponsored candidates the minimum qualification shall be B. Pharm .with 50% marks and at least two years of experience after the date of passing B.Pharm., in the relevant field from recognized organizations, however the Vice Chancellor can relax the experience for sponsored candidates.
- 2.4 The admissions to M.Pharm. course shall be governed by the rules of the Technical Education Government of Madhya Pradesh, Bhopal and/or any other competent authority authorised by the State government of Madhya Pradesh for this purpose.
- 2.5 The admission procedure & fees shall be as per decision of Board of Management of the University & number of seats shall be as per statute 26.

**3.0 EXAMINATIONS - PROMOTION TO HIGHER SEMESTER AWARD OF CREDITS AND GRADES, DIVISION AND CONDONATION OF DEFICIENCIES**

As per Ordinance No. 5

- 4.0 The third and fourth semester is for project work. During these semesters the candidate shall devote himself/herself for the research work, in connection with any of the aspects of pharmaceutical science and assigned to him/her by the Head of the Department concerned in the respective college. At the end of third semester the candidate shall submit the synopsis of his/her allotted research work and will appear in the Viva-Voce

examination. Prior to submission of dissertation, candidate shall present a pre-submission seminar on his/her work. At the end of the fourth semester the candidate shall submit three typed or printed copies of the dissertation written by him/her to the university through the Director/Principal of the college. The dissertation should be accompanied by the certificate from the Head of the Department and the project supervisor to the effect that it embodies actual work by the candidate and that the work has not been submitted earlier in part or full for the award of any other degree.

#### 5.0 READMISSION

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

#### 6.0 DURATION OF COURSE

- 6.1 One hour of conduct in Lecture (L) / Tutorial (T) and two hours of conduct in practical (P) per week shall be equal to one credit as allotted in the respective schemes.
- 6.2 The maximum duration of the course shall be Four years. However, for one mercy attempt can be granted to student by Vice Chancellor which should be not more than one year on satisfactory reason.

#### 7.0 MERIT LIST

- 7.1 In the notification declaring the results of the final semester examination for the Degree of M.Pharm. the names of the first five candidate in order of merit shall be notified by the university, securing at least first division and passing all semester examinations in single attempt.

#### 8.0 ATTENDANCE

As per Ordinance 11 of clause 6

#### 9.0 MEDIUM OF INSTRUCTION AND EXAMINATION:

- 9.1 The medium of instruction and examination shall be English throughout the course of study.
- 9.2 The subject to be studied in different semester of M.Pharm shall be as per schemes approved by Board of Studies of the University

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

**ORDINANCE NO. 18****Five Year Integrated Post Graduate Programme (5YIPGD)**

This ordinance shall be applicable to candidate admitted for Integrated Post Graduate Programme

1.0 The Integrated Post Graduate Five Year (Ten Semesters) Engineering Programme shall be designated as Master of Technology Integrated Programme conducted by University Teaching Department (UTD) revidated as 5 YIPGD in various branches.

1.1 The branches of study for five year course shall be:

Civil Engineering, Mechanical Engineering, Electrical Engineering, Electronics & Communication Engineering, Computer Science Engineering, Information Technology, Electrical & Electronics Engineering, Architecture Engineering, Rural Technology, Electronics & Instrumentation, Automobile Engineering, Chemical Engineering, Metallurgical Engineering, Mining Engineering, Textile Engineering, Production Engineering, Fire Technology & Safety Engineering, Instrumentation & Control Engineering, Bio-Medical Engineering, Biotechnology and Industrial Engg. & Management, Nano-Technology,

The courses shall be offered as per AICTE norms

The Board of Management of University may add 5 YIPGD in other branch also

**2.0 ADMISSIONS**

2.1 Minimum qualification for admission to the first year 5YIPGD programme shall be the qualifying Higher Secondary School Certificate Examination (10+2) scheme in first division with Physics, Chemistry and Mathematics (also securing pass marks in these three subjects individually) conducted by M.P. Board of Secondary Education or an equivalent examination from a recognized Board/University.

2.2 Eligible candidates as specified in clause 2.1 shall be admitted in the programmes referred in para 1.1 here, only on merit basis of a National Level Entrance Examination (NLEE) conducted by this University for this purpose. The details of which shall be notified on the website of the University and in news papers.

- 2.3 The Reservation to SC/ST/OBC/Physically handicapped candidates, shall be applicable as per the norms of the State Government of Madhya Pradesh.
- 2.4 Lateral entry of a student shall not be permitted at any stage of the programme.
- 2.5 The admission procedure shall be as per decision of Board of Management of the University
- 2.6 The fees course shall be decided by Board of Management of the university and number of seats for course shall be as per statute 26.

### 3.0 EXAMINATIONS - PROMOTION TO HIGHER SEMESTER AWARD OF CREDITS AND GRADES, DIVISION AND CONDONATION OF DEFICIENCIES

As per Ordinance No. 5.

#### 4.0 DURATION OF PROGRAMME

- 4.1 One hour of conduct in Lecturer (L) / Tutorial (T) / Practical (P) per week shall be equal to one credit as allotted in the respective schemes.
- 4.2 A candidate may provisionally continue to attend next higher year, even if, the result of qualifying year / semester has not been declared. However, subsequently if he/she is not able to clear qualifying semester examination, the candidate cannot claim any right on the basis of his/her provisional admission.
- 4.3 The maximum duration of the programme shall be seven years. However, for one mercy attempt can be granted to student by Vice Chancellor which should be not more than one year on satisfactory reason.

#### 5.0 MERIT LIST

- 5.1 Branch wise final merit list of first five (5) candidates in the order of merit shall be declared by the University only after the main examination of the tenth and final semester for 5.YIPGD programme, on the basis of the integrated performance of all the five years. The merit list shall include the first five candidates securing at least first division and passing all semesters in single attempts.

#### 6.0 ATTENDENCE

As per Ordinance 11, clause 6

#### 7.0 MEDIUM OF INSTRUCTION

- 7.1 The medium of instruction and examination shall be English  
Through out the programme of study.

- 7.2 The subject to studied in different semester of 5 year course shall be as per schemes approved by Board of Studies of the University

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

**ORDINANCE NO. 19****BACHELOR OF LAWS (LL.B.)**

The Ordinance shall be applicable to candidates for Bachelor of Law (LL.B) degree

**1. ADMISSION:-**

1.1 The qualifying examination for candidates in Law shall have obtained 50% marks at Bachelor level. The admission will be on merit basis and other qualification as decided by Board of Management of University for SC & ST the minimum percentage for admission will be 45 % To determine the merit for admission of such candidates who have secured equal marks in the qualifying examination, the percentage of marks secured by the candidate at the intermediate or equivalent examination will be the determining factor of merit for admission.

If the marks obtained at the intermediate or equivalent examination by two or more candidates are the same, in that case the candidates senior in age will get preference in the merit list. The weightage for girls shall be 5% of marks obtained in qualifying examination.

Provided that the admission criteria shall be as per the norms of BCI.

1.2 A candidate who after having passed the final examination for the Bachelor's degree in Arts, Science, Commerce, Agriculture, Engineering, Medicine or Veterinary & Animal Husbandry of the University or degree of any other University recognized by the University as equivalent thereof shall be admitted to the programme.

**2. EXAMINATION:-**

2.1 There shall be the following three examinations for the Degree of Bachelor of laws, viz:-

- 1) LL.B (Part - I) Examination 1<sup>st</sup> & 2<sup>nd</sup> Semester
- 2) LL.B (Part - II) Examination 3<sup>rd</sup> & 4<sup>th</sup> semester
- 3) LL.B (Part - III) Examination 5<sup>th</sup> & 6<sup>th</sup> semester

2.2 Examination: Prosecution of a course of study for one academic year means at least 75 % attendance of the lectures and tutorials held in an academic session.

The deficiency in attendance, if any, in the case of a student, may be condoned in accordance with the provisions of ordinance of the University in this behalf.

- (i) The strength as a section in a law class shall not exceed 80 student in any class.

3. Rules for. promotion to the next semester and higher class of 3YDC:

(i) From. odd semester to even semester:

A candidate who has appeared in the odd-semester of any particular year shall be: promoted to an even Semester of that year (i.e. from I to II, from III to IV and from V to VI Semester) irrespective of failing in any number of theory and practical examination of that semester.

(ii) From. even semester to odd semester:

A candidate shall be entitled to carry a backlog of papers for his promotion from even semester to odd semester of next academic sessions, as under:-

- (a) A backlog of two papers (Theory and/or Practical) for his promotion from Second Semester of LL.B. First Year to Third Semester of LL.B. Second Year.
- (b) A backlog of four papers (Theory and/or Practical) (inclusive a backlog of two papers of LL.B. First Year) for his promotion from Fourth Semester of LL.B. Second Year to Fifth Semester of LL.B. Final/Third year.

(iii) The minimum passing marks in each, paper shall be 40 marks and passing marks in aggregate shall be 50 percent of that Semester Examination.

(iv) A candidate shall be allowed to carry a particular semester if he has acquired minimum passing marks in all the papers of that semester and has failed in aggregate by reason thereof, such a candidate shall be allowed to reappear in semester examination in any number of papers of his choice in which he has acquired minimum passing marks in that semester in order to pass in aggregate in such semester examination but shall not be allowed to reappear in any paper in which he has already acquired passing marks, that is 50% or more marks.

(v) A candidate shall not be permitted to appear/reappear in any



examination or any paper in which he has been declared pass by the university for any purpose whatever.

4. Ex-studentship :

Subject to the general rule of promotion, from odd Semester to even Semester, a candidate shall become ex-student of LL.B. First Year, LL.B. Second Year and LL.B. Third/Final Year as under:

- (a) Ex student in LL. B. First Year- If he carries backlog of three or more papers in First and/or Second Semester of LL. B. First Year.
- (b) Ex-student in LL. B. Second Year - If he carries backlog of three or more papers in Third and/or Fourth Semester of LL.B. Second Year.
- (c) Ex-student in LL. B. Third/Final Year - If he carries a backlog of any paper in Fifth and Sixth Semester of LL. B. Third/Final Year.

5. A candidate failing in aggregate in any semester and carrying any semester by reason thereof in LL.B First Year, LL.B. Second Year and/or LL.B. Year or after the declaration of his result of Sixth Semester of LL.B. Third/Final Year shall also be deemed to be, an Ex-student. He shall be entitled to pass the, backlog of semester for passing in aggregate.
6. Revaluation of answer books shall be allowed as per provision of ordinance No. 6 of University.
7. The subjects and papers for each year of LL.B. shall be prescribed by the Faculty of Law on the recommendations of the Board of Studies. Unless otherwise provided each paper will carry 100 marks and will be of 3 hours duration.4
8. If not provided otherwise the candidates will have to pass separately in written papers and practical.
9. The minimum passing marks in each years examination shall be 50 percent in the aggregate of all the papers and 40 percent marks in each individual paper. Division to successful candidates for the LL. B. degree will be assigned at the end of Final Year Examination on the basis of the aggregate. The total marks obtained by him at the LL. B. First Year; Second Year and Final Year Examinations i.e. all Six Semesters as under :

First Division 60 percent or above of the aggregate marks

Second Division 50 percent or above of the aggregate marks

Note (i) No third division shall be awarded

(ii) Candidates who obtain 75 percent or more marks in aggregate shall be declared to have passed the LL B degree course in First Division with distinction.

(iii) V.C. Grace mark as per rule can be awarded.

10. For each paper there shall be lecture classes for at least 24 hours per week.
11. Candidates appearing for the LL.B. Examination shall have the option of answering questions through the medium of Hindi. (Devnagri Script) or English.
12. In order to be successful in any of the L.L.B part I the L.L.B part II and the L.L.B part III examination an examination must obtain at least 36 % marks in each theory paper as also separately than tutorial work, practical Training etc. besides obtaining at least 48 % marks in the aggregate of all theory papers and tutorial work & practical Training etc.
13. Supplementary Examination and provision of grace mark shall be as per decision of Board of Management on the recommendation of Board of Studies.
14. Notwithstanding anything stated in this Ordinance, for any unforeseen issues arising, and not covered by this Ordinance, or in the event of differences of interpretation, the Vice-Chancellor may take a decision after obtaining, if necessary, the opinion / advice of a Committee consisting of any or all the Directors of the Schools. The decision of the Vice-Chancellor shall be final.

**ORDINANCE NO. 20****Bachelor Of Education (B.Ed.)**

The Ordinance shall applicable for the award of Bachelor of education (B.Ed) degree

1. The Duration of Degree of Bachelor of Education of the University shall spread over one academic year.
2. A Person who has obtained a Bachelor's degree of the University or a degree recognized as equivalent therefore for the purpose, securing in, at least 50% marks or a grade/standard equal to it shall be eligible for admission to the course leading to the Examination for the Degree of Bachelor of Education.

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

Provided further that in the case of untrained teachers in Government schools, sponsored by the Government for B.Ed. training in the institution maintained by it, the requirement of division or Grade as prescribed by para 2 above may be relaxed by the Vice Chancellor, on the recommendation of the director /Principal of the institution concerned.

Provided further that all norms laid down by NCTE and that of State Government shall be followed

3. Attendance

As per Ordinance 11 clause 6

4. Candidates intending to present themselves at the examination shall submit through the Principal of the College, their applications on prescribed forms, so as to reach the Registrar by the date fixed for the purpose, together with the fees as required by the rules in force for the time being and produce the following certificates from the Principal of the college, viz: Certificates.
  - (i) Of good conduct
  - (ii) Of fitness to appear at the examination.
  - (iii) Of having completed regular course of study by attending at least the minimum number of classes/ practices as required by para 3 above.

5. (a) The examination shall consist of two parts, namely :-

(i) Part I - theory

(ii) Part II - Practical and sessional.

(b) The scope of studies in different papers shall be such as are prescribed by the Academic council, the Board of Studies and the Faculty of Education and published by a notification.

(c) (i) The written part of the examination shall be held in the month of April every year Actual date of commencement of examination will be notified by the Registrar in advance.

(ii) The practical part of the examination shall be arranged by the Principal or the Head of the Department of Education, as the case may, before the written examination by such date as may be directed by the Registrar from time to time.

(d) Practical & reasonal work shall be as per decision of Board of Management of the University

6 Division

(a) Examinees obtaining 40% or more but less than 50 % marks shall be placed in Third Division,

(b) Examinees obtaining 50% or more but less than 60% marks shall be placed in Second division.

(c) Examinees obtaining 60% or more marks shall be placed in First division.

7. The Principal of a College providing courses of B.Ed. degree shall send the statement of marks obtained by the students of his college in theory & practical to the Registrar

8. Supplementary of Examination

(a) Candidates who are eligible to appear as supplementary candidates under the provision shall have to clear the supplementary in next three attempts immediately

(b) An examinee who after having appeared in the examination but fails in not more than two papers and by not more than three marks but secures the minimum aggregate marks proscribed for a pass, shall be entitled to a grace up to three marks in order to pass the examination.

9. The Vice Chancellor may condone the deficiency of one mark in case a candidate falling or missing a division by one marks subject to the condition that that where the deficiency of one mark is so condoned it shall nowhere be added.

10. The Registrar of University shall as soon as possible after the examination but not later than the 60<sup>th</sup> day from the date when the theory examination was completed publish the results of the examination by announcing the roll nos. and names of successful candidates.
11. In the notification declaring results of the examination names of successful candidates who secure First division separately in each of part of examination shall be arranged in order of merit.
12. Notwithstanding anything stated in this Ordinance, for any unforeseen issues arising, and not covered by this Ordinance, or in the event of differences of interpretation, the Vice-Chancellor may take a decision after obtaining, if necessary, the opinion / advice of a Committee consisting of any or all the Directors of the Schools. The decision of the Vice-Chancellor shall be final.

**ORDINANCE NO. 21****Bachelor Of Physical Education (B.P.Ed.)****(Three Year Degree Course)**

This Ordinance shall be applicable to candidates admitted to Bachelor of Physical Education (B.P.Ed.) Duration of course will be 3 years each year shall be of 2 semester

**1. Admission:-**

A candidate who after passing his Higher Secondary (10+2) Examination in any discipline of M.P. Board of Secondary Education or any examination from a recognised Board shall be admitted to the B.P.Ed. first Year Examination.

**2. Fees of the course shall be as per Statute 26.**

3. For all B.P.Ed. first, second and third year examinations a candidate will be declared successful if He/She obtains at least 33% of the aggregate marks in the subject, the examinee must pass separately in both theory and practical examinations. No division will be assigned in the result of the B.P.Ed. First and Second Year examinations. A division in which a candidate is placed shall be determined on the basis of aggregate of marks obtained in all three years i.e. B.P.Ed. First, B.P.Ed. Second and B.P.Ed. Third Year examinations consisting of six semester

4. A successful candidate who obtains percentage of marks between 33% to 45% shall be placed in Third division, those who obtain between 45% to 60% of marks shall be placed in second division and those candidate who obtain 60% or above percentage of marks placed in first division.

5. The details of courses for 3 year B.P.Ed semester wise. will be decided by Board of Management on the recommendation of Board of Studies & Academic Council from time to time.

6. Regarding Attendance, merit list, condolation of deficiency etc will be as per Ordinance of University from time to time for this purpose.

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

**ORDINANCE NO. 22****Master Of Physical Education (M.P.Ed.)**

This Ordinance shall be applicable to candidates admitted to Master of physical education (M.P.Ed.)

**1. ADMISSION:-**

- 1.1. A candidate who, after taking his bachelor's degree of Physical Education of the University or at any recognised university of India or any other examination, equivalent of the B.P.Ed. degree of the University shall be admitted to for the degree of Master of Physical Education.
2. The Duration of Course will be 2 years spread to 4 semesters
3. the fees shall be as per statute 26.
4. For both the previous and final examination a candidate will be declared successful if she/he obtains at least 36% of the aggregate mark in all subject. The examinee must pass separately in both theory and practical No division will be assigned for. the result of the previous examination. The division in which a candidate is placed shall be determined on the basis of aggregate of marks obtained in both the M.P.Ed. Previous and Final Exams.
5. Successful candidate who obtain 60% or more of the aggregate shall be placed in the first division. Those obtaining less than 60% but not less than 48% will be placed in the Second division. All these successful candidates obtaining less than 48% placed in the Third division. Candidates obtaining less than 36% will be declared failed.
6. The details of courses for 2 year M.P.Ed. will be decided by Board of Management on the recommendation of Board of Studies & Academic Council.
7. The other rules regarding attendance, examination, etc maximum duration of course will be as per Ordinance of University from time to time for this purpose. Provided further that all the norms laid down by NCTE and Govt. of M.P. shall be followed.
8. Notwithstanding anything stated in this Ordinance, for any unforeseen issues arising, and not covered by this Ordinance, or in the event of differences of interpretation, the Vice-Chancellor may take a decision after obtaining, if necessary, the opinion / advice of a Committee consisting of any or all the Directors of the Schools. The decision of the Vice-Chancellor shall be final.

**ORDINANCE NO. 23****Master Of Business Administration (M.B.A.)**

This Ordinance shall be applicable to candidates admitted to Master of Business Administration (M.B.A.) Course.

**1.ADMISSION:-**

1. Only such candidates of any Faculty of a statutory University who have secured at least 50% marks in the Degree examination or 50% marks at the post-graduate examination shall be eligible to apply for admission to M.B.A. (Full -Time) course. The nature, scope and other necessary details of the admission test and the rules of admission shall be such as may be decided and notified by the University from time to time. Reservation and Relaxations for SC , ST and other will be candidates as per M.P. Government admission rules.

A candidate seeking admission to three year Part-time M.B.A. programme should be a Graduate/Post Graduate in any discipline with at least second division/marks from this University or any other statutory university. She/he should also have a minimum of two year's full-time experience after graduation in executive position.

**2. SEMESTER EXAMINATION:**

As per Ordinance 5 of the University

3. Fees shall be as per statute No. 26.

**4. Scheme of Evaluation**

The scheme of evaluation external & internal assessment shall be as per decision of Board of Management on the recommendation of Board of studies

**5. Minimum Percentage of Mark to Pass:**

- a) The minimum percentage of marks to pass the examination in each semester, shall be
  - i) 40% in each written paper and Internal Assessment separately and 50% in aggregate.
  - ii) 50% in the aggregate of each semester examination.
- b) Promotion to Next Semester

**6. PRACTICAL TRAINING**



- (a) Every full-time student of M.B.A. programme shall be required to undergo practical training for six to ten weeks, preferably, during summer vacation, in an organization and in the area approved by the Head of Institute.
- (b) A full-time student will write a report based on his/her training & industrial visits organized by the Institute from time to time.
- (c) A part-time student will submit a brief Report/Project Report based on the area of his/her specialization, preferably in the candidates own organization.
- (d) All such Reports shall be certified by the concerned organization and the Head of the Department of RKDF University Institute. Such reports should be submitted in duplicate will be forwarded for evaluation.
- (e) The report shall be evaluated by examiner approved by the Vice- chancellor from the panel of examiners submitted by the Institute /Examination Committee, for the purpose.

#### 7. COMPREHENSIVE VIVA - VOCE

There will be a comprehensive viva-voce at the end of the second semester (for full-time programme)/third semester (for part-Time programme) to assess the students progress in core subjects and other functional areas.

The second comprehensive viva-voce will be held at the Institute of the Fourth (full-time programme)/sixth (part-time programme) semester to assess the student's overall performance, on conclusion to the programme in general and to build confidence in them. Total marks allocated to this 'HEAD' shall be divided equally between the above two.

The aforesaid comprehensive viva-voce shall be conducted by the institute with the help of Examiners approved by the Vice-chancellor from the PANEL of examiners submitted by the Institute, for the purpose.

The marks awarded to students shall be on the Record of the Institute and shall be forwarded to the Registrar of Examination on conclusion of the 4<sup>th</sup> (full time programme) 16<sup>th</sup> (part-time programme) semester examination, for incorporation in the final result of the student.

#### 8. RE-APPEAR CLAUSE

As per decided by Board of Management on the recommendation of Board of studies

#### 9. AWARD OF DIVISION

No division shall be awarded in semester examinations. Successful candidates in all four/six semester examinations will be classified on the basis of combined result of 1<sup>st</sup>

2<sup>nd</sup>, 3<sup>rd</sup> and 4<sup>th</sup> semester for full - time and 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup>, 4<sup>th</sup>, 5<sup>th</sup> and 6<sup>th</sup> semesters for part-time students respectively as follows:

Candidates securing 60% and above marks will be placed in the first division. All other successful candidates shall be placed in second divisions.

10. The details of courses for two year M.B.A. degree will be decided by Board of Management on the recommendation of Board of Studies & Academic Council.
11. The other rules regarding attendance, examination, merit list etc will be as per Ordinance of the University from time to time for this purpose .
12. Notwithstanding anything stated in this Ordinance, for any unforeseen issues arising, and not covered by this Ordinance, or in the event of differences of interpretation, the Vice-Chancellor may take a decision after obtaining, if necessary, the opinion / advice of a Committee consisting of any or all the Directors of the Schools. The decision of the Vice-Chancellor shall be final.

**ORDINANCE NO. 24****Degree Of Bachelor Of Business Administration, (BBA)**

This Ordinance shall applicable for the award of Bachelor of Business Administration, (BBA) degree

**1. Admission**

Candidates seeking admission to the first year of Bachelor of Business administration Course shall be required to have passed the higher Secondary Examination (10+2) of M.P. Higher secondary Board, or an examination recognized equivalent thereto. Selection for admission will be made through an Admission Test followed by a Group Discussion or on the basis of merit list

**2. Course Structure**

The course structure and detailed syllabi shall be finalized by Board of Management on the Proposal of Board of Studies and the faculty from time to time.

3. Fees shall be as per statute 26.

4. The Duration of Course will be 3 years spread to 6 semesters

**5. EXAMINATIONS - PROMOTION TO HIGHER SEMESTER AWARD OF CREDITS AND GRADES, DIVISION AND CONDONATION OF DEFICIENCIES**

AS PER ORDINANCE NO. 5

**6. Scheme of Evaluation**

As per decision of Board of Management on the recommendation of Board of studies **12. Field Study**

Every student of BBA Programme on his/her exposure through Industrial other related activities as assigned by Principal /Head of the Department of the institute, the student should submitted study report to Head of Department upto 20 to 30 pages.

**7. Evaluation of Field Study Report**

The Field Study Report shall be valued by the Examiner appointed by the University.

**8. Comprehensive Viva-Voce**

There will be a comprehensive Viva-Voce at 6th Semester to the student's over all progress and performance based on the subjects as well as field study.

The comprehensive Viva-Voce shall be concern to the institute as notified by the university with the help of the Examiners/Experts appointed by the university for the purpose from the panel of External Examiners recommended by the examination committee. The marks awarded to student on this score shall be on the record of the concerned college/Institute and forward to the Registrar for Incorporation in the final result of the student.

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

**ORDINANCE NO. 25****Bachelor Of Commerce (B.Com) 3 YEAR COURSE**

This Ordinance shall applicable for the award Bachelor of Commerce (B.Com Plain and B.Com with Computer Science) degree

**2. Admissions -**

Candidates seeking admission to the first year of Bachelor of Commerce Course shall be required to have passed the higher Secondary Examination (10+2) of M.P. Higher secondary Board, or an examination recognized equivalent there to. Selection for admission will be made through an Admission Test followed by a Group Discussion or on the basis of merit list .

3. Fees shall be as per statute 26.

4. The Duration of Course will be 3 years spread to 6 semesters

5. **EXAMINATIONS - PROMOTION TO HIGHER SEMESTER AWARD OF CREDITS AND GRADES, DIVISION AND CONDONATION OF DEFICIENCIES AS PER ORDINANCE NO.**

5

6. The Scheme of courses study and scope of courses study and scope of studies of various subject of B.Com. examinations shall be as prescribed by the university from time to time and printed in the prospectus conceded.

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

## ORDINANCE NO. 26

## BACHELOR OF ARTS (B.A.) 3 YEAR COURSE

This Ordinance shall be applicable to candidates admitted to For Bachelor of Arts (B.A.) Degree

## 1. Admission

Candidates seeking admission to the first year of Bachelor of Arts Course shall be required to have passed the higher Secondary Examination (10+2) of M.P. Higher secondary Board, or an examination recognized equivalent there to. Selection for admission will be made through an Admission Test followed by a Group Discussion or on the basis of merit list

## 2. Fees shall be as per statute 26.

## 3. The Duration of Course will be 3 years spread to 6 semesters

## 4. EXAMINATIONS - PROMOTION TO HIGHER SEMESTER AWARD OF CREDITS AND GRADES, DIVISION AND CONDONATION OF DEFICIENCIES AS PER ORDINANCE NO. 5

## 5. Every candidate for the B.A. examination shall be examined in:-

(a) Compulsory subject; Foundation Course

(b) Any three of the following subjects.

A student shall be allowed to offer any one subject from any of these groups

- (1) Hindi Special or Urdu Special , Criminology, Mathematics
- (2) Political Science, Psychology, Philology, Linguistics
- (3) Economics, English Special, Sociology or math's
- (4) History, Philosophy, Music, Anthropology
- (5) Sociology, Ancient Indian History, Education
- (6) Geography, Hindi Special or English Special, Political Science
- (7) Home Science or Sociology, Political Science, Economics
- (8) Sanskrit/Persian, Economics, Political Science
- (9) Political Science, Sociology, Economics
- (10) Political Science, Economics, Sociology or Math's

## 6. The scope of studies of part I, II and III examination shall be as prescribed by the University / Central Board of Studies in the syllabus from time to time and printed in the prospectus for the examination concerned

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

**ORDINANCE NO. 27****MASTER OF ARTS (M.A.)**

This Ordinance shall be applicable to candidates admitted to Master Of Arts (M.A.) degree.

**1. ADMISSION:-**

- (a) A Candidate is eligible for admission for M.A. course, if he/she has passed Bachelor Degree of this University or any recognized statutory in India
- (b) A candidate while, after taking his Bachelor's degree of the university or of any recognized statutory university in India, has completed a regular course of study in the department of the university of a college in the subject in which he offers himself for examination, for one year, shall be admitted to the examination for the degree of Master of Arts Selection for admission will be made through an Admission Test followed by a Group Discussion or on the basis of merit list

**2. (a) The subject of the examination shall be one of the following:-**

- (i) English Literature (ii) Hindi Literature (iii) Economics (iv) Philosophy (v) Political Science (vi) History (vii) Ancient Indian History, Culture and Archaeology (viii) Sanskrit Literature (ix) Mathematics (x) Geography (xi) Sociology (xii) Psychology (xiii) Business Economics (xiv) Music (xv) Public Administration (xvi) Rural Development (xvii) Master of Social Work (xix) Foreign Language (xxi) Drawing and Painting (xx) Education  
Provided that Board of Management of University on the Recommendation of Academic Council can add more subject for M.A. degree course as per UGC norms

**2. Fees shall be as per statute 26.****3. Duration of Course :-** Duration of Course will be 2 year spread to 4 semesters consisting M.A. Previous & M.A. Final year Examination**4. EXAMINATIONS - PROMOTION TO HIGHER SEMESTER AWARD OF CREDITS AND GRADES, DIVISION AND CONDONATION OF DEFICIENCIES AS PER ORDINANCE NO. 5****5. The other rules & regulation for Master of Arts in different subject will be as per ordinance exists in this University for obtaining degree****6. Notwithstanding anything stated in this Ordinance, for any unforeseen issues arising, and not covered by this Ordinance, or in the event of differences of interpretation, the Vice-Chancellor may take a decision after obtaining, if necessary, the opinion / advice of a Committee consisting of any or all the Directors of the Schools. The decision of the Vice-Chancellor shall be final.**

**ORDINANCE NO. 28**  
**Bachelor Of Science(B.Sc.)**

This Ordinance is applicable to candidates admitted for B.Sc Degree

1. Duration

degrees of Bachelor of Science shall be of 3 years duration & shall consist of part I, II and III (final).

2. Admission

(a) A candidate who, after passing (i) Preparatory Examination conducted by any Statutory University or (ii) Higher Secondary Examination of a Board of Higher Secondary Education of a State in the Union of India or (iii) any other examination recognized by the UNIVERSITY as equivalent thereto, has attended a regular course of study in an Affiliated College or in the Teaching Department of the UNIVERSITY for one academic year shall be eligible for appearing at the B.Sc. part I examination.

A candidate who, after passing (i) the B.Sc. part I examination of the UNIVERSITY or (ii) Intermediate examination or

(b) Any other examination equivalent to it conducted by any Board or University incorporated by law in force and has completed a regular course of study for one academic year in an affiliated or in the Teaching Department of the UNIVERSITY shall be eligible for appearing at the B.Sc. part II examination.

or

(c) A candidate who has passed the B.Sc. part II of Three Y.D.C. of this UNIVERSITY and has completed a regular course of study for one academic year in an affiliated college shall be admitted to the B.Sc. Part III (final) examination provided he offers the same subjects which he had offered at the B.Sc. Part II examination.

or

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

(e) Besides regular students and ex-students and subject to their compliance with this Ordinance, Non-Collegiate students shall be eligible for admission to the examination as of Ordinance of the University for Examination

### 3. Course for B.Sc

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

- (a) Foundation Course (Compulsory) for all students.
- (b) Any one of the following combinations:
  - (i) Physics, Chemistry, Maths
  - (ii) Physics, Chemistry or Statistics, Geology
  - (iii) Physics, Maths, Statistics
  - (iv) Physics, Chemistry and Military Science
  - (v) Physics, Maths, Military Science or Geology
  - (vi) Physics or Chemistry, Botany, Zoology
  - (vii) Physics or Chemistry, Botany, Geology
  - (viii) Physics or Chemistry, Zoology, Geology
  - (ix) Physics or Chemistry, Botany, Military Science
  - (x) Physics or Chemistry, Zoology, Military Science
  - (xi) Physics, Chemistry or Electronics, Maths
- (xii) Chemistry, Botany or Zoology, Environment
- (xiii) Physics, Computer Science, Maths

Provided that the courses of studies for Physics offering combination from (vi) to (x) shall be those prescribed for non-mathematical students (Group).

3.2 Every candidate appearing at the B. Sc. Part II and III (Final) shall be examined in General English or General Hindi

Any one of the following combinations :-

- (i) Physics, Chemistry and Mathematics
- (ii) Chemistry, Botany, Zoology
- (iii) Physics, Chemistry and Geology or Military Science
- (iv) Physics, Mathematics and Statistics or Military Science or Geology
- (v) Chemistry, Zoology, Geology or Military Science
- (vi) Chemistry, Botany, Geology or Military Science



3.3 The candidates shall be required to offer the same combination of subjects at the B.Sc. Part III (Final) examination, as offered by them at the B.Sc. part II examination. The combination of subjects for the B.Sc. Part II class shall be from among the subjects offered by them at the B.Sc. part I.

Provided that a candidate may be permitted to offer Geology as one of the subjects for the B.Sc. Part II examination even if Geology was not one of his subject for the B.Sc. Part I examination. In such cases, the candidate shall be examined in the Geology paper prescribed for the B.Sc. part I examination in addition to the papers prescribed for the B.Sc.

#### Part II

examination and his result at Part II examination shall be declared only after he has passed in the paper prescribed for the Part I examination.

### 3. Minimum Marks to Pass Examination & Results

- (a) In order to pass at any of the Three Y.D.C. examinations, an examinee must obtain not less than 33% of the total marks in each subject. In subjects where both theory and practical examinations are provided, an examinee must pass separately in both theory and practical examination.
- (b) In determining the result of the part III examination, total marks obtained by the examinees at their Part II and Part III (Final) examinations in each subjects and in the aggregate shall be taken into account. No division shall be assigned on the result of the B.Sc. Part II examination.

Provided that the marks obtained in General Hindi or General English of B.Sc. Part II and III (Final) shall not be taken into account in determining the division of a candidate at the B.Sc. Final Examination.

- (c) Successful examinees at the Part I and Part III (Final) examinations obtaining 60% or more marks shall be placed in the First division, those obtaining less than 60% but not less than 45% marks in the second division and other successful examinees in the third division.
- (d) Any candidate who passed B.Sc. Part I examination of the UNIVERSITY may be allowed to offer additional subjects of B.Sc. part I subject for qualifying for admission to Medical/Engineering colleges as the case may be at the next examination. If he

secures the minimum pass marks in the subject as prescribed he shall be declared to have passed the examination.

5. The scheme and Course for B.Sc. degree shall be (on the recommendation of academic Council) of the University
6. the attendance, Examination etc will be as per Ordinance of this University for this Purpose
7. Notwithstanding anything stated in this Ordinance, for any unforeseen issues arising, and not covered by this Ordinance, or in the event of differences of interpretation, the Vice-Chancellor may take a decision after obtaining, if necessary, the opinion / advice of a Committee consisting of any or all the Directors of the Schools. The decision of the Vice-Chancellor shall be final.

**ORDINANCE NO. 29****MASTER OF SCIENCE**

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

1. The examination for the degree of Master of Science shall consist of two parts:-

(a) The Previous examination, and

(b) The Final examination

2. Qualification/ Admission

(a) A candidate who, after obtaining the degree of Bachelor of Science of the UNIVERSITY or any Statutory University in India, has completed a regular course of study for one academic year in a Teaching Department of the UNIVERSITY or in a college affiliated to the UNIVERSITY shall be admitted to the Previous Examination for the Degree of Masters of Science.

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

(c) A candidate who has passed the Previous examination for the Degree of Master of Science of another University may also be admitted to the Final Examination for the degree of Master of Science after obtaining necessary permission from the Vice-Chancellor provided that he had offered for his Previous examination a course of study of an equivalent standard with almost identical syllabus as is required for the Previous examination of this UNIVERSITY and has attended a regular course of study for one academic year in a Teaching Department of the UNIVERSITY or in a college affiliated to the UNIVERSITY.

3. Examination

(a) The examinations shall be by Theory and practical including sessionals, except in the case of Mathematics where the examination shall be by means of theory papers only.

(b) Besides regular students and ex-students and subject to their compliance with this Ordinance.

(c) The subject of examination shall be one of the following:

- (i) Mathematics
- (ii) Physics
- (iii) Chemistry
- (iv) Zoology
- (v) Botany
- (vi) Geology
- (vii) Military Science
- (viii) Statistics
- (ix) Environmental Biology
- (x) Micro Biology
- (xi) Electronics
- (xii) Food Science Technology

Provide That the Board of Management of the University can add more subject.

- (d) Any candidate who has passed the M.Sc. examination of this UNIVERSITY in any subject, shall be allowed to present himself for examination in any one or more of the optional papers in that subject not taken by him at the said examination and if, successful will be given a certificate to that effect.

Provided that no candidate shall be allowed to offer more than two additional papers in any one year and in subjects other than Mathematics, a candidate shall undergo a practical test in respect of the paper concerned.

#### 4. Marks requires for Passing the Examination

- (a) For both the Previous and the Final Examinations, a candidate will be declared successful if he obtains at least 36% of the aggregate in the subject.

"Provided that in subjects in which theory and practical examinations are held, an examinee must pass separately in both obtaining not less than 36% of the total marks in each."

- (b) No division will be assigned on the result of the Previous examination. The division in which a candidate is placed shall be determined on the basis of aggregate of marks obtained in both, the M.Sc. Previous and Final examination.

- (c) Successful candidates who obtain 60% or more of the aggregate marks shall be placed in the First division those obtaining less than 60% but not less than 48% in the second division and all other successful candidates obtaining less than 48% in the third division plus percent marks in each paper are also in.

5. Regarding scheme in M.Sc. shall be as per decision of Board of Management of the University, as per attendance fees and intake of student shall be as per ordinance of the University.

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

**ORDINANCE NO. 30****Master Of Commerce (M.Com.) 2 Year Course**

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

1. The course for the degree in Master of Commerce spread over two academic year and examination shall consist of two parts:-
  - (a) The previous examination, at the end of first year and
  - (b) The final examination, at the end of second year
2. A candidates who, after having passed the final examination for the B.Com. degree from this University or in a statutory University in India, has completed a regular course /study in the teaching department of the university or in a college affiliated to the university, in the in which he offers himself for examination, for one year, shall be admitted to the previous examination fees degree of Master of Commerce.
3.
  - (a) A candidates who after passing the M.Com previous examination of the university, has completed a regular course of study for one academic year in a teaching department of the university, in the subject in which he offers, himself for examination, for one academic year, shall be admitted to the final examination for the degree of master of commerce.
  - (b) A candidate who has passed the previous examination for the degree of Master of commerce of another university may also be admitted to the final examination for the degree of Maser of Commerce after obtaining necessary permission from the Vice Chancellor provided that he/she offered for his/her previous examination a course of study or an equivalent, standard with almost identical syllabus as is required for the previous examination of this university and has attended a regular course of study for one academic year in a teaching department of the university.
4. Besides regular students and ex-students and subjects to their compliance with this ordinance, Non- collegiate candidates shall be eligible for admission to the examination as per provisions of the ordinance related matter and provided that if they fulfill other conditions of ordinances.

5. (a) The scope of studies shall be as prescribed by the Academic Council on the recommendation of the boards of studies and the faculty of commerce from time to time and printed in the prospectus for the examination or published by notification.  
(b) The examination shall be conducted by means of written papers. In both previous and in final examination there
6. The written examination shall be held as far as possible in the months of March, April every year, the date of commencement thereof having been notified in advance and at such centers as may be appointed by the Board of Management of the University.
7. In order to be successful at any of the previous and final examination an examinee must obtain at least:-
  - (i) 20% of marks in each of the theory papers separately.
  - (ii) 36% of marks in the total of all theory papers taken together.
8. (a) Examinees of the previous examination obtaining mark not less than the minimum marks prescribed by foregoing paragraphs shall be declared to have passed the examination without any division being assigned to them.  
(b) Successful candidates of the final examination shall be placed in a division on the basis of the total marks obtained at the previous and final examinations taken together, in accordance with the following scale:-
  - (i) Those obtaining 36% or more but less than 48% of marks in the aggregate third Division
  - (ii) Those obtaining 48% or more but less than 60% of marks in the aggregate - Second Division
  - (iii) Those obtaining 60% or more marks in the aggregate First Division
- (c) In the case of a candidate permitted to appear, after having passed the previous examination of another university, at the final examination of the university, the total marks obtained at the previous examination shall be, if they are out of an aggregate maximum marks more or less than the aggregate maximum marks of the university, reduced or raised proportionately as the custom may be, so as to make them out of an equal aggregate maximum marks.
9. (a) A regular candidate of a college or of a teaching Department of the university, who, on obtaining marks less than the minimum pass marks prescribed by foregoing Para 8, has been declared to have failed or who, after having been duly admitted to the examination fails on account of or a similar bonafied reason

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

- (b) An ex- student candidate for any of the examination shall offer the same papers which he/she had previously offered as a regular candidate unless on account of a change in the scheme of examination the papers offered by hem/her earlier case to be a part of the examination or syllabus for the examination and he/she has been permitted by the Registrar to offer a different paper.
10. (a) Regular student's undergoing regular course of studies in an affiliated college or a teaching department of the university, who have obtained not less than 60% marks M.Com. in (previous) examination may be permitted to offer at their final examination, dissertation or a project report in lieu of one of the theory papers from optional group, provided a provision for such dissertation project report has been made in the syllabus for the subject.
- (b) On being permitted to offer a dissertation a student shall prepare it on a problem not dealt earlier, assigned to him /her by the head of the department . in the college or the university teaching department.
- (c) A regular students who has been permitted to offer, under the provisions of sub Para (a) dissertation shall send, through the Principal of the college or the head of the department concerned, three printed or typed copies of it duly countanaigned by the supervisor so as to reach the Registrar by a data preceding by three week the date of concement of the writer examination, any dissertation received after such a date shall not be accepted for the purpose of the examination.
- (d) An ex- student candidate for the final examination who was, a regular candidate from a college or a teaching Department. Permitted, under the provisions of sub. Para (a) above, to offer a dissertation in lieu of an optional paper, may be on the recommendation of the head of the Department and Principal of the college of which she was regular student to submit either a revised dissertation on the same topic on which worked was done previously or a dissertation on a fresh topic assigned by the principal in consultation with the head of the department in the college.

Provided (i) that the candidate shall apply for such permission from the Registrar, through the Principal of the college concerted at least three months before the date of commencement of the examination and if permitted, shall work for it under the guidance of a teacher in the department of the college as assigned by the Principal and (ii) that the candidate shall fulfill the conditions of foregoing subparagraphs (b) and (c).

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

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

12. The Board of Registrar shall publish the results of the examination as soon as possible after the examination but not later than the 60th day from the date when the examination was over.
13. In the notification declaring the results of the final examination names of first ten successful candidates, separately in each subject, may be arranged in order of marks.
14. The other rules & regulation for master of commerce degree, & examination etc will be as per ordinance of university for this purpose from time to time or as per approval of Board of Management the University for this course.
15. Notwithstanding anything stated in this Ordinance, for any unforeseen issues arising, and not covered by this Ordinance, or in the event of differences of Interpretation, the Vice-Chancellor may take a decision after obtaining, if necessary, the opinion / advice of a Committee consisting of any or all the Directors of the Schools. The decision of the Vice-Chancellor shall be final.



**ORDINANCE NO. 31****Degree Of Master Of Education****Regular Course (M.Ed.)**

The Ordinance shall be applicable for the award of Master Of Education (M.Ed.) Course

**1. Eligibility for admission**

- i) A person who has passed examination of Bachelor Degree of University and has hereafter passed B.Ed from this university or any recognized University, shall, be eligible for admission to the examination for the degree of Master of Education.
- ii) The candidate shall be granted admission according to approved rules of the University

**2. Duration of the course**

The courses of Instructions for the Degree of Master of Education, Regular courses of this University shall be of one academic year.

**3. Mode of Instruction**

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

**4. Assignments**

- i) During the period, assignments and lesson packages will be from the study of the programme.
- ii) Completed assignments shall be deposited by the candidate in the intervening months. assignments will serve as feed back and will be counted towards internal assessment in each paper.
- iii) The whole course in each paper will be divided into a number of units which shall be supplied to the candidate from time to time.

**5. Scheme of Examination**

- i) The scope of studies in different papers shall be such as is prescribed by Ram Krishna Dharmarth Foundation University.
- ii) The following shall be the scheme of examinations:

Part I- Theory (five papers)	500 marks.
written assignments	100 marks.
Part II-Dissertations	100 marks
Viva Voce	100 marks
<b>Total</b>	<b>800 marks</b>

iii) Details of the scheme are as follows

**Scheme of Examination**

**(A) Part 1- Theory**

Paper	Written Assignment	Theory Max. Marks	Min. Marks of passing
I	20	100	40
II	20	100	40
III	20	100	40
IV	20	100	40
V	20	100	40
<b>Total-</b>	<b>100</b>	<b>500</b>	<b>200</b>

**(B) Part II**

Dissertation	100	100	40
Viva Voce	100	100	40
	<b>200</b>	<b>200</b>	<b>80</b>

iv) A candidate must secure minimum pass marks in. A & B part separately. Division will be awarded on the basis of marks obtained in Part I & part II taken together on the following basis:

1st Division	- 60% & above
II nd Division	- 50 % & less than 60%
III rd Division	- 40% & less than 50%

- v) Viva Voce examination will be conducted by a Board of two examiners appointed by the University, one of whom shall be the guide for dissertation as far as possible.
- vi) Assignments and dissertation relating to Part I & II of the examination will have to be submitted before the theory examination.
- vii) The Viva Voce examination shall be arranged by the University after the theory examination.
- viii) The merit list of candidates securing first 10 positions in the first division will be notified by the University.

#### 6. Ex- students

- i) A candidate failing in either or both of the two parts may, reappear as an Ex-student, in the part concerned or in the whole as the case may be, at a subsequent examination without being required to undergo regular course of studies again, subject to his/her complying with the provisions of ordinance and regulations of Ram Krishna Dharmarth Foundation University from time to time.. Provided that such advantage of appearing at the examination as Ex-student shall be admissible for a period of two years from the date when the candidate had appeared at the examinations as a regular candidate.
- ii) An Ex-student seeking permission for re-admission to a subsequent examination shall submit his/her application on prescribed form indicating the papers and parts of the examination intended to appear to the VICE CHANCELLOR, before the date fixed for the purpose together with such fees and documents as are required of him/her and he/she shall be governed by the provisions of all relevant ordinance of the University.
- iii) Marks of Internal assessment if they are above the minimum prescribed for a pass, shall be brought forward on the purpose of results at the subsequent examination.

#### 7. Fees of the course

The candidate will have -to pay such fees as decided by the Institute authority from time to time .

- 8. University examinations will be conducted in Madhya Pradesh at suitable Centers as decided by the authorities of the University.

#### 9. General:

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

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

**ORDINANCE NO. 32****MASTER OF PHILOSOPHY (M. Phil)**

The Ordinance shall be applicable for the Candidate admitted in MASTER OF PHILOSOPHY (M. Phil) degree.

**1. ELIGIBILITY FOR ADMISSION:-**

As per Ordinance number 10 for Ph.D.

**2. Selection of Candidates**

As per Ordinance number 10

**3. DURATION AND PLACE OF COURSE:**

The course of studies for the degree of Master of Philosophy shall spread over one academic session which can be extended to two years by Vice Chancellor on reasonable reason (Recommendation of its respective Department).

**4. FEES**

As per Statute 26

**5. SUBJECT**

The subject for the examination shall be one of the following viz :

Cytogenetics, Microbiology, Inland Fisheries, Endocrinology, Animal Breeding, Biochemistry, Mathematics, Physics, Chemistry, Zoology, Botany, Geology, Statistics, Environmental Biology, Microbiology, Electronics, English Literature, Hindi Literature, Economics, Philosophy, Political Science, History, Ancient Indian History, Culture and Archaeology, Sanskrit Literature, Mathematics, Geography, Sociology, Psychology, Business Economics, Music, Public Administration, Rural Development, Master of Social Work, Foreign Language, Drawing and Painting, Education, Home Science, Food Science and Technology. Provided that the Board of Management may, on the recommendation of the Academic Council introduce one or more additional subjects for the M. Phil Course as per norms of UGC.

**6. Examination**

- (i) The examination shall be conducted generally by means of internal-assessment, three written theory papers, one of which shall be on methodology of research, a practical test, a thesis on research work and a viva voce examination.

- (ii) The Teaching Department shall organize during the session, adequate numbers of seminars new developments in the subject or interpretation of different research work and its data. It shall also arrange at least three tests on each of the theory papers and award grades best two of which shall be taken into account for purpose of working out the average Internal Assessment.
- (c) The scope of studies in different subjects shall be as prescribed by the Academic council on the recommendation of the Boards of Studies and the Faculties concerned from time to time and published by a notification.
- (d) The written part of the Examination shall be held as far as possible in March April every year the date of commencement thereof having been notified in advance and at such centers as may be approved by the university. Provided that the first year of Introduction of the course if the teaching start in a later part of a session the examination may be held at such other time, after completion of the course, as approved by the Vice Chancellor from time to time.

The Practical part of the Examination which shall be conducted jointly by a teacher in the Department and two External Examiners appointee for the purpose, may be arranged either before or after the theory examination in accordance with the convenience of the Department concerned.

#### 7. Research /Project Work

- (a) Every student admitted to the course shall be required to carry out research or project work under the supervision of a teacher in the teaching Department, on a problem assigned to him / her by the Head or the Department with the approval of the Research Degree committee in the subject constituted under the Ordinance of the University
- (b) The candidate shall prepare a thesis on the research / project work done by him which must be characterized either by the discovery of facts or by a fresh approach toward the interpretation of facts, capable, in either case, to advance knowledge in the subject.
- (c) The candidate shall submit three typed or printed copies of the thesis through the Department so as to reach the office or the Registrar preceding by at least three weeks the date of commencement of the written examination, together with

- (i) A declaration signed by him/her that the thesis embodies the result of his/ her own work.
- (ii) A certificate from the supervisor to the effect that the thesis research conducted being the result of the candidates own work, is on a subject on which similar work has not been previously carried out.

Provided that the Vice Chancellor may, on the recommendation of the Head of the Department, permit a student who could not prosecute the research / project in time the period can be extended

8. (a) A student of University Teaching Department seeking admission to the examination for the degree of Master of Philosophy shall submit his/her application therefore on prescribed form to the office of the Registrar by the date fixed for the purpose, together with a fee as decided by University for the examination and also the following certificates from the Head of the Teaching Department, Viz:

- (i) Good Conduct,
- (ii) Fitness to present him self / herself at the examination. and
- (iii) Having attended the classes as per Ordinance of Ram Krishna Dharmarth Foundation University.

Candidate who have not received certificates prescribed of foregoing clause shall not be permitted to appear at the theory examination. All though he/she might \ have appeared to the practical examination which was conducted by the department before the start of theory examination .

9. (a) After the copies of the thesis are received, Registrar shall send them to two external examiners for assessment for grade.
- (b) The Viva voce test shall be conducted by (i) two external examiners and (ii) the supervisor of the research work, who shall jointly award a grade on the performance of the candidate at the viva voce test

10. (a) (i) In order to be successful at the Examination a candidate must obtain :-

- (i) Grade not below B in theory papers.
- (ii) Grade not below in B in practical
- (iii) Grade not below B in the thesis

- (i) Grade not below B in the viva voce test and
- (v) In overall grade not below B.
- (vi) Grades, Grade points, grade point averages and overall Grades, wherever necessary, shall be computed in accordance with the provisions of the ordinance of the University relating to Grading and Internal Assessment.
- (b) A candidate who has appeared at the examination shall be supplied with a Grade Card indicating, inter alia the Grades and Grade points obtained by him/ her in the internal assessment, theory papers, practical, thesis, viva voce and also the overall Grade and Grade point average, under the provisions of Ordinance of the University.
11. (a) A candidate, who on obtaining a grade below the provision laid down in clause 9 sub clause (a) has been declared to have failed or who after having been admitted to the Examination fails on account of illness or a similar reason, to appear thereto, may reappear at it subsequently, as an ex-student in accordance with the provisions of ordinances and regulation of the University, provided he/she fulfils all such conditions laid down in this and other ordinances as are applicable to him/her from time to time.
- (b)(i) A candidate who has failed to obtain Grade B separately in the thesis and the viva voce test, shall not be permitted to re-appear at the examination as an ex-student.
- (c) In the case of an ex-student candidate the grades and Grade points obtained by him/ her previously in (a) Internal Assessment and (ii) thesis shall be, if these were at least the minimum required for a pass, as laid-down in clause 9 above, carried over for the purpose of his/her result at the subsequent examination.
- (d) An ex-student candidate shall be required to present himself/herself again before (i) a board of Viva voce examiners constituted as per the provisions of Examination .
12. The Registrar shall publish the results of the examination announcing the successful candidates and the overall grades obtained by them as soon as possible after the Examination is over but not later than the 60th day.
13. All candidates appearing in examination shall be required to abide by provisions and ordinance of the University and such other ordinance. directives, if any, as are applicable to the them.
14. Notwithstanding anything stated in this Ordinance, for any unforeseen issues arising, and not covered by this Ordinance, or in the event of differences of interpretation, the Vice-Chancellor may take a decision after obtaining, if necessary, the opinion / advice of a Committee consisting of any or all the Directors of the Schools. The decision of the Vice-Chancellor shall be final.

**ORDINANCE NO. 33****Post Graduate Diploma In Tourisms And Hotel Management (MPDT&HM)**

This Ordinance shall be applicable to candidates admitted To DIPLOMA IN TOURISMS AND HOTEL MANAGEMENT (MPDT&HM)

**I. ADMISSION**

- (a) A candidate who has (a) passed the final examination for Bachelor's degree in any of the faculties of this University or an examination conducted by a university recognized as equivalent there to for this purpose and (b) thereafter prosecuted a regular course study in a teaching department of the university or in a college affiliated to the university in respect of the course, for one academic session, shall be eligible for admission to the examination for post - graduate diploma In Tourism and Hotel management.
  - (b) (i) Candidates for Regular course of study means attendance separately of at least 75 per cent of lectures and practical work, seminar etc. arranged by the department college during the session and in sending the records of attendance to the university the Head of the Department or the Principal of the college shall follow the rules laid down in Ordinance of the University for this Purpose including deficiency in attendance.  
(ii) Any deficiency in attendance not exceeding 15 percent may be condoned, under the provisions of ordinance of the university from time to time .
- 2.(a) Every candidate seeking admission to the examination shall have paid to the university or the college such to 'on fee as is prescribed in this behalf and shall submit an application for the purpose, on a prescribed form together with necessary fees through the head of the Department or the Principal of the college concerned so as to reach the Registrar not later than the date preceding the examination that may have been fixed and notified earlier and shall produce, with the application.
3. (a) The annual written examination shall be held as for as possible March- April every year, the actual date of commencement of examination notified in advance and at such centers as may decided by Board of Management of the University.



- (b) Candidates shall be required to submit three typed copies of their project report which shall have been prepared under the guidance of the head of the department in the university or in the college or an approved teacher, as so as to reach the Registrar not later than a date preceding by three weeks the date of commencement of the written examination , the vive viva voce shall be arrange subsequently after assessment of the dissertation.
4. (a) In order to be successful at on examination on examinee shall be required to obtain:
- (i) At least 40% marks in each of the theory papers.
- (ii) At least 40% marks in the practical and
- (iii) At least 40% marks in the aggregate of all theory papers and the practical's.
- (b) Successful examination shall be placed in division in accordance with the following scale:
- (i) Those who obtain 60% or more marks in the aggregate  
First division
- (ii) Those who obtain less than 60% but not less than 45% marks in the aggregate  
Second Division.
- (iii) These who obtain less than 45% but not less than 40% marks in the aggregate Third Division
5. Not withstanding the provisions contained in the above paragraph, the Vice Chancellor may condense the deficiency of one mark if any examinee is failing or missing a higher division on by not more than one marks, where the deficiency so condoned, the one marks shall be added.
6. A candidate who fails at the examination, may, at his/her option, re-appear in it in a subsequent year as an ex-student without being required to undergo a further course of studies in the department or the college.
- Provided that such a candidates shall fulfill all other conditions of this ordinance as also of other ordinances which are made applicable to him/her by the authorities of University
7. The Registrar shall as soon as possible after the examination, but not later than the 60<sup>th</sup> day from the date when the written examination was over publish the result, accounting the names and Roll Nos. of the successful examiners.

8. In the notification declaring the result of the examination names of first five successful candidate who are placed in first division may be arranged in order of merit.

9. SCHEME OF Examination for the post graduate diploma in Tourism and Hotel Management.

Paper No.	Title of the paper	Max. Marks	Min. Marks
(a)Theory Paper -I	Survey of Indian History And culture.	100	40
Paper -II	Tourism, principles And practices	100	40
Paper -III	Tourist Transport and Travel agencies	100	40
Paper- IV	Hotel Management and Catering	100	40
Paper-V	India as a tourist Destination.	100	40
(b) Practicals			
	(i) Project Report	50 marks	
	(ii) Tour report	25 marks	100
	(iii) Test for verbal Exposition and Viva- voce.	25 marks	40
<b>AGGREGATE</b>		<b>600</b>	<b>240</b>

A. The project report should be examined by the external examiner.

B. The tour report should be valued by the internal examiners.

C. The viva-voce test will be examined by the internal & External examiner as appointed by authorities of the University from time to time.

10. The MPDT&HM degree course will be Govern by such rules & regulation as approved by Board of Management of the University & also as per as this purpose. .

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

**ORDINANCE NO. 34****Post Graduate Diploma In Computer Science And Application (PGDCA)  
(Semester System)**

This Ordinance shall be applicable to candidates admitted for Post Graduate Diploma In Computer Science and Application (PGDCA) degree course

1. The duration of the post graduate diploma in computer science and applications shall be one academic year, comprising of two semester and a project work. The examination of the first semester shall ordinarily be held in the month of November, December on suitable dates as fixed by Registrar of the university.  
A supplementary examination for the first semester shall be held as decided by University the 2<sup>nd</sup> semester Examination will be held in April/May.
2. The candidates, who have passed the following examination of the University or an examination recognized University shall be eligible for admission to the first semester of course:-  
Minimum 50% Marks (45% for SC/ST/OBC) In B.Sc./B.A./B.Com. /B.E./M.Sc./M.A./M.B.A./M.Com.
3. (a) A candidate shall be required to fulfill the following conditions for appearing in the first and second semester examinations:-
  - (i) A good character certificate from the head of the department.
  - (ii) 75% attendance of the full course of lectures delivered in each part practical's , seminars, case discussion trip to computer centers etc.(b) A deficiency in the attendance for the proscribe course (Lectures/ practical/seminars/case discussions/visit to computer centers etc.) may be condoned as per provision of Ordinance of the University for the purpose.  
(c) A candidate shall be allowed to appear in the second semester examination only when he/she has passed the first semester examination.
4. A candidate, who has failed (or absented on exceptional cases) in the first semester examination may be provisionally allowed to attend the second semester course.
5. The medium of instructions and examination shall be English/Hindi.
6. Every candidate shall be examined according to the scheme of examination of Ordinance of the University

7. The practical examination ( including oral) shall be conducted by the two examiners i.e. one external to be recommended by the examination committee and one internal to be nominated by the head of the Department. .
8. (a) The subject of the project work/dissertation shall be approved  
By the head of the department of computer science and applications.
- (b) The candidate shall be required to carry 'out their project viva voce. examination will be appointed by the Department of Computer Science and applications or any other as approved by the head of the department under the supervision of faculty member appointed by the head of the department
- (c) The candidate shall be required to submit three copies of the project report / dissertation with the following certificates from the supervisor: That the project work has been completed by the candidate himself/ herself.  
That he/she has attended the department of computer science and application or any other place of work for at seats 60 In exceptional cases, the last date for submission of project report in be extended up to two months by the Vice-Chancellor or recommendations of the supervisor and head of the Department of computer science and /applications.
- (d) The project report /dissertation shall be evaluated by a board constituted by the Vice - Chancellor, which may consist of the follow members:
- (i) External examiner at Professor level,
- (ii) Head of the dept. of computer science & applications, and
- (iii) The supervisor of the concerned project work.
- (iv) If the project report / dissertation is disapproved by the internal examiner / Board of examiners, the candidate shall be required to be submit his/her project report / dissertation within a period of three month.
8. No candidate shall be allowed more than two attempt as an ex-student in particular semester. If a candidate does not succeed in this attempt too, he/she will have to leave this course.
9. Result of a candidate who has passed the higher examination but failing in back papers of lower examination will be with held till he clears the lower examination
10. The standard of passing shall be follows:  
In order to pass a P.G.D.C.A. examination of any semester a candidate mist obtain at least.

- (1) 40% of the maximum marks in each written paper
  - (2) 60% of the maximum marks in sessional work
  - (3) 50% of maximum marks in practical examination
  - (4) 50% of maximum marks in aggregation at the end of a academic session.
11. The Division will be awarded in First year of P.G.D.C.A. on the following basis.
- 75% of the aggregate and above : First division with distinction  
60% of the aggregate and above : first division  
50% of the aggregate and above : Second division
12. **Curriculum & related Regulation:-**  
The Curriculum & related regulation of PGDCA will be as per schemes approved by the Board of Management of the University
13. Notwithstanding anything stated in this Ordinance, for any unforeseen issues arising, and not covered by this Ordinance, or in the event of differences of interpretation, the Vice-Chancellor may take a decision after obtaining, if necessary, the opinion / advice of a Committee consisting of any or all the Directors of the Schools. The decision of the Vice-Chancellor shall be final.

**ORDINANCE NO.35****BACHELOR OF SCIENCE IN PHYSIO THERAPY**

This Ordinance shall be applicable candidates of Bachelor Of Science In Physio Therapy degree

1. A candidate seeking admission to the B.Sc. Physio therapy must have passed one of the following examination
  - a) Senior School Certificate Examination (12<sup>th</sup> years Course) of the Central Board of Secondary Education, New Delhi. or  
An examination recognized as equivalent thereto with the following subjects:  
Biology, Physics, Chemistry.
  - b) Indian. School Certificate Examination (12 years Course) of the Council for the Indian School Examination with the following subjects:- Biology, Physics, Chemistry.
  - c) Pre-Medical/Intermediate Exams in Science with the following subjects:- Biology, Physics, Chemistry.
  - d) It is Compulsory for all the candidates seeking admission to B.Sc. Physiotherapy to qualify & get selected through Merit of the entrance test & interview conducted by the Board of Management of the university before admission. The marks pattern will be as follow for the selection:
    - (i) 25% from U.S.C. Examination.
    - (ii) 50% from entrance Examination.
    - (iii) 25% from Interview.
  - e) The 50% seats will be reserved for the students belongs to Madhya Pradesh reservation and other rules will be followed as per State Paramedical Council M.P. Govt. norms from time to time.

There will be entrance test comprising of 2 papers.

### 1. Papers

#### Entrance Test.

Type	Objective	Subjects:
Part I	General . Knowledge General. Mental ability	(Awareness, Language Competence)
	Marks	50
Part II	Biology	50 Marks
	Physics	30 Marks
	Chemistry	20 Marks

Minimum qualifying marks will be 50% of the aggregate marks i.e. 150. The Entrance test will be held in the month of May every year or as decided by the University from time to time.

However the board of Management may decided for admission on merit only

- Duration of the Course shall be 3 years. Course shall extend over a period of three academic years

After having Passed all the Examinations in the Scheme of Examinations, there shall be prescribed compulsory rotating full time internship extending over a period not less than six months in approved Institution/Hospital or Centers for Rehabilitation as approved by the University.

- Age: No candidate shall be qualified for admission to the course unless he/she is 17 years of age before 1st of July to the year in which he/she seeks admission.
- Examination: There shall be an examination at one end of first year after a regular course of study.

Following shall be the distribution of teaching hours for the course of study:-

#### First Year

Main Subjects	Theory (hrs)	Practical(hrs)
Anatomy	120	60
Physiology	120	60
Pathology & Pharmacology	(60+20)	80

Exercise Therapy & Massage	(Theory) 80	
Exercise Therapy & Massage	(Practical)	320
Electro Therapy & Action Therapy	(Theory) 80	
Electro Therapy & Action Therapy (Practical) Subsidiary		
Mathematics & Statistics & Computer Science		50

In order to pass subsidiary subject candidates will be required to obtain at least 40% marks.

Sessional Examination will be conducted in every three months. 25% of marks will be carried towards the award of Divisions.

Such as candidate who fails in subsidiary subject may appear again at any subsequent examination in the subject he/she has failed in. No candidate shall be declared to have passed the II<sup>nd</sup> year examination unless he/she has passed in the subsidiary subjects.

Note: In the teaching of main subjects, stress shall be laid down on the fundamental and basis principles of the sciences and their practical application.

#### Second year

There shall be an examination at the end of second year after a regular course of study.

Main Subject	Theory(hrs)	Practical(hrs)
Psychology	80	
Medicine	175	
Surgery	125	
Physio therapy in Medical		
Cont'd (part-I)	80	120
Physio therapy in Surgical		
Cont'd (part-II)	80	120
Physio therapy Clinic		585

During the second year the Clinical posting of the students will be for a period not less than 3 hours per day.

Teaching of Second year will be followed by the second year examination in APRIL.

#### Final Year

There shall be an examination at the end of second year after a regular course of study.

Main Subjects	Theory (hrs)	Practical(hrs)
Bio-Mechanics & Kinesiology	120	



Physio therapy in Medical	80	140
Cont'd (Part-II)		
Physio therapy in Surgical	80	40
Cont'd (Part-II)		
Disability Prevention & Rehabilitation	80	140
Physio therapy Clinic		585

During the final year the Clinical posting of the student will be for a period not less than 3 hours per day.

Teaching of final year will be followed by the final year examination preferably in April.

#### (a) Examination

During the entire course of study in physio therapy there shall be three annual and three supplementary examinations to be held in April and July respectively each year as stated below:

- i) I-year: Every candidate seeking admission to the Examination to be held at the end of the 1st academic year must have perused regular course of study for one academic year.
- ii) II-year: Every candidate seeking admission to the examination to be held at the end of the second academic year must have passed the first year examination and must have perused thereafter a regular course of study for one academic year.
- iii) III year Every candidate seeking admission to the examination to be held at the end of the final academic year must have perused thereafter a regular course of study for one academic year.

The candidate, after the final year results, shall have to undergo certified internship for a period not less than six months in such approved Institutions/Hospitals or Centers for Rehabilitation catering to one or more category of physical handicapped such as Neurology & Orthopedic, etc. in the form of compulsory rotating full time internship.

#### 4(b) Supplementary Examinations

In addition to the Annual Examinations there shall be supplementary examinations for first year, second year and final year physio therapy students which shall be held in July Candidates who fail to pass or fail to present themselves at the annual examination may be admitted to these supplementary examinations on payment of the prescribed fees. Only those candidates shall be declared to have passed the supplementary examination who obtain the requisite percentage of pass marks.

Candidate who fail to pass, or fail to present themselves at the supplementary examination of First Year, Second Year, and Final Year in Physio therapy may be permitted to appear at the next annual examination after pursuing a further course of prescribed study.

**4(c) Six months full time internship in physio therapy**

There shall be six months internship after the final examinations. No candidate will be awarded degree certificate without successfully completing the 6 months of internship and has been declared to have passed the examination in all the subjects.

4-(d) Exemption of the candidates from the examination in the subjects passed. Candidate obtaining 50 percent marks in each of the subjects of first year, second year and final year examination in physio therapy course may be exempted from appearing in these subjects in the subsequent examination.

**5. Attendance**

A candidate admitted to B.Sc. physio therapy course shall not be deemed to have satisfied the required conditions of attendance unless he/she has attended not less than 75% of the lectures and practical separately in each subject in each academic year. In addition, attendance at the study tours, wherever prescribed in the course shall also be compulsory

6. Scheme of Examination for the course shall be as mentioned in the Scheme of Examination B.Sc. Physio therapy.

- (a) A regular record of Theory, Practical S - clinic periodic test conducted in the academic year shall be maintained for each student and session internal assessment shall be awarded as given below:-

	I year	II year	III year
Theory paper	25%	25%	25%
Practical	25%	25%	25%

- (b) There shall be one sectional examination during the year and the above percentage of the total marks for each subject shall be awarded as the sectional marks. The following system shall be followed in awarding marks for the sectional practical examinations:

Actual performance in the sectional examinations 50% Day to day class work including records: 50%

- (c) The medium of instructions and examination shall be English. The marks awarded by the teacher in internal assessment will be submitted to the Principal of the College who would forward the same to the University before the

commencement of the examination in the written papers in each case. It shall be the function of the coordinating Committee to ensure uniformity in the award of internal assessment marks among the Institutions concerned.

The Institutions concerned shall maintain the record of material on the basis of which the Internal & Assessment are awarded which will have to be made available to the Co - Ordinating Committee for inspection by them, if required.

#### **7. The minimum marks**

The minimum marks to pass the examination at the end of the each year shall be 50% in the theory paper and 50% in the practical including Internal assessment when provided, taken together.

#### **8. Classification of Successful candidates**

(a) There shall be no classification of division in respect of successful candidates in the physiotherapy examination. Candidates securing 75% of the marks distinction in any subject in one attempt shall be treated to have secured distinction.

Distinction: Candidates securing 75% of marks or above in any subject or subjects shall be declared to have obtained in that subject or subjects, provided the candidates passes in all the subjects in the same examination.

#### **9. Other Conditions**

(a) The candidates will retain the internal assessment marks of the previous examinations.

(b) A candidate who fails to pass or fails to qualify for Promotion to the next higher class on the result of the supplementary examination shall be required to join the College in the same class as a regular student and peruse fresh studies for another academic year in the subjects in which he/she could not secure the minimum pass marks at the last examination.

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

**ORDINANCE NO. 36****Bachelor In Computer Applications B.C.A.  
(3 Year Degree Course)**

This ordinance shall be applicable to candidates admitted for Bachelor In Computer Applications (B.C.A.) degree

The Bachelor of Computer Applications (B.C.A.) Programme shall be equally distributed over three sessions of one year each. The basic structure of the Programme is given below.

**1. ADMISSION**

Admission to B.C.A. will be made as per the rules approved by the Board of Management of the University.

**2. ELIGIBILITY FOR ADMISSION**

For admission to B.C.A programme, a candidate should have a passed Senior Secondary Examination on the pattern of 10+2 with Mathematics as main subject from a recognized Board of Education or an equivalent examination recognized as equivalent thereto by the University with at least 50% marks in aggregate. In case of SC/ST candidates the eligibility requirement is a minimum of 45% marks in aggregate.

**3. CANCELLATION OF ADMISSION**

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

- (i) He / She is not found qualified as per the eligibility criteria prescribed by the University.  
or
- (ii) He / She is found unable to complete the course within the specified period for completion of the course  
or
- (iii) He / She is found involved in creating indiscipline in the School/Institute or in the University.  
or
- (iv) He/ She is involved in ragging

**4. APPLICABLE FEES**

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

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

5. Scheme of Examination for B.C.A. 1st year

1. Foundation Course

- i. Hindi Language
- ii. English Language

2. Business Mathematics Paper - I
3. Management Accounting Paper - II
4. Communication & Management Paper - III
5. Digital Computer Electronics Paper - IV
6. Fundamental of Computers Paper - V
7. Fundamental of Computer Programming Paper - VI
8. Business Data Processing Paper - VII
9. Introduction to PC Software Paper - VIII

Practicals

As per approval of Board of Management of the University from time to time

Scheme of Examination for B.C.A. IInd year

1. Foundation Course Paper - I
  - i. Hindi Language & Scientific Temper
  - ii. English Language
2. Computer Oriented Numerical Methods Paper - II
3. Operating System Paper - III
4. Data Base Management System Paper - IV
5. DTP Paper- V
6. Organizational Behaviour Paper - VI
7. Data Structure & Manipulation Paper - VII

### 8. System Analysis & Design Paper - VIII

#### Practicals

As per approval of Board of Management of the University from time to time

#### Scheme of Examination for B.C.A. IIIrd year

1. Foundation Course
- i. Hindi Language & Scientific Temper Paper - I
- ii. English Language Paper - II
2. Management Information Systems Paper - III
3. Marketing Management Paper - IV
4. Data Communication & Networks Paper - V
5. Worldwide Web Design with HTML Paper - VI
6. Management of Information Services Paper - VII
7. Programmeing in Visual Basic 6.0 Paper - VIII
8. RDBMS & Oracle Paper - IX

#### Practicals

As per approval of Board of Management of the University from time to time

The Courses are Theory & Pracial based. In the First and Second year approximately 60 hours of practical time is required and in the final year approximately 120 hours of practical time is required. A student will not be eligible to appear in the term end practical examination if the percentage of attendance in practical session falls below 75% Similarly a candidate will not be eligible to appear in the term end theory examination if his/her attendance in Regular classes is less than 75% .However in deficiency of attendance, the coadunation will be as per ordinance of As per approval of Board of Management of the University for this proposal.

Overall Grading : the final score for each course is computed by combining continuous evaluation score and term-end examination score.

The Practical and term-end exams will be scored on a numerical marking scheme. Any component which has not been attempted would be treated as having a score of 0 (Zero) marks. The requirement for passing a course would be at least 40% in continuous evaluation and 40% in the term-end with an overall average of 50%. Passing all the courses is mandatory for the award of the B.C.A.

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

submitted the practical allotted as prescribed, the results for the Term-end examination will be treated as cancelled.

The practical examination will be of 1-5 hours duration depending upon the nature of practical Project Work: will required to be a combination of practical work and a project report would be expected to be of about 30 pages.

**6. Award of Degree:-**

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

I division with distinction 75% or above

I division 60% or above and less than 75%

II division 50% or above and less than 60%

Student having passed 10+2 examination with Mathematics from any recognized University or Board shall be eligible for admission to the B.C.A. Programme.

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

**ORDINANCE NO. 37****Diploma In Rural Development**

This ordinance shall be applicable to candidates admitted for Diploma in Rural Development.

**OBJECTIVES**

1. To impart essential knowhow for the promotion of all round development of the rural communities economic, Social cultural ethical health education, agriculture, Banking and Welfare and other activity related to rural people .
2. To inculcate a sense of responsibility and awareness in accelerating the process of change from traditional ways of living of rural communities to progressive ways of living.
3. To impart an understanding and an appreciation of the role of rural organizations/institutions/agencies departments at state, National and International level (Voluntary or Statutory) so as to ensure it's more meaningful and adequate involvement in growth oriented activities in rural areas.

**DURATION OF THE COURSE**

The Diploma in Rural Management Course shall be of one year's academic duration

**ELIGIBILITY FOR ADMISSION ARE:**

The minimum qualifications required for admission to Diploma in Rural Development will be Higher Secondary School Certificate (10+2) or an equivalent qualification

1. The candidate is resident of India.
2. A candidate who is an employee of a voluntary or Statutory Rural Welfare Agency/Institution Department shall be preferred.
3. The candidate already prosecuting studies Regular or Correspondence for any other Course of the University during the session shall not be eligible for ordinance.
4. Candidate intending to join this course, shall submit his/her application in the prescribed application form along with requisite enclosures and fee so as to reach the Registrar, of the University within the time limit and date fixed for the purpose.
5. The candidate shall be granted admission according to rules However, the university reserves the right to admit the application of the candidate or to reject it without assigning and giving any reason there of.



**SCHEME OF EXAMINATION**

The scope of studies in different papers shall be such as is prescribed in the prospectus by the board of studies and the academic council of the University from time to time.

**PASS PERCENTAGE**

Division shall be awarded to the successful candidates on the aggregate Marks obtained by him/her in accordance with the following scale, viz.

First Division with Distinction	75% and above
First Division:	60% & above
Second Division:	50% but below 60%
Third Division :	40% but below 50%

**ELIGIBILITY FOR SUPPLEMENTARY EXAMINATION**

1. Candidates securing less than 40% marks in individual papers will be treated as failed. They can re-appear at the subsequent examination in the paper concerned.
2. A candidate declared eligible for supplementary shall be required to clear the same in the subsequent attempts. Any attempt availed of shall lapse automatically after expiry of this period, he/she will be deemed to have failed in the examination.
3. An ex-student candidate seeking permission for re-admission to a subsequent examination shall submit his/her application on prescribed form to the Registrar of the University by the date fixed for the purpose together with such fees and documents as are required of him/her.
4. The Vice Chancellor may, if a candidate is failing at an examination or missing a division by one marks, condone deficiency of one mark where the deficiency is so condoned shall nowhere be added.

**MODE OF INSTRUCTION**

1. Regular classes will be held for this course.
2. Lessons will be in English/Hindi medium as per subject concerned. However the question papers shall be in English and also in Hindi.
3. The whole course in each paper will be divided into Five units.
4. Attendance will be as per provision in ordinance of the University

**TUTION FEE AND OTHER FEES**

1. The fees as prescribed by the University, Bhopal (M.P.) shall be payable by the Candidates.

2. The total amount of fee is to be paid the time of admission and examination fees to be deposited along with examination form.
3. Fees related with the examination of the Diploma, etc., as decided by the University shall have to be paid by the candidate as and when required.
4. All fees etc., should be sent by demand draft in favour of Registrar, of the University, Bhopal (M.P.)
  - a. Cost of application form and late fee for submission of form are non- refundable.
  - b. If application form is rejected by the University, tuition fee along with its late fee deposited by the candidate shall be refunded after deducting processing fees towards miscellaneous expenses.
  - c. Once the application form is accepted, any amount of fee shall not be refunded carried over for next year.
  - d. As regards refund of University examination fees, the rules shall be same as are applicable to other University examinations.

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

**ORDINANCE NO.38****Five year Law Course****BA.L.L.B.(Hons)****(Semester System)**

This Ordinance shall be applicable to candidates admitted for Five year Law Course BA.L.L.B.(Hons)

**General Rules:-**

This Ordinance shall be applicable to candidates admitted for five year Law course BA.L.L.B (Hons) degree

1. The Degree of Bachelor of law B.A.L.L.B. (Hons) shall comprise a course of study spread over a period of five academic years
2. (a) Candidate seeking admission to the B.A.L.L.B.(Hons) degree must have passed an examination in 10+2 course of examination in any discipline of M.P. Board of Secondary Education or any equivalent Examination from recognised Board with 50% marks. However for SC&ST candidates/ disabled, the aggregate marks will be 45%. NRI can be admitted directly on the basis of overall academic records & preference will be given to SAARC and developing countries with securing minimum 50% marks in aggregate.  
(b) Duration of Course shall be of five Years spread to 10 Semester
3. Rules for promotion to the next semester and higher class of Five year degree course :-
  - (i) From odd semester to even semester :  
A candidate shall who has appeared in the odd semester examination in any particular year shall be promoted to an even semester of the year, irrespective of failing in any number of theory paper and practical examination of that semester.
  - (ii) From even semester to odd semester :  
A candidate who has appeared in the even semester examination in any particular year shall not be promoted to next semester and higher class, if he carries a backlog of more then two papers.
4. The minimum passing marks of each paper (Theory and Practical) shall be 40 marks and passing mark in aggregate (Theory and Practical) shall be 50%

5. The subjects and papers for each year of B.A.LL.B. (Hons) shall be prescribed by the faculty of Law on the recommendation of the Board of study. Unless otherwise provided each paper will carry the written exam of 80 marks and internal assessment of 20 marks. The candidate will have to pass separately in written papers and internal assessment.
6. The minimum pass marks in each year examination shall be 50% in aggregate of all the papers and 40% marks in each individual paper. Division to successful candidate for the B.A.LL.B. degree will be assigned from total marks obtained at the B.A.LL.B. First year, Second year, Third year, Fourth year and Final year examinations i.e. all ten semesters as under.

FIRST DIVISION WITH DISTINCTION : 75% more

FIRST DIVISION : 60% or above of the aggregate marks.

SECOND DIVISION : 50% or above of the aggregate marks.

7. Candidate appearing for B.A.LL.B. (Hons) examination shall have to answer the question in English or Hindi medium.
8. The rules are subject to change in accordance with the directives of Bar Council of India and instructions issued by Department of Higher Education, Govt. of M.P. from time to time shall be adopted and notified by the University
9. Regarding Attendance, merit list, condonation of deficiency etc will be as per Ordinance of University from time to time for this purpose.
10. Notwithstanding anything stated in this Ordinance, for any unforeseen issues arising, and not covered by this Ordinance, or in the event of differences of interpretation, the Vice-Chancellor may take a decision after obtaining, if necessary, the opinion / advice of a Committee consisting of any or all the Directors of the Schools. The decision of the Vice-Chancellor shall be final.

**ORDINANCE NO.39****Paramedical Course – E.C.G. Technician**

This ordinance shall be applicable to candidates appearing for paramedical course –E.C.G. Technician certificate..

1. **Duration of Course** - One year

2. **No. of Seats**

No of seats shall be 50 subject to approval competent authority

3. **Admission**

3.1 Minimum qualification for admission to the course shall be the Higher Secondary School Certificate Examination (10+2) Scheme with Physics, Chemistry and Mathematics (also securing pass Marks in three subject Individually) conducted by M.P. Board of Secondary Education or an equivalent examination from a recognized Board/University.

3.2 For S.C/S.T/OBC Candidate, the seat will be reserved as per provision of M.P. Government form time to time. Other norms laid down by State Council of Paramedical courses shall also followed

4. **Fees as per statute 26**

5. **Examination & Attendance:-**

Examination & Attendance for Candidates of this Course will be as per Ordinance of this University there will be a final Examination for theory & practical

6. **Course:-**

The Course will include theory & Practical. The theory will be in applied Anatomy, Physiology & Biochem of cardio- vascular system, electro cardiography, Anatomy or Heart, Physiology, Depolarization, Pathology, Pharmacology, Clinical Cardiology etc.

6.1 **List of Practical:-**

- I. ECG Recoding pediatrics/ Adults patients
- II. Operation, Calibration and servicing of ECG
- III. Recording of Halter/ Stress ECG
- IV. Ambulatory B.P. Monitoring

6.2 **Course Training Includes:-**

- I. Months in O.P. Department
- II. Months in LCCU

III. Months in Non- Invasive Lab. Total Period of Training – one year

6.3 Magnetism/ Electro –Magnetism/Electromagnetic indication

6.4 Computer Science: a) Fundamentals:

6.5 Logic Diagram

6.6 Basic Languages

The theory will consist of 70% & Practical 30% of total marks.

7. Medium of Instruction:-

Medium of Instruction will be in English

8. Award of Certificate:-

Candidates have to score 33% passing mark in theory & Practical separately to qualify for Certificate. Candidate securing 75% marks will be graded as excellent, 60 to 75% very good, 45% to 60 good and 33 to 45% pass, below 33% marks will be treated as failed in certificate course

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

**ORDINANCE NO.-40****Paramedical course – Laboratory Technician - Pathology**

This Ordinance shall be applicable to candidates appearing for Paramedical course – Laboratory Technician – Pathology certificate.

1. **Duration of Course** - One year
2. **No. of Seats**  
No of seats shall be 50 subject to approval competent authority
3. **Admission**
  - 3.1 Minimum qualification for admission to the course shall be the Higher Secondary School Certificate Examination (10+2) Scheme with Physics, Chemistry and Mathematics (also securing pass Marks in three subject Individually) conducted by M.P. Board of Secondary Education or an equivalent examination from a recognized Board/University.
  - 3.2 For S.C/S.T/OBC Candidate, the seat will be reserved as per provision of M.P. Government form time to time. Other norms laid down by State Council of Paramedical courses shall also followed
4. **Examination & Attendance:-**  
Examination & Attendance for Candidates of this Course will be as per Ordinance of this University there will be a final Examination for theory & practical
5. **Course:-**  
The course will include theory & Practical
  - 5.1 General Laboratory Techniques
  - 5.2 Clinical Pathology
  - 5.3 Microbiology and Serology
  - 5.4 Serology
  - 5.5 Clinical Biochemistry
  - 5.6 Blood Bank-
  - 5.7 Histopathology and Musseum
  - 5.8 Museum Techniques
  - 5.9 Section A- Special Lectures: By senior staff of Faculty
    - I. General Knowledge of Anatomy of Human Body I (Elementary)
    - II. General Knowledge of Anatomy of Human Body II

- III. General Knowledge of Elementary Human Physiology I
- IV. General Knowledge of Elementary Human PhysiologyII.
- V. Knowledge of dispatch of Biological materials to out stations
- VI. Knowledge of dispatch of post mortem materials to out stations and to Chemical Examiners.
- VII. General Knowledge of serology and Immune Bodies and their reaction.
- VIII. Agglutination reaction and their applied laboratory importance to a technician .
- IX. Precipitation and flocculation reaction and their applied laboratory importance to a technician
- X. Complement fixation reaction and their applied importance in laboratory techniques
- XI. Duties of a laboratories assistant in general
- XII. Position of a laboratory technician in relation to the institute where he is working
- XIII. Relation and Duties and position of a technician to the institute.

The theory will consist of 70% & Practical 30% of total marks.

6. Fees as per statute 26

7. Medium of Instruction:-

Medium of Instruction will be in English

8. Award of Certificate:-

Candidates have to score 33% passing mark in theory & Practical separately to qualify for Certificate. Candidate securing 75% marks will be graded as excellent, 60 to 75% very good, 45% to 60 good and 33 to 45% below, 33% marks will be treated as failed in certificate course

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



**ORDINANCE NO.-41****Paramedical course – X-ray Technician/Radiographers**

This Ordinance shall be applicable to candidates appearing for Paramedical course – X-ray Technician/Radiographers

1. **Duration of Course** - One year
2. **No. of Seats**  
No of seats shall be 50 subject to approval competent authority
3. **Admission**
- 3.3 Minimum qualification for admission to the course shall be the Higher Secondary School Certificate Examination (10+2) Scheme with Physics, Chemistry and Mathematics (also securing pass Marks in three subject Individually) conducted by M.P. Board of Secondary Education or an equivalent examination from a recognized Board/University.
- 3.4 For S.C/S.T/OBC Candidate, the seat will be reserved as per provision of M.P. Government form time to time. Other norms laid down by State Council of Paramedical courses shall also followed
4. **Examination & Attendance:-**  
Examination & Attendance for Candidates of this Course will be as per Ordinance of this University there will be a final Examination for theory & practical
5. **Course:-**
  - (1) Physics
  - (2) Hospital practice and care of the patient
  - (3) Anatomy physiology and pathology (basic)
  - (4) Equipment of radio diagnostic radiography
  - (5) Radio graphic technique
  - (6) First Aid
  - (7) Radiation protection
  - (8) Photographic aspects of radiography
  - (9) X-ray materials
  - (10) Technical and processing faults
  - (11) Fluorescent screen photography
  - (12) Equipment for miniature radiography

- (13) Protection
- (14) Contrast media
- (15) Cardiac angiography
- (16) Respiratory system
- (17) Lungs
- (18) Diaphragmatic excursion
- (19) Genit-urinary system
- (20) Cystography
- (21) Obstetrics and Gynecology
- (22) Elementary system

The theory will consist of 70% & Practical 30% of total marks.

6. Fees as per statute 26

7. **Medium of Instruction:-**

Medium of Instruction will be in English

8. **Award of Certificate:-**

Candidates have to score 33% passing mark in theory & Practical separately to qualify for Certificate. Candidate securing 75% marks will be graded as excellent, 60 to 75% very good, 45% to 60 good and 33 to 45% below, 33% marks will be treated as failed in certificate course

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

## ORDINANCE NO. 42

## Two Year Diploma In Primary Education (DPE)

This ordinance shall be applicable to candidates for two years diploma in primary education (DPE)

## (1) Duration

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

## (2) Qualification

Candidates seeking admission to these course must have passed.

- a. Matric (Xth) / Senior Secondary (Class XII) or equivalent examination passed.
- b. Two years teaching experience in a Government/ Government recognized private primary / elementary school.

## (3) Admission procedure

Admission under these Course will be made as follows:

- (a) The University will issue admission notification in news papers, on the University's website, notice Board of the University and In order publicity media before the start of every cycle.
- (b) list of candidates provisionally selected for admission/ shortlisted based on merit will be displayed on the notice Board of the University/ University's website/or the student will be informed directly of their admission after the last date of application.
- (c) The candidates whose results of the qualifying exam are awaited can also apply who will be admitted provisionally. Such candidates, however must produce the previous year mark sheet/school/college certificates as a proof of required eligibility criteria. The candidates so admitted shall have to be present mark sheet of the qualifying examination within a month of the due date of admission the provisional admission granted to him will be cancelled.
- (e) the application from may be rejected due to any of the following reasons:-
  - The candidates does not fulfill the eligibility conditions

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

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

(g) Admission rules as framed by the University shall be applicable for all admissions from time to time. Other norms laid down by State Council of Paramedical courses shall also be followed.

(4) Academic Year

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

(5) Intake & Fees

The intake and fees for each of these courses shall be decided by the Board of Management of the University from time to time.

(6) Course Structure

6.1 The Diploma in Primary Education (DPE) course shall consist of :

- (a) Such course (papers) as prescribed by the University
- (b) Such job internship, lab work, practical, in plant training, projects etc. as may be prescribed by the University and
- (c) Such scheme of examination as prescribed, by the University from time to time.

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

(7) Medium of Instruction And Examination

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

(8) Examination Scheme

As per Ordinance No. 5

(9) Promotion to Next Year & Failed Candidate

A candidate may provisionally continue his/her studies in second year after the examination of the first year in which he/she appeared is over.

If a candidate fails in not more than one paper in the first examination but clears all the remaining papers of that examination. He/she will be allowed to appear in the

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

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

A candidates will be awarded degree only in the year when he/she clear all the apapers of both the year.

(10) Allocation of Division

As per Ordinance No. 5

(11) Merit List

As per Ordinance No. 5

(12) Maximum Duration of Completion of Course

A Candidates has to complete the entire course of Diplome in Primary Education (DPE) within a maximum period of four year from the session of first admission.

(13) Examination center

University examination centers will be notified by the University.

(14) General

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

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

**ORDINANCE NO. 43**  
**Diploma And Certificate Course in Various**  
**Vocational Traders and Skills**

(1) Preamble

University shall impart Various Course in Vocational Traders & Skill Development for gainful employment generation to rural youth. The course will lead for the award of Diploma and Certificates. The candidates will be given quality technology knowledge and practical training in different courses. The Diploma and Certificate with sound knowledge shall develop a candidate as a profitable entrepreneur

(2) Course & Faculty

(a) This ordinance shall be applicable to the Diploma and Certificate courses in various Vocational trades and skills. These programmes are offered by concerned faculty approved by the Board of Studies and Academic Council list of courses are as per Ordinance No. 1.

(3) Duration

The Duration for the of course will vary from courses to course from 3 months to 12 months

(4) Intake & fees

(a) The intake and fees for each of these course shall be decided by the Board of Management of the University from time to time subject to the approval of the regulatory body.

(b) The basic unit if intake in a course will be 60 seats. Multiple of this unit can also be set up

(c) The fees as per statute 26

(5) Qualification

The Qualification of candidates for different course will be as per ordinance No.1

(6) Admission Procedure

Admission under these Course will be made as follows:

(a) The University will issue admission notification in news papers, the University's website, notice Board of the University and publicity in media before the start of every cycle.

- (b) list of candidates provisionally selected for admission/ shortlisted based on merit will be displayed on the notice Board of the University/ University website/or the student will be informed directly of their admission.
- (c) The candidates whose results of the qualifying exam are awaited can also apply who will be admitted provisionally. Such candidates, however must produce the previous year mark sheet/school/college certificates as a proof of required eligibility criteria. The candidates so admitted shall have to be present mark sheet of the qualifying examination within a month of the due date of admission the provisional admission granted to him will be cancelled.
- (e) the application from may be rejected due to any of the following reasons:-
- The candidates does not fulfill the eligibility conditions
  - The prescribed fees is not enclosed
  - The application from is not signed by the candidate and his/her parent guardian, wherever required
  - Supporting documents for admission are not enclosed.
- (f) Enrollment/ Registration number will be assigned to the student by the University after verification & submission of all the necessary document /fees.
- (g) Admission rules as farmed by the University shall be applicable for all admission from time to time.

(7) Course Structure

The diploma & certificate courses in various vocational trades and skills shall consist of :

- (a) Such course (paper) as prescribed by the University
- (b) Such job internship , lab work, practical, in-plant training, project etc. as may be prescribed by the University and
- (c) Such scheme of Examination as prescribed by the Board of Management of University from time to time.
- (d) The Course curriculum of each course shall be based on recommendation of the academic council of the University. The Academic council of the University on the Recommendation of the concerned Board of Studies may change number of paper and / or marking scheme of the course after the due approval of Vice Chancellor

(e) If required in a programme a student shall be required to submit a project report based on the areas of his/ her specialization. The project report certified by the concerned organization and the concerns coordinator / teacher shall be submitted in one copy to the registrar of the University for evaluation.

(8) Medium of Instruction and Examination

The medium of instruction and examination shall be either Hindi and English

(9) Examination Scheme

(a) Each Student shall have to appear in the examination of theory/ practical and continuous internal assessment. The internal assessment will be held in the manner prescribed from time to time by the University.

- 30 percent marks of each paper will be earmarked of internal assessment (for each semester, there will be two separate evaluations of 15 marks each.)
- Main examination will carry 70 percent marks.
- For passing the examination the candidate that be required to secure at least 36% marks in University examination separately in the term-end theory, practical and Internal Assessment in each on the prescribed paper and aggregate of 40% in the subject, practical are also to be cleared separately with 40% marks wherever applicable.
- There will be an external examiner to evaluate the project report. The minimum passing marks for project work will be 50%

(d) Each certificate program shall have One theory and one practical paper. The Diploma course may have than one theory / practical papers that are decided by the concerned Board of Studies for each course.

(11) Allocation of Division

The Division shall be awarded on the basis of Marks obtained in Internal Assessment and University examination (Theory and Practical Both) taken together.

60% or above	First Division
48% or above but less than 60%	Second Division
Above 40% but less than 48%	Third Division

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



**ORDINANCE NO.44****Bachelor Of Science (Optometry)****B.Sc (Optometry)****1. Eligibility for Admission**

- a) Passed 10+2 examinations of M.P. Board or any equivalent examination of recognized Board in Science Stream
- b) Candidates who have passed diploma in optometry can be admitted to final year B.Sc. (optometry) as a lateral entry

**2. Duration of the course**

This course shall be for a period of 4 years including 1 year internship. Examinations shall be conducted at the end of each year for the respective subjects

**3. Fees shall be as per Statute No 26 of the University****4. Number of Seats**

As per availed infrastructure at University the number of seat will be 100 subject to approval of competent authority. The admission of Candidates shall be as per the decision of Board of Management (Merit or Entrance and Aptitude Test.)

**5. Course of Study and Scheme of Examination**

The year wise courses are as under

**FIRST YEAR**

Paper No	Subject	Credits	Marks	
			Internal	External
1	Language I	4	40	60
2	Language II	4	40	60
3	Physical Optics	4	40	60
4	Geometric Optics	4	40	60
5	General Anatomy & Ocular Anatomy	4	40	60
6	General Physiology & Ocular Physiology	4	40	60

7	General Biochemistry & Ocular Bio- Chemistry	4	40	60
8	Physiology & Nutrition	4	40	60
9	Practical Physical Optics (Practical & Viva)	6	60	90
10	Practical - Geometric Optics (Practical & Viva)	6	60	90
11	Computer programming (Practical)	6	60	90

### SECOND YEAR

Paper No.	Subjects	Credits	Marks	
			Internal	External
1	Optometric Optics	4	40	60
2	Visual Optics	4	40	60
3	Optometric Instruments & Clinical examinations of Visual system	4	40	60
4	General Pharmacology & Ocular Pharmacology	4	40	60
5	Microbiology & Pathology	4	40	60
6	Statistics & Occupational Optometry	4	40	60
7	Practical - Optometric Optics (Practical & Viva)	6	60	90
8	Practical - Visual Optics (Practical & Viva)	6	60	90
9	Clinical Work - Theory and Clinical	6	60	90

**THIRD YEAR**

Paper No	Subjects	Credits	Marks	
			Internal	External
1	Squint & Binocular Vision	4	40	60
2	Contact Lens	4	40	60
3	Ocular diseases	4	40	60
4	Low vision aids	4	40	60
5	Geriatric Optometry & Pediatric Optometry	4	40	60
6	Project	6	60	90
7	Practical – Squint (Practical & Viva)	6	60	90
8	Practical -Contact lens (Practical & Viva)	6	60	90
9	Practical - Ocular diseases (Practical & Viva)	6	60	90
10	Clinics	6	60	90

**6. Medium of instruction and examinations**

The medium of instruction and examination shall be in English.

**7. Internship**

The candidates after 3 years in optometry course will have to do one year internship training. The candidate shall undergo hospital inpatient and outpatient care training continuously the one year. After the internship the examination shall be conducted as decided by Board of studies for Practical Training

The Eye Hospital must have the following facilities:

- Optometry Clinics
- Ophthalmology Clinics
- Optical Services
- Community Outreach programme

### 8. Attendance

As per Ordinance 11 clause 6

### 9. Passing minimum

- A candidate should secure a minimum of 50 % in the practical and theory separately to pass the examination. A candidate failing in any one subject will have to reappear for that particular subject only in the supplementary examinations.
- A candidate should secure 50 % marks in the internals also.

### 10. Classification of successful candidate

- a) All candidates securing not less than 75 % of the aggregate marks shall be declared to have passed in **FIRST CLASS WITH DISTINCTION** provided they have passed the examination in every subject without failure at anytime during the course of the study.
- b) All candidates securing not less than 60 % of the aggregate marks shall be declared to have passed in **FIRST CLASS** provided they have passed the examination in every subject.
- c) Other successful candidates shall be declared to have passed the examination in **SECOND CLASS**.

### 11. Conferment of the degree

A candidate who has passed all the examinations as prescribed shall be eligible to receive the "Bachelor of Science (Optometry)" from the University.

### 12. Ranking

Candidates who have passed in all the examinations in the very first attempt and secured the first five positions in aggregate will be awarded the first five University ranks.

### 13. Institutional requirement for the conduct of the course

The course shall be conducted in a medical institution with full facilities in all major divisions like OP, IP, and Laboratories. OT and with all basic departments of a hospital like medicine; surgery etc., there must be a coordinator for the course. He / She must be one of the full time medical staff of the hospital.

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

Ordinance No . 45  
Optometry(Diploma)

**1. Eligibility for Admission**

- a) Passed 10<sup>th</sup> of M.P. Board or any equivalent examination of recognized Board in Science Stream

**2. Duration**

The duration of course shall be two years and examination will held yearly

**3. Fees as per Statute 26 of the University**

**4. No. of seats**

As per availed infrastructure at University the number of seat will be 50 subject to approval of competent authority

**5. Course of study**

The course study shall be as per decision of Board of Management on the recommendation of Board of studies. The courses shall be in the conformity of competent authority of State/Govt. of India

**6. Examination**

As per Ordinance No. 5 of the University

**7. Practical Training**

The Eye Hospital must have the following facilities :

Optometry Clinics

Ophthalmology Clinics

Optical Services

Community Outreach programme

**8. Attendance**

As per Ordinance No. 11 clause 6

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

Ordinance No 46Post Graduate in Optometry (M.optometry)**1. Eligibility:-**

Candidate must have passed B.Sc (Optometry) from the University or any other established Institutions in India or its equivalent from abroad.

**2. Duration of course: - 2 years**

The program provides advanced training in clinical and theoretical aspects of optometry, which opportunities to specialize in fields such as contact lens , pediatric Optometry and low Vision Aids

**3. Fees as per Statute 26 of the University****4. No. of seats**

As per available infrastructure at University the number of seat will be 30, subject to approval of competent authority

**5. Course of study**

The courses shall be in the conformity of competent authority of State/Govt. of India .The course study shall be as per decision of Board of Management on the recommendation of Board of studies are as follows :-

Research Project -12 units (Compulsory)

Advance Contact lens studies and Ocular Prosthesis – 6 Units

Ocular disease – 6 Units

Low Vision Aids – 6 Units

Advanced Clinical Optometry practice – 6 Units

Vision Therapy – 6 Units

Human Visual development – 6 Units (Pediatric Optometry)

Ocular Photography – 6 Units

**6. Attendance**

As per Ordinance No. 11 clause 6

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

**ORDINANCE NO. 47****MBA (Integrated) Five Years Programme**

1. **Eligibility** : 10+2 in any stream with at least 50% marks Relaxation to SC, ST, OBC and other category upto 5% marks
2. **Duration of the Course** : Five Years spread to 10 semester
3. **Admission Procedure** : the admission shall be on merit or test conducted by the University
4. **Fees Structure** :As per statute 26 of the University
5. **Examination** : As per Ordinance No. 5 of the University
6. **Eligibility for Degree** :
  - (a) After successfully completing three years (six semester) the candidate will be eligible for a BBA degree and after successfully completing four years a candidate will be eligible for a BBA (Honors) degree. After successful completion of five years (ten semester) the candidate will be eligible for MBA degree.
  - (b) Only those successful students will get BBA /BBA (Honors) degree who leave the programme after three / four years respectively.
  - (c) Specialization will be offered in the areas such as Finance, Marketing, HR, IT, Operations, Production, Banking, Wealth Management, Insurance, Retail, Family Business, Actuarial Sciences. Other specializations according to the need of the market and the academia can also be offered. The Institute reserves the right not to offer any particular specialization.
7. **Course of Study**

The course study shall be as per decision of Board of Management on the recommendation of Board of studies
8. **Attendance**

As per Ordinance 11 clause 6
9. Notwithstanding anything stated in this Ordinance, for any unforeseen issues arising, and not covered by this Ordinance, or in the event of differences of interpretation, the Vice-Chancellor may take a decision after obtaining, if necessary, the opinion / advice of a Committee consisting of any or all the Directors of the Schools. The decision of the Vice-Chancellor shall be final.

**ORDINANCE NO. 48****Diploma In Pharmacy (D.Pharma)**

1. **ELIGIBILITY FOR ADMISSION:** No Candidate shall be admitted to Diploma in Pharmacy unless he/she had passed examination of 10+2 in Science or the First Year of the three year degree course in Science (Physics, Chemistry, Biology and / or Mathematics including English as one of the compulsory subjects)

a) Pre-degree examination; any other qualification approved by the Pharmacy Council of India as equivalent to any of the above exam.

2. **DURATION OF THE COURSE:** The duration of the course shall be for two academic years, with each academic year spread over a period of not less than one hundred and eighty working days in addition to 500 hours practical training spread over a period of not less than 3 months.

3. **Admission of candidates** The Diploma in Pharmacy Part - I shall be made in order of merit or by 'Pre-Pharmacy Test' conducted in accordance with the scheme of Examinations and syllabus laid-down by the University.

4. Fees as per Statute No 26

5. **Course of Study:**

The course study shall be as per decision of Board of Management on the recommendation of Board of studies as per norms of Pharmacy Council of India

**6. PRACTICAL TRAINING**

After having appeared in Part-II examination of Diploma in Pharmacy conducted by Board/University or other approved examination Body or any other course accepted as being equivalent by the Pharmacy Council of India, a candidate shall be eligible to undergo practical training in one or more of the following institutions namely:

Hospitals/Dispensaries run by Central/State Government/Municipal corporations/ central Government Health scheme and Employees state Insurance scheme. A pharmacy, chemist and Druggist licensed under the Drugs and cosmetics Rules of State/ Govt. of India.

7. **Mode of examinations:**

(a) Each theory and practical examination in the subject mentioned shall be of three hours duration. A candidate who fails in theory or practical examination shall reappear in such theory or practical paper(s) as the case may be. Practical examination shall also consist of viva voce (oral) examination.

(b) Award of sessional marks and maintenance of records:



A regular record of both theory and practical class work and examinations conducted in an institution imparting training for Diploma in Pharmacy Part-I and Diploma in pharmacy Part-II courses, shall be maintained for each student in the institution and 20 marks for each theory and 20 marks for each practical subject shall be allotted as sessional.

There shall be at least three periodic sessional examinations during each academic year. The highest aggregate of any two performances shall form the basis of calculating sessional marks.

The sessional marks in practicals shall be allotted on the following basis:

Actual performance in the sessional examination.	10
Day to day assessment in the practical class work.	10

- (c) Minimum marks for passing the examination: A student shall not be declared to have passed Diploma in Pharmacy examination unless he/she secures atleast 40% marks in each of the subject separately in theory examination, including sessional marks and atleast 40% marks in each of the practical examination including sessional marks. The candidates securing 60% marks or above in aggregate in all subjects in a single attempt at the Diploma in Pharmacy (part-I) or Diploma in Pharmacy (part-II) examinations shall be declared to have passed in first class the Diploma in Pharmacy (part-I) or Diploma in Pharmacy (part-II) examinations, as the case may be. Candidates securing 75% marks or above in any subject or subjects provided he/she passes in all the subjects in single attempt, will be given distinction in that subjects(s).
- (d) Eligibility for Promotion to Diploma in Pharmacy (Pt. II): All candidates who have appeared for all the subjects and passed the Diploma in pharmacy part-I class. However failure in more than two subjects (each Theory paper or practical examination shall be considered as a subject) shall debar him/her from promotion to the Diploma in Pharmacy Part-II class. Such candidates shall be examined in the failing subjects only at subsequent. A candidate who fails to pass D Pharm Part - I exam. in four attempts shall not allowed to continue the course.
- (e) Improvement of sessional marks: Candidates who wish to improve sessional marks can do so by appearing in two additional sessional examinations during the next academic year. The average score of the two examinations shall be the basis for improved sessional marks in theory. The sessional of practicals shall be improved by appearing in additional practical examinations. Marks awarded to a candidate for day to day assessment in the practical class, can not be improved unless he/she attends regular course of study again.

- (f) Certificate of passing examination for Diploma in Pharmacy (part-II): Certificate of having passes the examination for the Diploma in pharmacy Part-II shall be granted by the Examining Authority to a successful student.
- (g) Certificate of Diploma in Pharmacy: A certificate of Diploma in pharmacy shall be granted by the Examining Authority to successful candidate on producing certificate of having passed the Diploma in Pharmacy part-I and Part-II and satisfactory completion of practical training for Diploma in pharmacy (part-III).
- (h) The chairman and at least one expert member of examining committee of the Examining Authority Concerned with appointment of examiners and conduct of pharmacy examination should be persons possessing pharmacy Qualifications.

**8. Regarding Examination attendance, merit list etc.**

As per Ordinance No. 5 of the University for this purpose

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

## भाग ४ ( ग )

## अन्तिम नियम

## उच्च शिक्षा विभाग

मंत्रालय, वल्लभ भवन, भोपाल

## प्रथम परिनियम

Bhopal, the 1st May 2012

No. R-157-cc-2012-XXXVIII.—In exercise of the powers conferred by sub-section (1) of Section 26 of the Madhya Pradesh Niji Vishwavidyalaya (Sthapna Avam Sanchalan) Adhiniyam, 2007 the State Government hereby makes, the first Statute of the Ram Krishna Dharmarth Foundation University By Pass Road, Near RGPV Campus Bhopal (M.P.) is here by published in the ordinary Gazette as per the provision of the Madhya Pradesh Niji Vishwavidyalaya (Sthapna Avam Sanchalan) Adhiniyam, 2007 under section 35. The first Statute of the University shall come into force from the date of notification.

## THE FIRST STATUTE

By order and in the name of the Governor of Madhya Pradesh,  
C. B. PADWAR, Dy. Secy.

## STATUTE – 01

## Short Title, Scope and Commencement

- (1) The "Statutes" means the Statutes of Ram Krishna Dharmarth Foundation University, Bhopal, Madhya Pradesh:
- (2) These Statutes shall come into force with effect from the date of the notification in the state Gazette by State Government
- (3) The Statutes are in conjunction with the provisions of the Madhya Pradesh Niji Vishwavidhyalaya (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 statute subsequently according to the Provision of section 27 of the act, and the amended statutes, it any shall be applicable with immediate or retrospective or prospective effect from such a date on prescribed in the notification.

**STATUTE -02****DEFINITIONS**

In this statutes unless the context otherwise required

1. "Act" means the "Madhya Pradesh Niji Vishwavidhyalaya (Sthapana Avam Sanchalan) Adhiniyam 2007 (no.17 of 2007)
2. "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;
3. All words and expressions used herein and defined in the statute and the Rules shall have the meaning respectively as assigned to them in the statute and Rules
4. "Board of Studies" means the Board of Studies of the Ram Krishna Dharmarth Foundation University Departments/Faculties;
5. "Board of Management" means the Board of Management of Ram Krishna Dharmarth Foundation University, Bhopal;
6. "Chancellor" Means the Chancellor of the Ram Krishna Dharmarth Foundation University.
7. "Chief Finance and Accounts officer" means the chief finance and accounts officer of the Ram Krishna Dharmarth Foundation University
8. "Convocation" means the convocation of the Ram Krishna Dharmarth Foundation University;
9. "Course(s) means prescribed area(s) of course(s) of study of programme (s) and /or any other component(s) leading to the conferment or award of degree, diploma, certificate or any other academic distinction or title of the Ram Krishna Dharmarth Foundation University;
10. "College" means an institution situated as a constituent unit in the main campus and maintained by the Ram Krishna Dharmarth Foundation University under the provisions of these statutes.
11. "Decided by the University/ University may decide/Decision of the University" means as decided by the Vice-Chancellor with approval of the Chancellor;

12. "Employee" means any person appointed by the Ram Krishna Dharmarth Foundation University and include teachers and other staff of the University.
13. "Faculty" means Faculty of the Ram Krishna Dharmarth Foundation University listed in relevant Statute
14. "Governing Body" means Governing Body of Ram Krishna Dharmarth Foundation University
15. "Head of University Department" means the faculty head of any department or head of any department or constituent institutions situated in the main campus of Ram Krishna Dharmarth Foundation University.
16. "Principal" means the Head of a constituent College and includes, when there is no Principal, a person for the time being duly appointed to act as Principal;
17. "Regular Education" means delivering instructions, 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 Ram Krishna Dharmarth Foundation University.
18. "Regulation" means regulation of the Ram Krishna Dharmarth Foundation University;
19. "Regulatory commission" means regulatory commission constructed by State Government under section 36 of the Act.
20. "Rules" means Madhya Pradesh Niji Vishwavidhyalaya (Sthapna Avam Sanchalan) Rules 2008";
21. "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 Ram Krishna Dharmarth Foundation University;
22. "Seal" means the common seal of the Ram Krishna Dharmarth Foundation University;
23. "Subject" means the basic unit(s) of instruction; teaching; training; research etc., by whatever name it may be called, as under the scheme and curriculum;
24. "Scheduled Tribes" means the Scheduled Tribes specified in relation to this State under Article 342 of the Constitution of India;
25. "Scheduled Castes" means the Scheduled castes specified in relation to this state under Article 341 of the Constitution of India;

26. 'Statutes', 'Ordinances' and 'Regulations' means the Statutes, Ordinances and Regulations of the University as the case may be, in force for the time being;
27. "School of Studies" means a constituent institution maintained by the Ram Krishna Dharmarth Foundation University as place for higher learning and research;
28. "Teachers of the University" means Professors, Associate Professor, Assistant Professor and such other persons as may be appointed for imparting instructions or conducting research, with the approval of the Vice-Chancellor of the University or any constituent College or Institution in the campus maintained by the University;
29. "University" means Ram Krishna Dharmarth Foundation university
30. "Vice-chancellor" means the Vice-Chancellor of University;
31. "Visitor" means the Governor of state
32. Words and expression used but not defined in these Statutes shall have the same meaning as assigned to them in the Act.
33. All words and expressions used herein and defined in the statute and the Rules shall have the meaning respectively as assigned to them in the statute and Rules;

### STATUTE -03

#### Seal of the University

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 changes or amendment as deemed necessary from time to time by the University. The University may also decide to make and use such Flag, Anthem, Insignia, Vehicle, Flag and other symbols of Graphic expression, abbreviation of likewise, for such purposes as deemed necessary from time to time, and which are not of such nature that are not permitted by the State or the Central Government. The University may opt to register these under relevant rules and laws of the Land.

**STATUTE - 04****Objects of the University.**

The following shall be objectives of the Ram Krishna Dharmarth Foundation University.

- (1) To provide instructions, teaching and training in higher education and to make provisions for Research, Advancement and Dissemination of knowledge;
- (2) To create higher levels of intellectual abilities;
- (3) To establish state of the art facilities for Education and Training;
- (4) To carry out teaching and research and offer continuing education programmes;
- (5) To create centers of excellence for research and development and for sharing knowledge and its application;
- (6) To maintain the standards of degrees, diplomas, certificates and other academic distinctions in accordance with the norms laid down by the University Grants Commission and the related regulatory body or regulatory council;
- (7) To pursue any other objectives as may be approved by State Government based on the recommendations made by the Regulatory Commission from time to time.
- (8) To collaborate with other Universities, Research Centers, Government and Non-Government Organization towards fulfillment of the University Objectives.

**STATUTE -05****APPOINTMENT, TERMS AND CONDITIONS, DUTIES AND POWERS OF THE CHANCELLOR,**

- (1) In accordance with the section no 16 of the Act, the Chancellor shall be appointed by the sponsoring body i.e. Ayushmati Education And Social Society, Bhopal for a period of five years with the concurrence 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 send the name, along with Bio-data of the proposed Chancellor, to the Visitor for approval. After Visitor's concurrence, Chancellor shall be appointed by the Sponsoring Body.
- (2) The Chancellor shall be the Head of the University, Bhopal.
- (3) The Chancellor shall preside over the meeting of the Governing Body and shall, when the Visitor is not present, preside over convocation of the University, for conferring degrees, diplomas or other academic distinctions.

- (4) The Chancellor shall exercise powers as specified in Section 16 clause 4 of the Act and powers provided in statute or Ordinance of University.
- (5) 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 expiry his term may, continue to hold his office until of he/her is reappointed or his successor enter upon his office.
- (6) In case of any 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 shall not exceed more than six months.
- (7) It shall be the duty of the Chancellor to ensure that the provisions of the Act, the Rules, the Statutes, the Ordinances or the Regulations are faithfully complied by the University authorities.
- (8) The Chancellor shall exercise supervise and have general control over the affairs of the University and Decision of the Chancellor shall be final for the university for all the Administrative, Financial, Academic matters and any other matters therewith.
- (9) The Chancellor shall be entitled to receive accommodation, vehicle facility, honorarium, expenses and allowances as may be decided by the Sponsoring Body.
- (10) The Chancellor shall have the following powers, also:-
  - (a) To appoint and remove the Vice-Chancellor ;
  - (b) To call for any information or record of university;
  - (c) Such other powers as may be conferred by the Statutes & ordinance of university;
- (11) The chancellor wishes to relinquish his office he shall write a letter in his own hand writing addressing to the Visitor. The Sponsoring Body Chairman shall forward his resignation to the Visitor and after Visitor's approval, he shall accept his resignation and propose a new name to the Visitor as per clause (1) of this Statute.
- (12) 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 of passed by two third majority, can recommend the visitor for the removal of chancellor.



## STATUTE -06

APPOINTMENT, TERMS AND CONDITIONS, DUTIES AND POWERS OF THE VICE – CHANCELLOR.

- (1) The Vice-Chancellor shall be appointed by the Chancellor from the panel recommended by the selection committee constituted for the purpose, as per Section 17 of the Act.
- (2) The Selection Committee, referred to in sub-section (1), shall consist of the following members, as per section 17 clause 2 of Act.
  - (i) Two eminent academicians nominated by the sponsoring body;
  - (ii) One eminent person nominated by the State Government – member.
- (3) The Chancellor shall appoint one of the members of the selection committee as Chairman.
- (4) The selection committee shall submit a panel of at least three eminent persons for the appointment of Vice-Chancellor. Provided that if the Chancellor does not approve the recommendation of the selection committee, he may call for fresh recommendation from the selection committee.
- (5) Notwithstanding anything contained in the foregoing sub-section, the Chancellor may appoint the first Vice-Chancellor for a period of two years to conduct the affairs of University
- (6) The Vice-Chancellor appointed under section (1) shall hold office for a term of four years and shall not be eligible for appointment for more than two terms. Provided that, notwithstanding the expiry of his term, he shall continue to hold office until his successor is appointed or enters office but in any case this period shall not exceed six months. Provided that he shall not hold the office after attaining the age of 70 years.
- (7) The Vice- Chancellor shall be a whole-time salaried officer of the University and his emoluments and other terms and conditions of service shall be such as decided by the Governing Body provided that the pay, allowance and other conditions service shall not be less than what has been approved by U.G.C.
- (8) If at any time upon representation made or otherwise and after making such enquiries as may be deemed necessary, it appears to the Chancellor, that the Vice-Chancellor:-

- (i) Has made default in performing any duty imposed on him, by under the statute or ordinance of University
  - (ii) Has acted in manner prejudicial to the interests of University; or
  - (iii) Is incapable of managing the affairs of the University the Chancellor may, notwithstanding the fact that the terms of office of the Vice-Chancellor has not expired, by an order in writing stating the reasons therein, require the Vice-Chancellor to relinquish his office as from such date as may be specified in the order.
  - (iv) Provided that no such order shall be passed unless the particulars of the grounds on which such action is proposed to be taken are communicated to the Vice-Chancellor and he is given a reasonable opportunity of showing cause against the proposed order.
- (9) As from the date specified the Vice-Chancellor shall be deemed to have relinquished the office and the office of the Vice-Chancellor shall fall vacant.
- (10) In the event of the occurrence of any vacancy including temporary vacancy in the office of the Vice-Chancellor by reason of his death, resignation, leave, illness or otherwise, Dean Faculty for that purpose shall act as the Vice-Chancellor as authorized by Chancellor until the date on which Vice-Chancellor is as per provision act to fill such vacancy, enters upon his office;
- Provided that the arrangement contemplated in this clause shall not continue for a period of more than six months.
- (11) The Vice-Chancellor shall be the principal executive and academic officer of University, and shall exercise general superintendence and control over the affairs of University and shall execute the decisions made by various authorities of University.
- In addition to the powers and duties prescribed in section 17 of the Act the Vice-Chancellor shall also exercise such other powers and perform such other function as given below:-

- (I) He shall be Ex-Officio Chairman of Board of Management, the Academic Council, and Finance Committee and All Bodies of the University. The Vice-Chancellor shall be entitled to be present in the meetings of all bodies of the University but shall not be entitled to vote at unless he is a member of such body.
- (II) It shall be duty of the Vice-Chancellor to see that provisions of the Act and the Statutes and Ordinance and Regulations made by the University are duly complied with and he shall have all the powers necessary to ensure their compliance. The Vice-Chancellor may constitute such committees as he deems it necessary to help him in the discharge of the duties entrusted upon him by or under the statute and ordinance.
- (III) The Vice-Chancellor shall exercise control over the affairs of the University and shall give effect to the decisions, direction or orders of all authorities of the University.
- (IV) The Vice-Chancellor shall have the powers necessary for the proper maintenance of discipline in the University and he may delegate any such powers to such persons, as he may deem fit.
- (V) The Vice-Chancellor shall be competent to grant leave to any officer of the University in accordance with the rules and make necessary arrangement for the discharge of the functions of such officer during his absence.
- (VI) The Vice-Chancellor shall grant leave of absence to any employee of the University in accordance with the rules and if he so desire, delegate such powers to another officer of University.
- (VII) The Vice-Chancellor shall have the power to convene the meetings of the different Bodies constituted by University
- (VIII) The Vice-Chancellor shall have the power to appoint on the sanctioned and vacant posts of Professors, Associate Professor, Assistant Professor and other Teachers following the procedure of their appointment with the approval of the Chancellor.
- (IX) The Vice-Chancellor shall have the power to appoint persons as may be considered necessary by the Academic Council for the functioning of the University with the concurrence of the Board of Management.
- (X) The Vice-Chancellor shall have the power to make short term appointments for a period not exceeding six months at a time of such number of persons as may be considered necessary for functioning of the university with the prior approval of Chancellor.

- (12) In the absence of the Visitor and the Chancellor, the Vice Chancellor shall preside over at the convocation of the University, for conferring Degree, Diplomas or other Academic destinations .
- (13) The Vice Chancellor may by writing addressed to the chancellor resign his office.

### STATUTE – 07

#### APPOINTMENT TERMS & CONDITIONS AND POWERS, DUTIES OF THE REGISTRAR

##### APPOINTMENT OF REGISTRAR

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
- (v) Nominee of the Sponsoring Body

##### 2. SELECTION OF REGISTRAR

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

- (1) The University would invite applications for the post through the process of an advertisement in important minimum two News Papers having wider circulation as decided by Vice Chancellor.
- (2) A Summary of the candidates applied for the post shall be prepared by the Committee constituted for the purpose as per clause 1 as above.
- (3) 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.
- (4) The Selection Committee shall interview and adjudge the merit of each candidate and send its final recommendation to the Governing Body.
- (5) If a suitable candidate is not found in the first advertisement, subsequent advertisement shall be issued.

- (6) The Registrar shall receive pay and other allowances as decided by the Governing Body from time to time.
- (7) 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 shall be performed by such person as the Vice-Chancellor may appoint for the purpose with the prior approval of Chancellor.
- (8) The age of retirement of the Registrar shall be Sixty five years

#### TERMS AND CONDITIONS OF SERVICE, POWERS AND DUTIES OF THE REGISTRAR

- (1) 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.
- (2) 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.
- (3) The Registrar shall be the member-secretary of the Governing Body, Board of Management and Academic Council but he shall not have the right to vote.
- (4) The Registrar shall exercise such other powers and perform such other duties as may be prescribed by the Statutes or Ordinance of University.

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. Provided that before such action the Registrar shall be given an opportunity of being heard.

#### DUTIES OF REGISTRAR

Duties of Registrar shall include:

- (1) To be the custodian of the records, the common property, and such other property of the University as the Governing Body and Board of Management may decide.
- (2) 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.
- (3) 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

- (4) 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 M.P. State University Regulatory Commission /Chancellor/Vice-Chancellor may desire from time to time.
- (5) He shall discharge all such functions as assigned to him by the Chancellor/Vice-Chancellor of the University.
- (6) The Registrar shall have powers to take disciplinary action against the non-teaching employees working in the University and can suspend them, pending inquiry with the approval of the Chancellor.
- (7) To conduct official proceedings and correspondence of the University, the Governing Body, the Board of Management and the Academic Council and the committees appointed by such authorities from time to time.
- (8) To represent the University in suits or proceedings, by or against the University, sign powers of attorney, verify pleadings and depùte his representative for the purpose.
- (9) To keep the minutes of the meetings of the Governing Body, Board of Management, the Academic Council, and of the committees appointed by such authorities from time to time.
- (10) To arrange the examination of the University in case no controller of Examination is appointed in the University.
- (11) To collect the income, disburse the payments of the University, in case no Chief Finance Officer is appointed in the University.
- (12) To exercise all such powers as may be necessary or expedient for carrying into the orders of the Chancellor, Vice-Chancellor or various authorities or bodies of the University of which Acts as secretary.
- (13) To discharge such other functions as may be assigned to him from time to time by the Vice-Chancellor to whom he shall be responsible for the same.
- (14) To perform such other functions as may be specified in the Statutes, Ordinance or Regulations or as may be required from time to time by the Governing Body, Board of Management or the Vice-Chancellor.

- (15) To Order such assistance as may be desired by the Vice-Chancellor in the performance of his official duties.
- (16) To represent the University in suites and proceedings, by or against the University, sign powers of attorney, verify pleadings and depute his representative for the purpose.
- (17) Subject to the Control of the Vice-Chancellor, the Registrar shall have power to appoint on the sanctioned post, of the class III and class IV Ministerial & Academic Staff of the University and likewise shall exercise disciplinary control over them.
- (18) The Registrar shall have the powers to enter into and sign, agreements and authenticate records on behalf of the University.
- (19) The Vice-Chancellor shall have power to take disciplinary action against Registrar if required. However, an appeal could be made by the concerned Registrar to the Chancellor through Board of Management and the Vice-Chancellor. The Vice-Chancellor shall place the appeal before the Board of Management within a period of 30 days from the date of the receipt of the appeal by him with his comments and observations if any. The decision of the Chancellor shall be final.
- (20) An appeal shall be made to an officer so designated by the Board of Management against any order made by the Registrar. In cases where an inquiry discloses that a punishment beyond the powers of the concerned Registrar is called for, the Registrar shall, consequent to the enquiry, make a report to the Vice-Chancellor along with his recommendations for such action as the Vice-Chancellor may deem fit.
- (21) The Registrar shall be:-
- (i) Member Secretary of the Governing Body
  - (ii) The member Secretary of the Board of Management, and
  - (iii) The Member-Secretary of the Academic Council
- But, he shall not have rights to Vote
- (22) 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
- (23) The Registrar may by writing under his hand addressed to the Chancellor, resign his office giving three month notice, Provided that the notice period of three month can be condoned by the Chancellor if three month salary is deposited by the such officer.

**STATUTE -08****APPOINTMENT, TERMS AND CONDITIONS, POWERS AND DUTIES OF THE CHIEF FINANCE & ACCOUNTS OFFICER (CFAO)**

The CFAO will be a full time salaried officer of the University and shall discharge his duties under general superintendence and control of the Chancellor.

**THE APPOINTMENT OF CHIEF FINANCE AND ACCOUNT OFFICER (CFAO)**

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 finance Expert member approved by the Governing Body
- (iv) One Observer nominated by the Chairman, M.P. University Regulatory Commission
- (v) Nominee of the Sponsoring Body

Provided that the first CFAO will be appointed by Chancellor for a period two years.

**SELECTION OF CFAO**

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

- (1) The University would invite applications for the post through the process of an advertisement in any two important News Papers having wider circulation as decided by Vice Chancellor
- (2) 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 Vice Chancellor for the purpose.



- (3) 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.
- (4) The selection committee shall interview and adjudge the merit of each candidate and send its final recommendation to the Chancellor. The committee shall consist of:
  - (i) Vice Chancellor – Chairman
  - (ii) Nominee of the Chancellor
  - (iii) Nominee of the Sponsoring Body
  - (iv) Two expert members approved by Governing Body
  - (v) One observer nominated by Chairman Regulatory Commission
- (5) If a suitable candidates is not found in the first advertisement subsequent advertisement shall be issued.
- (6) 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.
- (7) 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.
- (8) 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.

#### Terms and conditions of CFAO

- (1) The Chief Finance and Accounts Officer shall receive a salary in the pay scale and other allowances as decided by Chancellor.
- (2) Term of CFAO will be of four years

#### DUTIES OF CFAO

The duties of the CFAO shall include:

- (1) The Chief Finance & Accounts Officer shall be responsible for managing the accounts and funds of the University, for maintaining the records property, and for regularly getting them audited.

- (2) The Chief Finance & Accounts Officer shall supervise, control and regulate the working of Accounts and Finance of the University.
- (3) Maintaining the Financial records and any such other finance related records of the University as the Governing Body may decide.
- (4) He shall discharge all such functions as assigned to him by the Chancellor/Vice-Chancellor of the University.
- (5) Exercise such duties, powers and perform other functions as may be prescribed by the Act, Statutes, Ordinance and Regulations and as directed by the Chancellor/Vice-Chancellor and Board of Management.
- (6) Exercise general supervision of the Fund of the University and advise it as regards its financial policies.
- (7) Perform such other financial function as may be assigned to him by the Governing Body and Board of Management or as may be prescribed by the Statutes or the Ordinance. Provided that Chief Finance & Accounts Officer shall not incur any expenditure or make any investments exceeding the limits as fixed by the Vice-Chancellor and the Board of Management and Governing Body.

**Chief Finance & Accounts Officer Shall also perform following duties as directed by Chancellor, Vice-Chancellor and Board of Management**

- (1) Collect the income, disburse the payments and maintain the accounts of the University.
- (2) Hold and manage the properties and investments of the University, including trust and immovable properties for fulfilling any of the objects of the University.
- (3) Ensure to the limits fixed by the finance committees for recurring and non-recurring expenditure for a year are not exceeded and money is used or spent for the purposes for which it was granted or allotted.
- (4) CAFO will be responsible for the preparation of the annual accounts and the budget, Audit Report & Action Taken Report of the University and for their presentation to the Board of Management after they have been considered by the Finance Committee.
- (5) Keep a constant watch on cash and bank balances and investments.
- (6) Ensure that the registers of properties of the University are maintained properly and that the stock checking of materials and equipments and other materials in the offices of the University maintained by the University.

- (7) Watch the progress of collection of revenue and advice on the methods of collection of revenue.
- (8) Bring to the notice of the Vice-Chancellor any unauthorized expenditure or other financial irregularities, and suggest appropriate action against persons at fault.
- (9) Call from any office of the University, any information or reports that he may consider necessary for the performance of his functions.
- (10) The CFAO shall supervise, control and regulate the working of accounts & finance of the University and ensure the receipt of funds and its utilization as per section 12 & 13 of Act.
- (11) The CFAO may by writing under his hand addressed to the Chancellor, resign his office giving three month notice or three month salary in lieu of notice.

## STATUTE - 09

### GOVERNING BODY OF THE UNIVERSITY

#### Constitution of Governing Body

- (1) Constitution and functioning of the Governing Body shall be as laid down under section 22 of the Act.

The Governing Body of the University, Bhopal shall consist of the following members namely:-

(i) The Chancellor;

(ii) The Vice-Chancellor

(iii) Three eminent persons

nominated by the sponsoring body  
out of which 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.

- (2) The terms of nominated members of the Governing Body will be for three years and individual can hold the membership not more than two consecutive terms.
- (3) The Chancellor shall be the Ex-Officio Chairman of the Governing Body.
- (4) The Governing Body shall be the principal authority of the University, and all movable and immovable property of the University shall vest in the governing body and shall have the following powers namely:-
  - (i) To control functioning of the University, by using all such powers as are provided by this Act or the Statutes, Ordinance or Regulations made thereunder;
  - (ii) To review the decisions of other authorities of the University, in case they are not in conformity with the provisions of the Act or the Statutes, Ordinances or regulations made there under;
  - (iii) To approve the budget and annual report of the University, from time to time.
  - (iv) To lay down the policies to be followed by the University.
  - (v) Such other powers as may be prescribed by the Statutes of the University.
  - (vi) The Governing Body shall meet at least three times in a calendar year.
  - (vii) The quorum for meeting of the governing body shall be of five members as per the act, with at least one member nominated by the State Government.
  - (viii) To make, review and approve, from time to time the broad policies plans and procedures and suggest measures for the improvement and development of the University.
  - (ix) To make recommendation on any matter referred to it by the Chancellor.
  - (x) Such other powers and duties as may be prescribed by the "Executive Committee" of the Sponsoring Body.
  - (xi) In the interest of University the Chancellor have power to approve any matter related to University and same shall be placed in next Governing body meeting for approval.
  - (xii) All the matter to be placed for Governing body meeting should be first approved by the Chancellor

## STATUTE -10

## BOARD OF MANAGEMENT

Constitution of Board OF Management

- (1) Constitution and Functioning of Board of Management shall be as laid down under Section 23 of the Act.
- (2) The Board of Management shall consist of the following members, namely:-
  - (i) The Vice-Chancellor
  - (ii) Two representative nominated by the sponsoring Body
  - (iii) Two representative nominated by the State Government
  - (iv) Two senior most Professors of the University, by rotation; and
  - (v) Two senior most Teachers of University, other than the Clause (iv), by rotation.

The Board of Management shall be constituted with the approval of Chancellor.

- (3) The Vice-Chancellor shall be the Ex-officio Chairperson of the Board of Management.
- (4) The Board of Management shall meet at least once in every two months.
- (5) The term of the nominated members of the Board of Management will be of Three years.
- (6) No nominated member shall hold office for more than two consecutive terms.
- (7) The quorum for meeting of the Board of Management shall be at least five members with at least one member appointed by the State Govt.

**POWERS AND FUNCTIONS OF THE BOARD OF MANAGEMENT**

The Board of Management shall have the following powers and function.

- (1) Suggestion on Budget, Audit report and Annual Report of the University and to place it before the Governing Body for its approval.
- (2) To prepare the Annual/Supplementary Budget of the University and to place it before the Governing Body for its consideration and approval.
- (3) To follow the Budget for Expenditure as approved by the Governing Body.

- (4) To perform any other functions which may be assigned by the Governing Body and Chancellor
- (5) To recommend to Governing Body for creating the post of other officers of the University.
- (6) To get the approval of the Governing Body before the implementation of such decisions of the Board of Management which may be having bearing on the finances of the University.
- (7) To manage and administrate the revenue and property of the University and to conduct all administrative affairs of the University.
- (8) To create teaching and other academic posts.
- (9) To prescribe qualifications for teachers and other academic staff in time with the norms set by the University Grant Commission or any statutory body which may be applicable to it.
- (10) To approve the appointment of such Officers, Professors, Associate Professor, Assistance Professor, Assistant Professor and other teachers and academic staff as may be necessary on the recommendations of selection committee constituted for the purpose.
- (11) To approve appointment of temporary contractual and daily Honorarium basis vacancies of any Teaching, Administrative & Academic Staff.
- (12) To specify the manner of appointment to temporary vacancies of any staff.
- (13) To manage and regulate the finance, accounts, investments property of the University and all other affairs of the University and to appoint such other agents as may be considered fit.
- (14) To invest money belonging to the University including any unexpended income, in such stocks, funds, shares or securities as it thinks fit in the purchase of immovable properties in India with like power varying such investment from time to time. Provided that no action under this clause (15) shall be taken without consulting the Finance Committee and approval of Chancellor.
- (15) To create administrative, ministerial and other necessary posts after taking into account the recommendations of the Finance Committee and to specify the manner of appointment there to.
- (16) To regulate and enforce discipline amongst the employees in accordance with the statutes and ordinance of University.
- (17) To transfer or accept transfers of any immovable or movable property on behalf of the University with provisions followed in statute or Ordinance after the approval of Chancellor.

- (18) To entertain, adjudicate upon or redress the grievances of the employees and the students of the University who may for any reason feel aggrieved.
- (19) To fix the remunerations payable to counselors examiners and invigilators and fix the traveling and other allowances payable to them, after consulting the Finance Committee.
- (20) To delegate any of its powers to the Vice-Chancellor, Pro-Vice-Chancellor, Chief Finance & Accounts Officers, Registrar or other Officers, employee of authorities of the University or to a Committees appointed by it.
- (21) To execute fellowship, scholarship, studentships, and other provisions in welfare of students.
- (22) The Board of Management shall exercise the powers of the University not otherwise provided by the Statute, Ordinance and the Regulations for the fulfillment of the objects of the University.
- (23) To exercise such powers and perform such other functions as may be conferred or imposed by the Act or the Statutes, Ordinance and also directives of Chancellor of the University.

### STATUTE -11

#### ACADEMIC COUNCIL – POWER, DUTIES AND FUNCTION

#### CONSTITUTION , POWERS, DUTIES AND FUNCTION OF THE ACADEMIC COUNCIL

The Academic Council shall be Principal Academic Body of the University which shall consist of not more than fifteen members and shall, subject to the provisions of the section 24 of Act,

- (1) The Academic Council shall be the principal academic body of the University
- (2) The Academic Council shall consist of the following members:
- |     |  |   |                  |
|-----|--|---|------------------|
| (a) | Vice-Chancellor  | - | Chairman;        |
| (b) | Registrar  | - | Member Secretary |
| (c) | Deans and Heads of Departments as per their seniority  | - | Member           |
| (d) | Three Senior most Professors of the University Teaching Departments nominated by Chancellor; | - | Member           |

- (e) Two Professors from the State /Central Government Universities nominated by the Chairman Regulatory Commission; - Member
- (f) Two representative from amongst the Scientist/Educationists/Technologists /Industrialist nominated by the Chancellor - Member

Provided that the total membership of the Academic Council shall not exceed to fifteen members at any time

- (3) The Vice-Chancellor, as the Chairman, shall preside over the meetings of the Academic Council, but he shall not have the right to vote and in his absence other person nominated by the Chancellor shall preside over the meeting.
- (4) The Registrar shall be the Member Secretary of the Academic Council and in the absence of the Registrar, any other member authorized by the Vice-Chancellor shall act as the Member -Secretary.
- (5) Eight members of the Academic Council including the Chairperson shall form quorum at a meeting. Provided that no quorum shall be necessary for adjourned meetings.
- (6) The Term of the nominated members of the Academic Council shall be of three years.

#### POWERS, DUTIES & FUNCTIONS OF ACADEMIC COUNCIL

Subject to the provisions of the Act, the Academic Council shall have the following powers, duties and functions, namely:

- (1) 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.
- (2) The Academic Council shall be the principal academic body of the University and shall, co-ordinate and exercise general supervision over the academic policies of the University.
- (3) To promote research and related activities in the University.
- (4) To make recommendation to the Governing Body on the proposals received from the different faculties of the University, for the conferment of degrees, honorary degrees or any such other distinction or honor of the University.



- (5) To exercise general supervision over the academic policies of the University and to give directions regarding methods of instruction, teaching and evaluation of research or improvements in academic standards.
- (6) To consider matters of general academic interest either on its own initiative or on a reference made by a faculty or the Board of Management and to take appropriate action thereon.
- (7) To make proposals to the Governing Body for allocating departments to the faculties.
- (8) To make proposals to the Governing Body for the institution of Fellowships, Scholarships, Studentships, Exhibition Medals and Prizes and to make rules for their award.
- (9) To recognize persons of eminence in their subject to be associated as research guide in the subject as prescribed in the ordinance.
- (10) To formulate, modify or revise schemes for the organization and assignment of subjects to the faculties, and to Governing Body as to the expediency of abolition, reconstitution or division of any faculty of the University.
- (11) To recognize diplomas and Degrees of other universities and institutions and to determine their equivalence.
- (12) To make special arrangements, if any, for the teaching of women or physically handicap students and for prescribing for them special courses of study.
- (13) To consider academic related proposals submitted by the faculties/ departments of the University.
- (14) To approve syllabus of the different courses/ subject submitted by the faculties / departments and to constitute examination committee for the conduct of examinations according to Ordinances made for the purpose.
- (15) To award stipends, scholarship, medals and prizes and to make awards in accordance with the ordinance and such other conditions as may be attached to the award.
- (16) To publish syllabus of various courses of study, lists of prescribed or recommended Text Book, Reference Books & Periodical, Journals for different subjects.
- (17) To appoint committee for admission of students in different faculties of the University.
- (18) To recommend to the Governing Body the rates of remuneration and allowances for the Examination work.
- (19) To delegate such of its powers, as is may deem fit, to the Chairman of the Academic Council.
- (20) To make recommendation if any matter referred to by Chancellor.

- (21) To frame such regulations and rules consistent with the Statutes and the Ordinances regarding the Academic functioning of the University, including discipline, admissions, award of fellowships and studentships and other academic matters as mentioned in Act.
- (22) The Academic Council shall exercise such other power and perform such other duties as may be prescribed from time to time by the Chancellor

## STATUTE -12

### FINANCE COMMITTEE

- (1) No decision involving financial implications shall be taken by any authority of the University without prior concurrence of the Finance Committee.
- (2) The Finance Committee shall consist of the following persons, namely:-
- |       |                                   |   |           |
|-------|-----------------------------------|---|-----------|
| (i)   | The Chancellor or His Nominee     | : | Chairman  |
| (ii)  | The Vice-Chancellor               | : | Member    |
| (iii) | The Registrar                     | : | Member    |
| (iv)  | Chief Finance & Account Officer   | : | Member    |
|       |                                   |   | Secretary |
| (vi)  | One Member of Governing Body      |   |           |
|       | To be nominated by the Chancellor | : | Member    |
| (vi)  | One person to be nominated by     | : | Member    |
|       | the Sponsoring Body               |   |           |
- (3) The tenure of the members of the finance committee, other than ex-officio members, shall be of three years.
- (4) The Finance Committee shall meet at least twice in each academic year.
- (5) Four member of the Finance Committee, including Chairman, shall constitute the quorum at the meetings provided that CFAO has to be amongst the present members.
- (6) The Finance Committee shall be control the all financial matter of the University.
- (7) The Finance Committee executes powers under the rules mentioned in Statutes, Ordinance, and Regulations of University.
- (8) The Finance Committee shall review the income and expenditure of the University in every financial year.

- (9) The Finance Committee shall approve the annual Budget before starting the every financial year and modified and sanctioned as from time to time as per requisition of the different authorities or officers of the University after the approval of chancellor.
- (10) To provide Direction for compliance of audit rules, annual accounts and annual reports provisions & inspection from time to time.

#### **FUNCTIONS AND POWERS OF THE FINANCE COMMITTEE**

- (1) The Finance Committee shall consider the annual estimates of income and expenditure of the University prepared by the Board of Management and shall put up to the Governing Body for its consideration and approval.
- (2) The Finance Committee shall consider the annual accounts of the University suggested by the Board of Management and its recommendation thereon along with the annual budget, and shall put it to the Governing Body for its consideration and approval.
- (3) The Finance Committee may make its recommendations to the Governing Body to accept bequests and donation of property to University on such terms as it deems proper.
- (4) The Finance Committee may recommend mechanism, ways and means to generate resources for the University.
- (5) The Finance Committee may consider any other matter referred to it by the Governing Body and make its recommendations thereon.
- (6) The Finance committee shall advise the Governing Body on any question affecting University finances.
- (7) The Finance Committee shall be responsible for the compliance of Regulations relating to the maintenance of accounts of the income and expenditure of the University.

## STATUTE - 13

### STANDING COMMITTEE – ITS FUNCTION & RESPONSIBILITIES

The Standing Committee of the University shall consist of following-

- |       |   |   |                  |
|-------|---|---|------------------|
| (i)   | Vice-Chancellor:  | - | Chairperson      |
| (ii)  | Registrar   | - | Member secretary |
| (i)   | Chief Finance Account Officer   | - | Member           |
| (ii)  | Deans of all Faculties of the University  | - | Member           |
| (iii) | Three senior Heads of Departments of the University by rotation (which will be for three years) | - | Member           |

The Vice-Chancellor may invite additional members to the standing committee as and when required. The meeting of the Committee shall be convened under the direction of the Vice-Chancellor.

#### Function and Responsibilities of Standing Committee

- (1) The Registrar shall act as Secretary of the Standing Committee.
- (2) Meeting of the Standing Committee shall be convened, as and when required under the directions of the Vice-Chancellor. One Half of the members of the Standing Committee and Chairman shall constitute the Quorum.
- (3) Notice of the meeting of the Standing Committee along with the agenda will be served to the members at least 3 days in advance of the meeting. However, an emergency meeting of the Standing Committee can be called by the Vice-Chancellor, as and when required, with one hour notice.
- (4) To monitor functioning of the university as per the Act; the Statues and the Ordinance from time to time.
- (5) To examine any matter referred to it by the Chancellor/ Vice- Chancellor and to make suitable recommendations. The recommendations of the standing committee shall be put up before the Board of Management

## STATUTE -14

## EXAMINATION AND RESULT COMMITTEE

- (1) The Examination and result committee of each department shall consist of the following members:
- |   |   |          |
|---|---|----------|
| (i) Dean of Faculty by Rotation   | - | Chairman |
| (ii) Head of the Department   | - | Member   |
| (iii) Two Senior most teachers of the Department<br>(other than the head of the department) | - | Member   |
- (2) Examination committee shall recommend to the Controller of Examination the names of Examination, Paper Setters, Moderator and Examiner of different subject. Vice-Chancellor shall reserve the right to add or delete name of any person in the proposed list
- (3) Examination and result committee shall approve the results of the concerned department before declaration.
- (4) If the committee is not satisfied with the result, it may recommend suitable correction measures to the Vice Chancellor and shall implement after due approval of the Vice Chancellor.

## STATUTE -15

## FACULTIES

- (1) The University shall include the following faculties:
- (i) Faculty of Science.
  - (ii) Faculty of Life Science.
  - (iii) Faculty of Home Science.
  - (iv) Faculty of Engineering and Technology including Biotechnology and computer application.
  - (v) Faculty of Commerce
  - (vi) Faculty of Health Science including medical, Dental, Homeopathy, Pharmacy Ayurvedi and Paramedical Courses .
  - (vii) Faculty of Humanities and social science.
  - (viii) Faculty of Law
  - (ix) Faculty of Education (Including Physical Education).
  - (x) Faculty of Journalism and Mass Communication (Media).
  - (xi) Faculty of Management including hotel management and catering technology.

- (xii) Agriculture and allied science including Animal Husbandry and food processing.
- (xiii) Faculty of entrepreneurship Development (Vocational Course).
- (xiv) Provided that other Faculties as may be approved by the Chancellor on the Recommendation of the Academic Council shall be added from time to time.
- (2) Each Faculty shall have such department as may be assigned to it by the Academic Council of the University.

### STATUTE -16

#### DEANS OF FACULTIES

##### (A) Dean of Faculty

There shall be a Dean for each Faculty. The Deans shall be appointed by the Chancellor on the recommendations of the Vice Chancellor from amongst the Professors in the University for three years and they shall be eligible for re-appointment.

Provided that:-

- (1) If there no Professor, a Associate Professor/ Reader according to seniority may act as Dean.
- (2) The Dean shall be the Chairman of the Faculty and shall the responsible for the compliance 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 function and duties as may be assigned to him by the Governing Body or the Vice-Chancellor.
- (5) Professor or Associate Professor shall have the option to resign the Deanship at any time during his tenure and also decline the offer of appointment in 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. Chairman

- |     |   |   |        |
|-----|---|---|--------|
| (2) | The Heads of Departments of Study in the Faculty.   | - | Member |
| (3) | All Professors in the Faculty.  | - | Member |
| (4) | One Associate Professor and one Assistant Professor , by rotation according to seniority, from each Department in Faculty.<br>(For three years) | - | Member |

### STATUTE -18

#### Power of Faculties

- (1) The Faculty shall have such power 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 studies as may be prescribed by the Ordinances.
- (2) The Faculty 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 or on any other matter referred to them by the Academic Council.

### STATUTE -19

#### BOARD OF STUDIES

- (1) There shall be a Board of Studies for Subject comprising of :-
  - (i) All the teachers of the concerned subject.
  - (ii) Two members to be nominated and co-opted the Department from outside the university, form academia/Industries, after approval of Vice-Chancellor from a amongst the panel of Five persons.
- (2) The Head of the Department shall be the Chairman of the Board of Studies provided that-
  - (i) The term of the Chairman shall be of three years,
  - (ii) If there are more than one Subject in the department the senior most Professor/Associate Professor shall be the chairman of Board of Studies of that subject in accordance to with clause (1) above.
- (3) The term of the Co-opted members of the board of studies shall be of three years.
- (4) The Vice-Chancellor may constitute a Board of Studies for the subject to be introduced by the university as and when required.

- (5) Detailed Syllabus of the different courses of the department shall be prepared by the Board of Studies.
- (6) Contents of the Syllabus shall be revised and updated by the Board of Studies from time to time and be submitted to the Academic Council for its approval.
- (7) Board of studies meeting shall be convened at least once in a year

#### STATUTE -20

#### STUDENTS COUNCIL

- (1) The students' council shall mainly function as a forum for getting feedback on the students' issues and their welfare.
- (2) The Vice-Chancellor shall appoint the Students' Council, one student from each Department/Faculty who shall be a regular student of the university and had secured 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. Schedule cast and Schedule tribes and girls students will be given adequate representation in the students' Council.

#### STATUTE -21

#### APPOINTMENT OF TEACHERS OF THE UNIVERSITY

- (1) For the teaching staff in the University namely the Professors, Associate Professor, and Assistant Professor, the Board of Management may recommend to the Governing Body for filling up the vacancies occurs in different Teaching department 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) The post of teaching staff (Professor, Associate Professor and Assistant Professor) shall be advertised in the national daily News Papers which have wider 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) There shall be a Screening Committee consisting of three members, appointed by the Vice-Chancellor and shall screen all the applications and prepare a summary of all the candidates fulfilling the essential qualifications and to be called for the interview. Also a list of candidates rejected and not to be summoned for the interview shall be made separately giving reasons for their rejection.
- (5) Summary of all the screened applications shall be made available to the Selection committee.
- (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, M.P. University Regulatory Commission. - Member
  - (iii) Three subject expert nominated by the Vice-Chancellor after the approval of the Chancellor - Member
  - (iv) Dean of concerned Faculty - Member
  - (v) Head of the Department - Member
- (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 appointment.
- 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 meeting of Selection committee.
- (8) After the Selection committee's recommendation and approval by Governing Body, appointment letters will issued by the Registrar to the selected candidates.
- (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 persons will be decided by the Chancellor of the University from time to time
- (10) Teachers already working (appointed by the sponsoring Body / institute)
- (i) Teachers (Professor/Associate Professor /Assistant Professor ) who are already working and who have been are appointed on regular basis, following

due procedure in the same institute/college, before its notification as university, shall be examined by the screening committee constituted as per the provision of section (6) of this statute.

(ii) After examining each case, as per the norms/qualification laid down by the University Grant Commission /any other relevant Regulatory body the committee as (1) above, shall comply with the conditions mentioned in 7(1) of this statute, submit its recommendation to the Chancellor.

(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.

(11) (i) For the Purpose of official work, the seniority of various categories of teachers shall be maintained by the University in accordance with length of continuous service in a cadre.

(ii) It shall be the duty of the Registrar to prepare and maintain in respect of different categories and update seniority lists in accordance with procedure laid down in the clauses hereafter appearing provided that if:

(a) If the length of service of two or more teachers in any cadre calculated in accordance with paragraph 2 above is equal, their seniority inter se shall be determined in accordance with the length of continuous service in the cadre immediately below, if any

(b) If after calculation in accordance with above the seniority inter se of two or more teachers in any cadre is equal, their seniority inter se shall be determined in accordance with the length of continuous service in the cadre, if any, immediate below the cadre considered under above.

(c) If after calculation in accordance with the foregoing provisions to the extent possible, the seniority inter se of two or more teacher in any cadre is equal, their seniority inter se shall be determined by the total period of continuous service as a teacher in any cadre.

(d) If after applying the foregoing provision to the extent possible, the seniority of two or more teachers is equal, their seniority inter se shall be determined in accordance with seniority in age.

(12) The retirement age of a teacher shall be as per Regulatory Bodies, UGC, AICTE, MCI, BCI etc. norms and no one shall withhold official position after retirement. However, they can continue for teaching purpose.

## STATUTE -22

## CATEGORIES OF THE NON-TEACHING EMPLOYEES

- (1) The following types of non-teaching employees shall be appointed 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 basis for a specified period.
- (4) Casual Employee means an employee who is employed on the basis of a muster Roll.
- (5) The terms of services conditions of all the above types of employees and their arbitration procedures shall be as prescribed by the Regulations of the University.

## 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 shall 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 his office, the duties of the office shall be performed by such other person as the Vice chancellor may appoint for the purpose.
    - (c) The Controller of Examination shall control the conduct of examination and all other arrangements necessary therefor and execution of all processes connected therewith and ancillary thereto.
  - (ii) Librarian  
The Librarian shall be a full time salaried officer of the University, and his appointment will be made following the procedure as decided by Board of Management.
- (2) The powers and responsibilities of the Controller of Examination and Librarian shall be as decided by the Board of Management of the University.

## 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 of any faculty and member and Head of the Department/Institute will forward it through Dean of Faculty 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 summon 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.
  - (iii) The Vice-Chancellor shall ascertain the proposal from scrutiny of the ballot papers, if the Vice-chancellor finds that the proposal has the requisite support of the members, he shall declare that the proposal is worth approving and shall send it for final approval of the Chancellor.
  - (iv) 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 directly to 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.
  - (iv) On scrutiny, if the proposal is found to have the requisite support, the proposal shall be declared to be carried and in the absence of the requisite support, the proposal shall be declared to be dispersed with. However the Chancellor will have power to reject or approve any proposal without assigning any reason thereof.

## STATUTE -25

## PROVISION REGARDING FEE TO BE CHARGED FROM THE STUDENTS

- (1) All the courses in the university shall be run on self finance mode. The following type of fees may be charged from the students;
- I. Prospectus/ Registration form fee
  - II. Admission fee (Where applicable)
  - III. Tuition fee for the course
  - IV. Examination fee
  - V. Library fee
  - VI. Development/amalgamated fund
  - VII. Laboratory fee
  - VIII. Caution money
- The University may introduce other heads of fees as per requirement of course from time to time
- (2) In addition, fee for duplicate mark sheets, revaluation, issue of degree, Migration and such other examination or result 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) Direction of various regulatory Body viz; MIC, DCI, UGC will be the binding on the University
- (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 student alongwith the prospectus for conserving session.
- (6) All fee subject to approval of the regulatory Body as defined in 2(f) and (u) of the act 2007

## STATUTE -26

## ENDOWMENTS : STUDENTS AWARDS

1. The Board of Management may accept donations from any person, body, institution and NGO for the creation of an endowment for the award of fellowships, scholarships; studentships, exhibitions, bursaries, medals and other awards of a recurring character.

2. Each endowment shall be secured by investment decided by the Board of Management in fixed deposits in a scheduled bank.
3. The Board of Management shall be the administrator of all endowments.
4. The award shall be made out of the income accruing from the endowment. Any part of the income which is not so utilized shall be added to the endowment.
5. The Academic council shall prescribe the condition of award after consulting the donor and effect shall be given to his/her wishes as far as possible.

In case of each endowment accepted by the Board of Management the Board of Management shall make a regulation giving the name of donor, the name, initial value and purpose of the endowment.

#### STATUTE - 27

#### CONVOCATION

- (1) A Convocation for the award of the Degrees, Diploma 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 Regulation relating to the format of the Degree, Diploma Documents, Certificate and Citations, their text, issuance of these documents in absentia, duplicate degree and procedure for holding Convocation
- (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) Admission process and intake to various courses shall be as approved the Governing Body. The number of seat in each course shall be in conformity of relevant Regulatory Body such as AICTE, UGC, MCI, BCI, NCTE etc.
- (2) The University may conduct its own entrance test for all the programs, if necessary, or may utilize the list of result of such examination/ test conducted by different State/ National/ Professional Bodies. The selection would be made on merit basis.

- (3) Policies and directives of central/State/Regulatory Body regarding admission including regulation of reservation for SC/ST/OBC/ students below poverty line family/ physically handicapped and other categories shall be applicable to the University.

### Statute No – 29

#### ANNUAL REPORT AND THE BALANCE SHEET

- (1) The Annual Report of the University and the balance sheet along with Income and Expenditure accounts of the University, duly audited by the Chartered Accountant appointed by the University, and shall get the approval of the finance committee.
- (2) The Report shall be placed before the Governing Body for approval.
- (3) A copy of the Annual Report and the annual accounts prepared under Sub-section (1) shall be presented to the Visitor and to the M.P. State University Regulatory Commission after its approval by the Governing Body.

### STATUTE - 30

#### RESIGNATION

Any resignation tendered by any employee shall be processed as per the statutes Regulations prescribed for the purpose.

### STATUTE -31

#### ACTION AGAINST TEACHERS

If there is an allegation of misconduct against a teacher, the Vice Chancellor shall constitute a fact finding committee and if necessary based on the basis 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 gravity of 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) Any person aggrieved by the action mention in clause (1) may prefer 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 and the Chancellor may refer the case back to the Governing Body with his comments to review the case .

### 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 action to the extent of termination of non-teaching employee concerned, the Registrar shall report the matter to the Vice Chancellor whose decision will be final.

An appeal against any action can be made to the Chancellor within 30 days from the date of passing such order and the decision of Chancellor will be final.

### 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 "internal examiner" from outside the University.
- (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 of 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 University 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:-
  - (i) The academic qualification and teaching experience at degree and post graduate levels.
  - (ii) The field of specialization
  - (iii) 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 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 appointments 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 estimated number of Candidates there in.
- (6) The Examination committee shall, in the light of the provision 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 name of persons of appointment as co-examiners where necessary, the number of names including in the list being at least fifty 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 centers.
- (7) The Vice- Chancellor shall appoint paper setter, 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 required qualification.

- (8) The other terms and conditions for the appointment of examiners shall be as per decision of Board of Management on the recommendation of Board of Examination.
- (9) The qualification of the paper setter and Co-examiners shall be as per the norms laid down by the related regulatory bodies viz; UGC, MCI, DCI, BCI, NCI, PCI, etc

#### STATUTE - 34

#### THE PROCTORIAL BOARD

- (1) There shall be a Proctorial Board to maintain the discipline amongst the students of the University. It shall consist of the following members
  - (1) A Professor nominated by Vice-Chancellor (Chairman)
  - (2) The chief Proctor (Convenor)
  - (3) Dean Student Affairs
  - (4) All Proctor(s)
  - (5) All Wardens of the Hostels
  - (6) 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 students shall be records 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 teacher of the University. The number of Proctors shall be determined by the Vice-Chancellor depending upon the enrollment of the students in the University.
- (5) The Chief Proctors so appointed by the Vice Chancellor for a period not exceeding three years.

Provided that 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 students under his/her seal and signature
  - (iii) He/she shall be authorized by the university to issue rail and air travel concession orders to the bonafide students of the university
  - (iv) He/she will place all the matter brought to his/her notice before the proctorial Board on being approved by the Vice Chancellor.

### STATUTE -35

#### DEAN STUDENT WELFARE

- (1) The first Dean Student welfare affairs officer of the University may be appointed by the chancellor for a period of two years.
- (2) The subsequent Dean student welfare shall be appointed for a term of three years by the Board of Management on the recommendation of Vice-Chancellor.
- (3) The Dean student Affairs shall be a full time salaried officer.
- (4) The Qualification, salary and mode of appointment shall be prescribed by the Board of Management of the University.
- (5) The Dean student welfare affairs shall be governed by the service rules prescribed by the University for the employees of the university.
- (6) The Dean student welfare affairs shall be advisor of the university Student Association and the Head of the Information Bureau and Employment Bureau of the university.
- (7) The Dean student welfare shall if required by the Board of Management and Academic Council be present at any meeting of the authority as directed from time to time.
- (8) Subject to the control of Vice Chancellor and Board of Management, the Dean student welfare 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 scholarship, by furnishing them the information in 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 the time to time by the Vice Chancellor and the Board of Management.

**STATUTE -36****Miscellaneous****(1) Creation of new Department and abolition or restructuring of Existing Department:-**

On the receipt of proposal for creation of new Department/abolition/restructuring of existing department, the academic council will discuss & send its recommendation to Chancellor for approval. After the approval of proposal by the Chancellor the Vice Chancellor will issue the order & will implement accordingly

**(2) Alteration of the number of seats in different courses of University:-**

The number of seats in different course of University will be decided by academic Council & proposal shall be send to Chancellor for its approval. The similar procedure will be followed for alteration of member seats in different course. It would, however, be in conformity of the Regulatory Body such as AICTE, NCTE etc.

**(3) Creation of Post & procedure for its abolition:-**

In the initial stage the Governing Body will propose the number of post to be created as per statute. The Chancellor will approve the number of post required for the establishment of University as per statute. After creation of Board of Management the proposal for creation of post or procedure for its abolition will be submitted to Board for its approval. After the approval of Board of Management, the proposal shall be sent to Chancellor for final approval.