

(As Approved by the Coordination Committee in its meeting held on 25/10/2017 and Adopted by Devi Ahilya Vishwavidyalaya in its EC meeting held on 04/12/2017)

ORDINANCE NO.7

ADMISSION OF STUDENTS TO A COLLEGE, UNIVERSITY TEACHING DEPARTMENT OR SCHOOL OF STUDIES, TRANSFER OF STUDENTS AND MAINTENANCE OF DISCIPLINE

(Refer clauses (i, viii & xvii) of section 37)

1. In this ordinance, unless there is anything repugnant in the subject or context:-
 - (a) "equivalent examination" means an examination which has been conducted by
 - (i) any recognized Board of Higher Secondary Education, or
 - (ii) any Indian University other than this university incorporated by any law in force for the time being and recognized by the University as equivalent to its corresponding examination or the final examination held under the M.P. Madhyamik Shiksha Adhiniyam 1955 as the case may be,
 - (b) Qualifying examination means an examination the passing of which makes a student eligible for admission to a particular year/ semester in a course of study leading to a bachelor's or post graduate degree or diploma conferrable by this university.
 - (c) Admissions to all courses except Engineering, Medicine, B.Ed., and Ayurveda and other courses where the admission is governed by an external agency shall be governed by the following principles.
 - (i) Admission shall not be a matter of right.
 - (ii) Eligibility certificate will be issued by the university but it shall not entitle for conferment of admission.
 - (iii) Admission in all institutions affiliated to the university shall be governed as per instructions issued by the university and the State Government from time to time.
2. A student seeking admission to a college can submit his application on prescribed form for admission as per the schedule notified by M.P. Higher Education Department from time to time

Admissions in the Teaching Department will be regulated on merit and according to norms prescribed by the rules of admission, either through common entrance test (CET) or through criteria prescribed time to time. Admission in affiliated colleges both government and non-government shall be regulated according to the rules of

admission made by the State Government from time to time. The Executive Council of the University shall frame rules for admission to the School of Studies applying general conditions of admission laid down in the admission rules of the State Government.

- 3 The application for admission shall among others be accompanied by
- (i) the School or College 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 candidate, a certificate signed by two responsible persons certifying to 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 shall submit in addition to the school or college 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 of rupees as prescribed by the Executive Council.

Provided that if it does not become possible for the applicant to obtain a migration certificate in time for making the application, he may make the application in time stating that the certificate shall be produced as soon as it is received and for that purpose he may be allowed such time as the university may specify. Provided also that no immigration fee shall be payable by a student migrating from any statutory university in Madhya Pradesh or a statutory Board of Secondary Education or Intermediate Education in Madhya Pradesh.

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- (1) 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 has passed the final examination held under the Madhya Pradesh Madhyamik Shiksha Adhiniyam 1965 (23 of 1965) or an examination declared equivalent to such examination by the University or such other qualifying examination as may be prescribed from time to time.
 - (2) No student enrolled in the University shall be admitted to any subsequent higher class / semester in any institution unless he has passed the semester examination qualifying him to appear for the examination for which he will be preparing. Provided that a student who is eligible to appear at supplementary second examination or ATKT examination may be provisionally admitted to a subsequent higher class but he shall revert to the lower class, if he is not declared successful at such examination.

Provided further that the Kulpati shall have powers to grant admission in cases of candidates

- (i) who qualify for admission as a result of revaluation and who seek admission within 15 days from the date of declaration of the result their attendance to be counted from the date of such admission.
 - (ii) Candidates coming on transfer from other universities because of the transfer from of their parents/guardians beyond the last date for admission is given above on the clear understanding that their attendance shall be counted from the date of commencement of the session.
 - (iii) No student migrating from any other university shall be admitted to any class in an institution unless he has passed the examination which has been declared by the University as equivalent to the qualifying examination for a student of the university.
 - (iv) Without prejudice to the provision contained in sub-clause (3) above, no student migrating from any other University shall be admitted to any class in an institution without the previous permission of the Executive Council 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 so admitted unless he is prepared to appear in all the subjects prescribed for the particular degree examination.
5. (1) No student who has passed a part of any degree or post-graduate examination from another University shall be admitted to subsequent higher class for such examination in any institution without the approval of the Kulpati in consultation with the Dean of the Faculty in case of degree examination and the Chairman of the concerned Board of Studies in case of post-graduate examination.
- (2) No person who is under sentence of rustication or has been disqualified from appearing at the examinations from another university or a teaching institution connected with that university shall be admitted to any course of study in any institution maintained by or affiliated to this university during the period of rustication or disqualification.
- 6.
- (i) Admission of students to all institution except those for Ayurveda, Engineering, Pharmacy, and Medicine in case academic year shall be completed by the first day of the academic session concerned.
- Provided that the Head of an institution may, in his discretion, admit a student to the institution till the as per the date specified by the State Government and for special reason 15 days will be extended with permission of the Kulpati.
- Provided also that if procedure of admission demands different set if dates as decided by the state Govt. of M.P. Higher Education the dates may be

followed as decided for the purpose.

Provided where the last date of the admission is a holiday the next working day will be the last date in each case. in each case. in institution for Ayurveda, Engineering, Pharmacy and medicine the corresponding last date of admission shall become as presented/decided by the State Govt. of Madhya Pradesh Higher Education Department from time to time.

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

Provided further that the Kulpati shall have power to grant admission in case or genuine hardship beyond the last date for admission as given above on the clear understanding that the attendance of all such student admitted under the provision shall be counted from the date of commencement of the session.

- (ii) A complete list of all students admitted to the institution by 15th September shall be forwarding by the Head of the Institution to the Registrar of the University by the last Monday in August collage of Engineering, Ayurveda, Pharmacy and Medicine shall forward such list by the next Monday of the Last date of the admission as prescribed /decided by the State Govt. of Madhya Pradesh Higher Education Department from time to time.
 - (iii) Admission to various courses being regulated by different regulatory bodies in affiliated colleges shall be made as per the guidelines circulated by the MP Higher Education, however, the number of seats in such courses shall be decided by the University. In no case candidates admitted by the college more than the seats allotted to the college concerned shall be allowed to appear in examinations by the university and the college concerned shall be solely responsible for violating these rules.
7. (1) A student shall be enrolled as a member of an institution as soon as he is admitted by the Head of the institution and has paid the prescribed fees.
- (2) A student seeking admission to an institution after the commencement of the session shall be required to pay tuition fees from July of the year unless he migrates from another institution in the university and paid his fees in the former institution upto the preceding month.
8. The Head of the Institution may permit a student to change his optional subjects for a course or with the approval of the Kulpati, to change the Faculty till 15th September. No change thereafter shall be permitted.

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

10. (1) Subject to the provision contained in para 9 a student, who during an academic session desires to leave the institution of which he has become a member shall give notice in writing to the Head of the Institution of his intention to leave stating reasons therefor and further stating the name of the institution; if any, which he wishes to join.

If the change is to another institution in the same city, the Head of the Institution shall consider the reasons given to justify such a change. If they are strong enough to justify such a change, he may pass orders, accordingly.

(2) On such orders being passed, the student in question shall-

(i) Make payment of all fees due to the institution up to the month of the application for the transfer certificate; and

(ii) refund whatever, if any, scholarship or studentship has been paid to him from the funds of the institution, if required by the Head of the Institution to do so.

(3) When the student has made all the aforesaid payment, the Head of the Institution shall issue a transfer certificate.

11 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 has already paid in the Institution from which he is migrating.

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 Institution of which he is a student and of the university.

13 (1) When a student has been guilty of breach of discipline within or outside the precincts of the university or an institution or persistent idleness or has been guilty of misconduct, the Head of the Institution at which such student is studying the Kulpati, the registrar, the Dean of the student welfare 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.
- (2) 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.
 - (3) 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.
 - (4) 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.
 - (5) A student who has been rusticated shall not be admitted to another institution within the jurisdiction of this university. Ordinarily, the period of rustication shall not exceed two year. Other universities shall be informed of the fact of the rustication.
 - (6) The rustication of a student from an institution shall entail the removal of his name from the register of enrolled students.
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- (1) There shall be a Proctorial Board whose constitution/powers/duties shall be such as may be prescribed by Regulations.
 - (2) There shall be an Academic Flying Squad consisting of the following members, which shall visit the UTD, School of Studies and Colleges to see if the education standards are maintained;

(i) DCDC or Senior Professor nominatedby VC if there is no DCDC	Chairman
(ii) Any three Deans of faculties	Member
(iii) Principal of a College	Member
(iv) Additional Director (HE) or nominee	Member
(v) Nominee of Vice-Chancellor	Member
- Minimum three members can visit to any College/UTD/School of Studies. The Academic Flying Squad will be constituted every three years. It may discharge duties to improve standard of education, which may be assigned by the Executive Council from time to time.
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- There shall be a code of conduct for students as may be prescribed by Regulations. It shall be compulsory for all students comply with its provisions. In the event of non-observance of the code by a student, it shall be the duty of the Principal of the college

/ Head of University school of studies/Registrar of the University to take disciplinary action against him under paragraph 13 above.