

ORDINANCE NO. 5

Conduct of Examinations

(Refer clause VI of Section 37)

(As amended upto December 1994)

1. All arrangements for the conduct of examinations to be held by the Registrar in accordance with such direction as may be issued by the Executive Council in consultation with the Academic Council.

2. The Registrar shall prepare and duly publish a programme for the conduct of examinations specifying the date of each examination and the last dates by which applications and fees for examinations shall be paid by the intending examinees.

3.(i) The Executive Council shall determine in Consultation with the Academic Council, the Centres of Examination. The Principal of the College shall act as Senior Centre Superintendents of University Examinations and he/she shall be overall in charge for the conduct of University examinations at their respective centres. The Registrar shall in consultation with the Head of the Institution. Where there is an examination centre appoint Superintendent and Assistant Superintendent, if any, for each examination centre and shall issue instructions for their guidance. The number of the Assistant Superintendent/s so appointed shall be determined on the basis of the number of registered candidates in the session concerned (E.C. 2-1-88).

(ii) The Superintendent of the Examination at each centre shall be personally responsible for the safe custody of question papers and the answer-books sent to him and shall render to the University office a complete account of used and unused question papers and answer-books.

(iii) The Superintendent shall supervise the work of invigilators working under him and shall conduct the examinations strictly according to the instructions issued to him by the University.

(iv) The Superintendent of the Examination shall, wherever necessary send a confidential Report to the Registrar 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 of the examinations, absentee roll numbers and such other information relating to the examinations being held at the Centre 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 to the Registrar of the University, of the account of advance money received and expenditure incurred in connection with the conduct of the examinations.

(v) The Centre Superintendent shall have the power to expel an examinee, from examinations on subsequent examination 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 showed a seriously aggressive attitude towards an invigilator or a member of the staff entrusted with the examination work.

(c) If necessary, the Superintendent may get police assistance. Where a candidate is expelled, the Registrar shall be informed immediately.

(vi) Unless otherwise directed, only teachers of Colleges, University Teaching Department and School of Studies shall be appointed as invigilators by the Superintendents.

4. It shall be the duty of the Centre Superintendents to ensure that an examinee is the same person who had filled

in the form for appearing in the examination, by way of checking the photograph, pasted on the form in case of ex-student and non- collegiate, candidates, the signature. 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. (E.C. 6-3-1982)**

5. The University may change the examination centre of the examinees irrespective of a college to which they belong anytime it deems proper without assigning any reason.

6. The Principal may on the recommendation of the centre Superintendent appoint an amanuensis to write down dictation pertaining to answers to questions at the examination on behalf of the examinee who is unable to write himself/herself on account of Physical disability. The Principal shall allow an amanuensis only on production of medical certificate of the competent medical officer of Govt. Hospital and of the fact that the amanuensis possesses lower educational qualification than that of the examinee.

7. The University may from time to time appoint Inspectors or Board of Inspectors to see that the conduct of the examination is strictly according to the rules and procedure laid down. Each Inspector so appointed shall have the powers of a Centre Superintendent. In the event of the Inspector pointing out serious breach of rules or as Procedure the Kulapati may take such action/may be necessary including post-ponement or cancellation, wholly or in part of the examination at the Centre, and if any action is taken, a report of the action taken shall be made to the Executive Council at its next meeting.

8. The Executive Council may cancel an examination at all centres if it is satisfied that there has been a leakage of question papers or any other irregularity which warrants such a step.

9. The Executive Council may issue such general instruction, for the guidance of the Examiners, Centre Superintendents, Tabulators, Collators, as it considers necessary for the proper discharge of their duties.

10. Subject to the Provisions of this Ordinance the Executive Council may from time to time make, after or modify rules and procedure about the conduct of examinations.

**Amendments approved by the Executive Council on 6-3-1982, 19-8-1982 and 25-9-1982 as per notification dated 2-11-1982 and made effective w.e.f. 22-3-1982.

11. (1) The Results Committee for each of the Faculties will be constituted by the Academic Council**

(2) The Results Committee shall consist of the following:--

- | | | |
|-------|---|-------------------|
| (i) | Dean of the Faculty Concerned | Chairman |
| (ii) | One Chairman Board of Studies. | Member |
| (iii) | One of the Tabulators coordinators if any for the examination of the results of which are to be considered by the Committee Or one Professor. | Member |
| (iv) | Registrar. | Member Secretary. |

(3) Three members shall form the Quorum.

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

(5) The functions of the Results Committee shall be as follows:--

- (i) To scrutinise and pass 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 Kulapati the action to be taken in any case where the result is unbalanced.

(ii) To scrutinise complaints against question papers, evaluation of answer books and to take necessary action.

(iii) To decide cases of candidates who answered wrong paper;

(iv) To decide cases of candidates whose answer books were lost in transit;

(v) To exercise such other powers as the Academic Council may delegate to it from time to time.

(vi) To decide cases of mistakes made by the paper-setters, Moderators, Examiners, Invigilators, Superintendents of the examination Centres, Tabulators, Collators, coordinators and any other person concerned with the examinations whose cases are referred to the Committee.

(vii) If the results of any examination disclose understandable divergence in the marks of the candidates in any subject or divergence in the marks in any paper or subject among the candidates of the Colleges or the University Teaching Departments, the Committee may investigate into the case of such divergence. The Committee may itself scrutinise the answer books or may order their scrutiny by other person, and may also call an explanation from the examiner concerned for the divergence of marks.

If after the investigation the Committee is of the opinion that such divergence may be due to leakage of paper, personal favoritism or animosity, it may take such action as it deem fit including a revaluation of the answer books.

**Amendments approved by the E.C. on 6-3-1982; 19-8-1982 and 25- 9-1982 as per notification dated 2-11-1982 and made effective w.e.f. 11-10-1982.

If leakage of Paper of favoritism or animosity in valuation of answer books by any examiner is proved, the Committee shall report the matter to the Executive Council which may take such action against the examiner as it thinks fit and may debar him from examiner ship permanently or a specific period.

Note:

(1) If any action is to be taken against any examiner/paper- setter/Moderator in cases of mistakes/omissions/negligence/leakage in paper-setting/moderation/evaluation, the matter shall be referred to the Executive Council with the recommendations of the Results Committee.

(2) If any action is to be taken against Centre Superintendent/Assistant Superintendents/ invigilators, the matter shall be referred to the Executive Council directly by the Kulapati.

12. The Kulapati shall appoint two tabulators of two sets of tabulators for tabulating the results of the examination and collators as necessary and he may issue general Instructions for the guidance of tabulators in preparing the results of the examination.

Provided that with the previous approval of the Executive council the results of examination may be got prepared by computer for which purpose a set of two checkers for each examination shall be appointed.

13. If a candidate has any communication to make on the subject of his/her examination paper; it shall be made in writing to the Registrar direct.

14. 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 Registrar who shall place the matter before the Executive Council.

15. Except as otherwise decided by the Executive Council the examination answer-books and the documents regarding the marks obtained by the examinees, except the tabulated results, shall be destroyed or otherwise disposed of after 6 months from the date of the declaration of the results.

16. The Executive Council may, by a resolution, authorise the Registrar to 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 Principals of the Colleges concerned.

***If any Clerical error or errors in the process of calculation or computerisation is discovered in the results so declared, the Kulapati shall have the power to rectify the same.

17. The remuneration of the Examiners, Superintendents, Assistant Superintendents, and Invigilators, Tabulators and Collators and the deductions to be made in remuneration for errors noticed shall be as given in the Appendix.

Amendments approved by E.C. on 6-3-1982 and 19-8-1982 as per notification dated 2-11-1982 and made effective w.e.f. 11-10-1982. *Amendments approved by E.C. on 6-3-1982 and 30-10-1982 as per notifications dated 2-11-1982 and 19-11-1982 and made effective w.e.f. 11-10-1982 and 18-11-1982 respectively.

18. No examinee shall leave the examination hall within one hour of the start of the examination for any purpose what so ever and no candidate shall be permitted to appear for the examination after half an hour of its commencement. (E.C. 6-3-1982)**

19. Examinees desirous of leaving the examination hall temporarily shall be permitted to do so for a maximum period of 5 minutes. The absence shall be recorded and if the examinee fails to return within this limit of 5 minutes, he/she shall not be permitted to enter the examination hall, unless he/she gives convincing explanation.

20. A candidate found talking during the examination hours shall be warned not to do so. If the candidate continues talking inspite of the warning by the invigilators the answerbook of such examinee shall be withdrawn and a second answer book supplied. Only the second answerbook shall be sent for valuation. The first answerbook shall be cancelled and sent to the Registrar, by the Superintendent.

21. 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 with in 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 material found in his or her possession including the answerbook 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 answerbook marked `Duplicate-Using Unfair Mean's to attempt answers-within the remaining time prescribed for the examination.

(iv) All the material so collected and the entire evidence along with the statement of the examinee and the answer books duly initialed shall be forwarded to the Registrar by name, in a separate confidential sealed registered packet marked "Unfair Means" along with the observations of the Superintendent.

(v) The material so collected from the examinee together with both the answer books viz, the answerbook collected while using unfair means and the other supplied afterwards, will be sent to an expert in the subject

appointed by the Kulapati for assessing both the answer books separately and to report if the examinee has actually used unfair means in view of the material collected.

(vi) The cases of the use of unfair means at the examination as reported by the centre supdt. along with the report of the examiner shall be examined by a committee to be appointed by the executive council every year.

The Committee shall consist of :-

(a) One member of the Executive Council, one of the Deans of Faculties and one teacher who is a member of the Academic Council nominated by the executive council.

(b) One student who in the academic session immediately preceding was member of any Board of study, nominated by the Kulapati:

(c) Registrar (Secretary)

The Executive Council shall appoint one of the members included under (a) to be a Chairman of the Committee w.e.f. 1991 (Main).

(vii) The Committee shall after examining the case, decide the action to be taken in each case and report to the Executive Council all cases of the use of unfair means together with the decision of the Committee in each case.

(viii) Teacher and staff posted at examination centres who are found to be abetting in the use of un-fairmeans to the examiners should be proceeded for panel action under the relevant laws. (E.C. 2-1-88)

22. Where a candidate applied for revaluation the answer books in which revaluation is sought will be sent for valuation by the Kulapati, to two examiners (other than the one who initially valued it) both of whom shall be from a place out-side the jurisdiction of the university. Ten answer books valued by the same examiner and a copy of the memorandum of instructions for the guidance of examiners if prepared by the paper-setter will be sent to each of the two examiners to enable them to evaluate the answerbook conceded in the light of the standard set by the examiner and the memorandum of instructions. If less than ten candidates had appeared at the examination in the paper concerned the answer books of all the candidates shall be sent to each of the examiners. Each of the two examiners shall receive remuneration of Rs. 15/- for the revaluation of an answerbook.

(2) If the marks awarded in the paper by any of the two examiner varies from the marks given by the original examiner by more than 10 percent of the maximum marks in the paper, the average of the marks awarded by two of the examiners the original examiner and the two revaluers and nearest to each other will be taken to represent the correct valuation. This average of marks will be awarded to the candidate for the revision of his result.

Provided that subject to the condition that at least one of the variations from the original marks is more than 10 percent of the maximum marks in the paper if two difference in marks allotted by the three examiners are equal, the two marks to the best advantage of the candidate shall be taken into account of arriving at the 'correct valuation.'

Provided further that in cases in which the average of marks so arrived at exceeds the original marks by more than 20 percent the maximum mark in the paper, the answerbook shall be sent for final evaluation to a senior teacher nominated by the Kulapati along with the marks awarded by original and other two revaluers. The marks awarded finally by the senior teacher shall be taken to represent the correct and final valuation. (E.C. 14-12-1990)

AMENDED APPENDIX (REMUNERATION FOR EXAMINATION WORK) TO ORDINANCE NO. 5

The scale of remuneration to Paper Setters/Examiners shall be as follows, viz :--

1. Faculties of Arts, Social Sciences, Sciences, Life Sciences, Commerce, Education, Physical Education, Law, Home Science, Engineering and Technology :

	Rs.
(i) For Ph. D., D.Sc. and D. Lit. examination.	
(a) Reading a thesis for Ph. D.	500.00
(b) Practical and Viva Voce examination for Ph.D.	250.00
(c) Reading a thesis for D.Sc. or D.Litt.	800.00
(d) Practical and Viva-voce examination for D.Sc. or D. Litt.	300.00
(ii) For M.A., M.Lib. Sc., M.P. Ed., M. Pharm., M.Sc., M.Sc. (Engineering Faculty), M.Com., M.H.Sc., M.Ed. and LL.M. Examination :--	
(a) Setting a question paper (including translation)	300.00
(b) Marking of each answer book.	10.00
(c) Reading the thesis/dissertation of a candidate for M.A. (Final) or M.P. Ed. or M.Sc. or M.Com. or M.H.Sc. or for reading a Project Report in a subject for M.A. (Final) to each Examination.	50.00
(iii) For B.A., B.Sc., B.Com, B.H.Sc., LL.B., B.Ed., B.P.Ed., B.Lib. and B. Pharm., B.C.A., B.B.A., B.F.T., B.H.M. examinations :--	
(a) Setting a question paper (including translation)	250.00
(b) Marking of each answer book	6.00

2. Faculty of Medicine:

(i) For M.B.B.S. and B.D.S. Examinations: -	
(a) Setting of each question paper (including translation)	250.00
(b) Marking of each answer book in a full paper.	6.00
(ii) For B.Sc. Nursing Examination: -	
(a) Setting of each question paper (including translation)	250.00
(b) Marking of each answer book in a full paper.	6.00
(iii) For M.D. and M.S. Examination: -	

(a) Setting of each question paper (including translation) 300.00

(b) Marking of each answer book. 10.00

(iv) For diploma Examinations in the Faculty of Medicine (D.C.H., D.A., D.M.R.D., D.O.M.S., D.C.P. etc.): -

(a) Setting of each question paper (including translation) 250.00

(b) Examining of each answer book. 6.00

3. Faculty of Engineering:

(i) For B.E. and B. Arch. Examinations: -

(a) Setting each question paper (including translation) 250.00

(b) Examining each answer book. 6.00

(ii) For M.Tech. and M. E. Examinations :-

(a) Setting each question paper (including translation) 300.00

(b) Marking of each answer book. 10.00

(minimum remuneration payable to an Examiner who is not a setter, shall be Rs. 75/-).

4. Faculty of Ayurveda:

B.A.M.S. examinations:

(a) Setting each question paper (including translation) 250.00

(b) Marking each answer book. 6.00

5. (i) M.B.A./M.C.M./M.C.A./M.I.B./M.B.E./M.F.T./M.A.P.R.M./M.P.A.

(a) Setting each question paper (including translation) 300.00

(b) Marking each answer book. 10.00

(ii) Postgraduate/Diploma in Business Administration: -

(a) Setting each question paper (including translation) 250.00

(b) Marking each answer book. 6.00

6. Diploma in Russian, Diploma in Teaching and Diploma in Physical Education: -

(a) Setting each question paper (including translation)	250.00
(b) Marking each answer book.	6.00

7. Diploma in Phonetics, Criminology, Yogic Science, Library Science, Pharmacy and Higher Diploma in Oriental learning examinations:

(a) Setting each question paper.	60.00
(b) Marking each answer book.	2.00
(c) Conducting practical examination of each candidate.	2.00

8. Miscellaneous:

(i) Head Examiners be paid remuneration @ Rs. 25/- per Co-examiner. This fee includes remuneration for drafting of instructions, issue of models etc. No separate fee to be paid for drafting of instructions.

(ii) For examining the answerbook valued by a Co-examiner, (subject to a maximum of fifteen answer books from each Co-examiner).The rate payable to co-examiner.

(iii) Drafting detailed memorandum of instructions for Co-examiners (where no model answers are sent by Head Examiner and the answer books examined by Co-examiners are not re-examined by Head examiner). 200.00

(iv) For supplying more than two but not exceeding six copies of question papers in addition to the required number of two.15.00

(v) For translation of paper from English to Hindi medium or other Indian Language and Vice-Versa. 25.00

Note:

(a) If a paper is set by two examiners the remuneration shall be divided equally between them excepting in B. Ed.

(b) If an examiner is appointed to examine answers to a paper or papers that he has not himself set the fee for setting the paper shall be equally divided between him and the setter of the paper.

(c) If a paper for an examination consists of two sections, both of which are compulsory, the remuneration payable for examining each answer-book in a section shall be half the remuneration prescribed for examining each answer-book in the full paper.

- (d)
1. The answer-books weighing two or more than two Kilograms will be sent by the examiners to the University by railway and the railway freight charges thus incurred by the examiner in sending the packets will be paid by the University.
 2. The actual postal expenses incurred by the examiners in sending the packets of answer-books weighing less than two Kilogram and also the award list to the University shall be paid by the University.
 3. An amount of Rs. 25.00 only shall be paid to the local examiners for bringing or sending the answer-books and award lists to the University.

(e) The minimum remuneration payable to any examiner for valuing answer-books shall be Rs. 50.00.

(f) Each of the examiners appointed to re-examine answer-books of candidates, who have applied for revaluation shall receive remuneration of Rs. 15/- Minimum Rs. 50/- for each answer-book revalued.

The following shall be the rates of remuneration for the work relating to declaration of results and issue of statements of works obtained by examinees, viz. :

		(A)	(B)
		B.E. Parts I, II, III, IV & V exam. examinations	All remaining
(i)	(a) Tabulation of results per 100 Candidates.	Rs. 70.00	60.00
	(b) Collation of results per 100 Candidates.	Rs. 30.00	25.00
	(c) Checking per 100 Candidates	Rs. 25.00	20.00

		(A)	(B)
		B.E. Parts I, II, III, IV & V exam. examinations	All remaining
(d) Minimum remuneration payable to a person for			
	(1) Tabulation	Rs. 70.00	60.00
	(2) Collation	Rs. 25.00	20.00
	(3)Checker	Rs. 25.00	20.00
(ii)	For writing of statements of marks each mark sheet.	Rs. 0.25	
(iii)	For checking of statements of marks each.	Rs. 0.20	
(iv)	For writing of each Degree/Diploma/Certificate.	Rs. 1.00	
(v)	For checking of each Degree/Diploma/Certificate.	Rs. 0.25	

3. Maximum remuneration that a single person shall be entitled to draw from the University in respect of one academic session for any or all of the work mentioned under paragraph 1 above shall be Rs. 3000/-* All excess amount over and above the said limit shall lapse to the University. In case of examiner in the faculty of medicine Rs. 2000/-.

*Provided that where sufficient numbers of examiners are not available in any subject, the Vice Chancellor may relax the maximum limit upto Rs. 4000/- for reasons to be recorded in writing.

**Provided further that this limit will not be applicable where the system of Central valuation is followed.

4.(i)Unless specially permitted deductions shall be made from the remuneration bills on Account of the following :

(1) Delay in dispatch of foils or counter-foils or marks to the Registrar Rs. 4/- for each day for delay.

(2) Delay in return of answer-books, Rs. 2/- for each day of delay.

(3) Entry of marks against wrong Roll Number Rs. 3/- per mistake.

(4) Wrong entry of marks (e.g. 20 instead of 25), Rs. 3/- per mistake.

(5) If marks in award list differ from those shown on the answer- books, Rs. 5/- per mistake.

(6) Omission to enter marks in award list although answer-book sent, Rs. 5.00 per mistake.

(7) Omission to mark a question or part of a question, Rs. 5/- per mistake.

(8) Mistake in totalling of marks, Rs. 5/- per mistake.

Note:

If any examiner commits more than three mistakes under any of the categories mentioned in the foregoing paragraph or if any examiner commits mistake or mistakes by which the result of a candidate is affected, his work shall be deemed as unsatisfactory and the matter may be placed before the Executive Council for any action deemed proper.

(ii) Deductions at the following rates shall be made from the bills of the tabulators:

(A) For each mistake affecting the result Rs. 5/-.

(B) For each mistake not affecting the result Rs. 3/-.

**Approved by the Co-ordination Committee at its 56th meeting held on 5-8-97.

5. The following shall be the rates of remuneration payable to persons engaged in the work relating to University Examination at a Centre, viz.

(A) Theory : (1) (a) Senior Supt. (Principal) Rs. 35/- per shift and maximum Rs. 75/- per day (presence of the Principal during entire period of examination)

(i) Superintendent Rs. 30.00 per session with a maximum of Rs. 50/- per day.

(ii) Assistant Superintendent Rs. 25.00 per session with a maximum of Rs. 45/- per day.

(iii) Invigilator Rs. 20.00 per session.

(iv) Class III and Class IV staff of the Rs. 1.25/- and 1.00 respectively per candidate for the College/Department engaged in total number of the candidates actually admitted to examination work at a center the examination at the centre to be distributed by the Centre Superintendent.

(v) The University will pay lump sum grant Rs. 4.00 per candidate registered at the examination centre subject to a minimum of Rs. 500/- per centre, to cover expenses on all contingent items. The Principal/Head of the concerned Institution shall send a utilization certificate in this respect to the University. Provided that actual expenditure will be paid for the Faculties of Medicine and Engineering on approved contingent items supported by vouchers.

(B) Practical:

(i) Laboratory staff including accompanists for Music engaged in connection with practical examination in the Faculties of Arts, Social Science, Science, Life Science, Home Science, Education and Ayurveda. Re. 1.00 per candidate actually admitted to the examination at the Centre.

(ii) For practical examination in Engineering Faculty:

(a) Mechanical and Laboratory Assistants. Rs. 6.00 per shift but not more than Rs. 10.00 per day.

(b) Helper, e.g. Laboratory attendants, Peons. Rs. 4.00 per shift but not more than Rs. 6.00 per day.

(iii) For practical under the Medicine Faculty:

(i) Each Assistant to Examiners (subject to maximum number of 4 Assistants in a subject).Rs. 10.00 per shift.

(ii) Each patient examined.Rs. 2.00

(iii) Technical Staff Rs. 2.00 per examinee with a minimum of Rs. 20.00 to be divided amongst all.

Provided that the following minimum amount would be payable to the staff engaged in the practical examination under the Faculties of Arts, Social Science, Science, Life Science, Home Science, Education, Engineering, Medicine and Ayurveda :

	Less than 4 hours	4 to 7 hours	Two Practical/ Two batches
Laboratory Assistant	Rs. 5.00	Rs. 7.00	Rs. 10.00
Foreman	Rs. 4.00	Rs. 5.00	Rs. 8.00
Peon/Lab. Assistant	Rs. 3.00	Rs. 3.00	Rs. 6.00

Note :

(1) Remuneration for preparation/cleaning the Laboratory and Instruments will be paid only for one day.

(2) These rates will be made effective from Annual 1994 Examinations.

(C) 1. Forwarding Office and his staff : Rs. 10.00 per application form forwarded.

2. For supplying all necessary material for practical examination under the Faculties of Arts (in subject

where needed). Science and Home Science namely vegetable, chemicals, dissection of animals, plants, raw materials etc., the Principal of the College concerned will be paid contingent charges for which Principal will have to issue an official receipt, at the rate of (a) Rs. 1.00 per candidate** actually appeared in undergraduate examination (per subject separately) and Rs. 3.00 per candidate actually in post-graduate examinations.

3. For duplicating question papers where necessary:

(a) Superintendent of Examinations Rs. 6.00 per paper

(b) Comparer Rs. 4.00 per paper

(c) Typist for cutting the Stencil Rs. 3.00 per paper

(d) Multigrapher for duplicating of question papers Rs. 2.00 per paper

4. In case of a work for which no remuneration has been prescribed in the foregoing paragraphs, the rate therefore shall be determined by the Kulapati.

S. No.	Nature of Confidential work	Item in ordinance	Revised rates
		5-17 to which this work is considered	of
		EQUIVALENT	Remuneration
1.	2.	3.	4.

1. To prepare the list of carry forward Marks of Candidates appearing for various examinations. Writing of statement marks.

per candidate

2. Corrections in charts (including corrections for declaration of withheld results). Writing of statement marks.

per candidate

3. To put the correct Roll Nos. on awards for practical. Collection of Results.

per candidate

4. To write the foils and counter foils for marks awarded in Central Valuation.

Collation of Results.

per candidate

5. Posting of U F M and Revaluation cases & declaration of their results.

Tabulation.

per candidate

6. Scrutiny of Answer Books.

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per Answer Book

(Approved by the Co-ordination Committee at its meeting held on 05-05-1994 and to be brought into force from the Main Examinations of 1994).

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ORDINANCE NO. 6

Examinations (General)

[Refer clause (iii) of section 37]

(as amended upto 31-1-1984).

Part I-Definitions

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

(i) "Regular candidate" means a person who has prosecuted a regular course of study in a University Teaching Department, School of Studies or College and seeks admission to an examination of the University as such:

(ii) "Ex-student candidate" means a person who was admitted to an examination as a regular candidate and was not declared successful 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 said examination.

(iii) "Non-collegiate candidate" means a person who seeks admission to an examination of the University otherwise than as a regular candidate or ex-student candidate.

(iv) "A regular Course of study" means:--

(a) In case of Faculty other than the Faculties of Medicine, Ayurveda and Engineering, attendance at atleast seventy-five percent of lectures and practicals separately.

(b) In case of the Faculties of Medicine and Ayurveda attendance at at least seventy-five percent of lectures and eighty-five percent of practicals and clinicals separately.

(c) In case of the faculty of Engineering attendance at at least eighty-five percent of lectures and practical/sessional work separately.

In a University Teaching Department, School of Studies or College in each subject which a candidate intends to offer for an examination.

Note :

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

(v) "Forwarding officer" means:--

(a) In case of an ex-student candidate, the Principal of the college where the candidate has prosecuted a regular course of study.

(b) In case of non-collegiate candidate other than one who has taken a correspondence course in the University, the Principal of the college which the candidate chooses as his examination-centre.

(c) In case of a non-collegiate candidate who has taken a correspondence course for the examination in the University, the officer-in-charge of the Correspondence Course.

(vi) "Attested: means attested by the forwarding Officer.

Part II--Admission of a regular candidate to an examination of the University.

2. (1) No regular candidate shall be admitted to an examination of the University unless he :--

(i) has been enrolled as a student in a University Teaching Department, School of Studies or College in accordance with the provisions of the Ordinances.

(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) Has been enrolled as a student of the University.

(iv) Satisfies all other provisions, applicable to him, of this Ordinance and any other Ordinances governing admission to the examination to which he seeks admission.

(2) Where a candidate offers an additional subject for an examination in accordance with the provisions of the Ordinance relating to the examination, the minimum attendance requirement shall apply equally in case of such additional subject.

3. In computing the attendance for fulfillment of the condition regarding prosecution of a regular course of study :

(i) attendance at lectures delivered and practicals/clinicals/sessional, if any, held during the academic session shall be counted.

(ii) Attendance at any lecture delivered or practical/clinical/sessional held within twenty-eight days preceding the first day of the written examination shall not be counted.

(iii) Attendance kept by a regular candidate in a higher class shall be counted towards percentage of attendance for the examination of the lower class to which he may revert as a result of his failure to pass in the second/supplementary examination.

(iv) attendance at N.C.C./N.S.S. Camp during the session shall be taken as full attendance at lectures/practicals on each such day of camp and the days of journey to such camp and that the maximum period of absence should not exceed thirty days excluding the period of holidays/vacation in case of N.C.C./N.S.S. Camps of general nature organized at the University/State level and 45 days excluding period of holidays/vacation in case of N.C.C./N.S.S. Camps at national level. In case of students participation in a camp of N.C.C./N.S.S. organized on international level, then the period of absence shall be decided by the Executive Council of the University (E.C. 2-1-1988).

(v) Participation as a member of a University/College team in any Inter-University or Inter-Collegiate competition shall be taken as full attendance on the days of such competition and the days of journey for participating therein.

(iv) Participation as a member of a recognized National Organization team in any International Competition shall be taken as full attendance. The period will include the days of actual coaching, competition and the days of journey for participating therein". (E.C. 24-9-1983).

4. The aggregate number of lectures delivered and practicals/clinicals/sessionals held in an academic session in a University Teaching Department, School of Studies or College for a Post-graduate degree examination in the

Faculties of Arts, Social Science, Science, Life Science, Home Science and Commerce and for LL.B. examination shall not be less than 180.

Provided that the aggregate number of lectures to be delivered in an academic session to students offering thesis for M.A. (Final) examination shall not be less than 135.

5. For special reasons such as prolonged illness deficiency in percentage of attendance not exceeding fifteen percent of the total number of lectures delivered and practical/clinical/sessional held in each subject may be condoned by the Kulapati.

6. Except as otherwise provided, a regular candidate for an examination shall on or before the last date notified by the Principal of the college or Head of the University Teaching Department/School of Studies:--

(i) Submit an application for admission to the examination in the prescribed form through the Principal of the College/Head of the University Teaching Department or School of Studies indicating the subject or subjects in which he desires to present himself for the examination.

(ii) pay along with the application, the fee prescribed for the examination concerned together with a fee of rupees ten for the supply of marks obtained by him in each paper at the examination.

7. (i) Applications submitted by regular candidates together with the examination fee and marks fee shall be forwarded by the Principal of the College/Head of the University Teaching Department or School of Studies so as to reach the Registrar on or before the last date prescribed for the purpose by the University.

(ii) 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 seeks admission.

(b) Is of good conduct.

(iii) The Principal of the College or Head of the University Teaching Department or School of Studies concerned shall send to the Registrar at least three weeks before the commencement of the examination concerned three separate lists as detailed below :

(iv) (a) If a student has attended less than 30% both of lectures delivered and of the practicals held upto 15th November, or if it is not a working day immediately preceding 15th November, the principal shall inform him in writing that he will not be allowed to appear in the examination as a regular candidate.

(b) Students who have attended less than 75% of both lectures delivered and of the practicals held, shall be allowed to appear under the provisions of the adhiniyam as Non-collegiate candidates on payment of prescribed fee".

List A : Of those candidates who have attended at least 75 percent both of the lectures delivered and of the practicals held separately in each subject of the course of instructions for the examination (in the case of Faculties of Medicine and Ayurveda, the minimum attendance in theory shall be 75 percent and in practicals and word-clinics 85 percent separately and in the case of Faculty of Engineering the minimum shall be 85 percent, separately of lectures for each theory paper and for practicals/sessionals).

List B : Of those candidates whose attendance is short by not more than 15 percent for condonation by the Kulapati, the Principal or the Head of the University Teaching Department or School of Studies concerned are required to give specific reasons for condonation of shortage along with their recommendation.

List C : Of those candidates whose shortage of attendance exceeds 15 percent and who are to be debarred from appearing at the examination.

8. 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 N.C.C. or does not pay the cost thereof in case of loss, by the 15th of February preceding the examination or if the conduct of the student has been unsatisfactory between the time of submission of his application form to the Registrar for admission to the examination and the date of the commencement of the examination.

Part III--Admission of an ex-student candidate to an examination of the University.

9. (1) No ex-student candidate shall be admitted to an examination of the University unless he submits with the application for appearing in the examination.

(i) The statement of marks (in original) obtained by him at the said examination issued by the University together with an attested copy thereof, or

(ii) In case he was duly admitted to the said examination as a regular candidate but could not appear thereat, a certificate from the Principal of the College last attended by him showing the year, the roll number and the examination to which he was admitted as a regular candidate.

(2) No person shall be admitted as an ex-student candidate.

(i) at any examination in the Faculty of Medicine or Ayurveda.

(ii) at any examination in the Faculty of Engineering if he has failed to secure the minimum marks required for passing in the sessionals.

10 An ex-student candidate for an examination shall: -

(i) Submit through the forwarding officer i.e. the Principal of the college wherein he had prosecuted a regular course of study, an application for admission to the examination in the prescribed form on or before the last date notified by the University and specify therein:--

(a) Whether he is a candidate for the full examination or for supplementary examination.

(b) The subject or subjects 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 9(1) above.

(iii) Attach with his application for admission to the examination if he is a male/female candidate, his latest passport size photograph duly attested by the forwarding officer.

(iv) Pay the fee prescribed for the examination together with the additional fee of Rs. 10/- for the statement of marks obtained in each paper at 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.

11. (i) An ex-student candidate shall offer the subjects or optional 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 for the examination and he is permitted by the University to offer instead a different subject or paper.

(ii) 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.

12. Every ex-student candidate shall appear at the examination Centre at which the regular candidates from the college in which he had prosecuted a regular course of study shall be appearing. Provided that the Registrar may, for sufficient reasons, require or allow a candidate to change his examination centre.

Part IV-- Admission of a Non-Collegiate candidate to an examination of the University.

13. (1) It shall be a pre-requisite condition for every non-collegiate candidate for any examination of the University that he should be a bonafide resident of a district in the territorial jurisdiction of the University or should have been residing on the date of admission of application form for admission to an examination for at least twelve months in a place situated within the territorial jurisdiction of the University.

Provided that in case of a Madhya Pradesh or Central Government employee on transfer or his dependent the above mentioned period may be relaxed by the Kulapati.

Provided also that in case of non-collegiate candidates who have taken a correspondence course for the examination concerned in the University such residence qualification shall not be necessary.

(2) Subject to fulfillment of the requirements of the Ordinance relating to the examination concerned, non-collegiate candidates shall be eligible to appear in B.A./B.Sc./B.Com./M.A./M.Sc. (Mathematics)/M.Com. examination and on all other examinations leading to a degree in the Faculties of Arts, Social Sciences and Commerce.

Provided that the State Government may, by notification issued under clause (10) of Section 6 of the Adhiniyam, permit women candidates to appear as non-collegiate candidates in an examination leading to a Bachelor's degree in the Faculty of Arts.

"Provided further that no candidate shall be permitted to appear as non-collegiate candidate in an examination leading to the Master's Degree in Social Work." (E.C. 15-7-85)

(3) No non-collegiate candidate shall be admitted to an examination of the University unless such candidate if he has offered a subject for such examination for which a course of practical work is prescribed, has completed such work in a University Teaching Department or School of Studies or a College and submits to the Registrar before the last date notified by the University a certificate of such completion from the Head of the Teaching Department or School of Studies or the Principal of the College.

14. (1) Every non-collegiate candidate seeking permission for admission to an examination shall apply to the Registrar on or before the last date notified by the University in the prescribed form through the Forwarding Officer i.e. the Principal of the College which the candidate chooses as his examination centre or officer-in charge correspondence course, as the case may be. The candidate shall submit with his application the following:--

(i) The original statement of marks obtained at the qualifying examination together with an attested copy thereof or at the examination in which he is to appear if he had failed at the examination earlier.

(ii) Certificate in original from the Collector or Deputy Collector of a district included within the territorial jurisdiction of the University showing that he is a bonafide resident of the district or has

been residing in the district for a period of not less than twelve months on the date of application for admission to the examination or a certificate of such residence in original from the Principal of a college affiliated to the University duly supported by an affidavit sworn by the candidate's father, mother, guardian or husband as the case may be.

Provided that where a candidate requests for relaxation of the requirement relating to the period of residence on the ground that he is a Madhya Pradesh or Central Government employee or the dependent of such employee on transfer to a place within the jurisdiction of the University, he shall submit the necessary certificate in support of such transfer from the Head of the Office where the Government servant is employed.

Provided also that such residence certificate shall not be necessary in case of a non-collegiate candidate who has taken a correspondence course of the University.

I. "Provided further that--

(a) Those candidates, who were regular students of the College affiliated to the University or University Teaching Departments in the preceding year and who desires to appear as non-collegiate candidate at the subsequent examination, should be exempted from producing a certificate of bonafide residence of the District included within the territorial jurisdiction of the University.

(b) Those candidates who had produced a certificate of bonafide residence and who appeared at an examination in the preceding year should not be required again to produce a Certificate of bonafide residence.

Provided further, that where the gap between previous examination and the examination of the next higher class in more than the minimum required, the candidate shown in clause (a) and (b) above, shall be required to submit the residence certificate.

(c) Persons (i) who are serving in Navy, Army, Air force and Posted within the territorial jurisdiction of the University and (ii) Central/State Government employees posted within the territorial jurisdiction of the University will be required to produce a certificate from the local Heads of the Departments required to produce a certificate from the local Heads of the Departments stating that the employee has been working as Central/State Government employee in the District included within the territorial jurisdiction of the University. In case of the Wards of such employees a certificate should be obtained from the Head of the Department stating that the candidate is dependent on the employee and residing with him.

Explanation: An examinee shall be deemed to be a bonafide resident of a district if--

(a) his/her father or mother (after the death of the father) or guardian (in case of the death of both the father and the mother) or in case of married woman her husband if continuously residing in that district for not less than three years preceding the year in which the application for admission to the examination in submitted.

(b) He or his father or mother is a resident of that district possessing immovable property therein but serving elsewhere under the Central Government or the Madhya Pradesh Government.

(iii) His latest passport size photograph, if he is a male/female candidate, duly attested by the forwarding officer or if she is a women candidate her signature duly attested by the forwarding officer.

(iv) The migration certificate, in original, issued by the University from which he is migrating.

(v) An application for registration if he is not already registered for the examination concerned.

(vi) In case the candidate has taken a correspondence course, a certificate from the officer-in-charge that he has satisfactorily completed the course.

(2) In the application for admission to the examination the candidate shall specify;

(i) Whether he is a candidate for the full examination or for supplementary examination.

(ii) The subject or subjects in whom he desires to present himself for the examination.

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

(3) A non-collegiate candidate shall pay with his application for admission to an examination the fee prescribed for the examination together with the following other fees:

(i)	Registration fee	--	Rs. 15/-
(ii)	Permission fee	--	Rs. 70/-
(iii)	Statement of marks fee	--	Rs. 10/-

Provided that a candidate who has been registered for an examination shall not be required to pay registration fee again for the same examination.

Provided further that registration fee shall not be payable by the candidate if he has taken a correspondence course for the examination in the University.

Provided also that "Permission fee" shall not be payable by a non-collegiate candidate, who has been declared eligible for a second examination and appears at the examination as a second examination candidate.

Note :

(a) Permission fee shall lapse to the University if the candidate fails or does not appear at the examination for which such permission was granted by the University.

(b) All fees shall be paid through crossed bank draft drawn in favor of the Registrar of the University or in any other manner prescribed by the University.

(4) A non-collegiate candidate migrating from another University or Board of Secondary Education shall send with his application for admission to an examination the migration certificate from the University or Board from which he is migrating any pay an immigration fee of Rs. 30/- for foreign students the immigration fee shall be Rs. 100/-.

Provided that immigration fee shall not be payable by a candidate migrating from a University in Madhya Pradesh or the Board of Secondary Education in Madhya Pradesh.

Part V--General Condition Applicable to all candidates:

15. Where there are two or three examinations for any degree such as part I, II, and III or previous and final examinations and there are two or more alternative subjects/courses for such a degree, a candidate for the degree must take the same subject/course in part III/Final examination as he has taken in the part II/Previous Examination.

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

Provided that candidate who is appearing for the Master's degree examination in the Faculty of Arts, Commerce or Social Sciences or for M.Sc. (Mathematics) shall not be eligible to join LL.B. course or to appear at the LL.B. Examination.

(Amendment approved by the Co-ordination Committee at its meeting held on 6-8-1977).

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

18. No person who has been expelled or rusticated from any College or University or has been debarred from appearing at a University examination shall be admitted to any examination during the period for which the sentence is in operation.

19. An application for admission to an examination received by the Registrar 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 of Rs. 40/-. (E.C. 20-9-89)

20. Notwithstanding anything contained in the ordinance relating to admission of candidate to an examination of the University the Kulapati may, in special cases in which he is satisfied that delay in submitting the application for admission 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 respect to be entertained in the University Office with the late permission fee of Rs. 25/- even though the same is received after the period of fifteen days mentioned in the foregoing paragraph, but not later than 15th January in any case. After 15th January the Kulapati may, in special cases, allow an application which is otherwise complete in all respect to be entertained in the University office with the special late permission fee of Rs. 250/- but such application can only be entertained not later than 15 days prior to commencement of Examination in any case. (E.C. 20-9-89)

21.

(1) The Registrar shall issue an admission card in favor of a candidate, if:--

(a) the application of the candidate is complete in all particulars in accordance with the provisions applicable to him and in order.

(b) the candidate is eligible for admission to examination, and

(c) the fees as prescribe have been paid by the candidate.

(2) Where the practical examination is held earlier than the examination in theory papers 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.

(3) The admission card issued in favor of a candidate and also the permission until he is issued an admission card for appearing in the examination.

(4) The admission card issued in favor of a candidate and also the permission given to non-collegiate candidate to appear at an examination may be withdrawn if it is found that:--

(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 give or document submitted by the candidate in or with the application for enrolment, admission to a college, teaching department or school of studies or admission to an examination is false or incorrect.

(5) The Registrar may, if he is satisfied that an admission card has been lost or destroyed, grant a duplicate admission card on payment of further fee of Rs. 15/-. Such card shall show in a prominent place the word "Duplicate".

22. A candidate shall not be admitted into the Examination hall unless he produced the admission card before the Superintendent of the Examination Centre or the invigilator or satisfies such officers that it shall be produced. A candidate shall produce his admission card wherever required by the Superintendent or the invigilator.

23.

(a) In the Examination Hall the candidate shall be under the disciplinary control of the Superintendent of the centre and he shall obey his instructions. In the event of a candidate disobeying the instructions of the Superintendent or his indisciplined conduct or insolent behavior towards the Superintendent or any invigilator the candidate may be excluded from that day's examination and if he persists in misbehavior he may be excluded from the rest of the examinations by the Superintendent of the Centre.

(b) 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 of either of them or acts in a manner likely to the authorities in the discharge of their duties, the Superintendent may expel the candidate from the centre and he may take police help.

(c) If a candidate brings any dangerous weapon within the precincts of the examination centre he may be expelled from the centre and/or handed over to the police by the Superintendent.

(d) A candidate expelled on any of the grounds mentioned in (b) or (c) above will not be allowed to appear in the subsequent papers/any of the examination.

(e) In every case where action is taken by the Superintendent under (a), (b) or (c) above a full report shall be sent to the University and the Executive Council may according to the gravity of the offence, further punish a candidate by canceling his examination and/or debaring him from appearing at any of the examinations of the University for one or more years after giving the candidate an opportunity to show cause and considering any explanation submitted by the candidate.

(f)

(i) 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 notes or from the answer of some other candidate or helping or receiving help from any other candidate or keeping with him in the examination hall material connected with the examination or in any other manner whatsoever, the Executive Council or the Committee appointed for the purpose by the Executive Council may cancel his examination and also debar him from appearing at any of the examinations of the University for one or more years according to the nature of the offence.

(ii) The Executive Council may cancel the examination of a candidate and/or debar him from appearing at any examinations of the Vishwavidyalaya for one or more years, if it is discovered afterwards that the candidate was in any manner guilty of misconduct in connection with his examination and/or was instrumental in or has abetted the tempering of Vishwavidyalaya records including the answer books, marks-sheets, result charts, diplomas and the like.

(iii) The Executive Council may cancel the examination of a candidate and/or debar him from appearing at any of the examination of the Vishwavidyalaya for one or more years, if it is discovered afterwards that the candidate had obtained admission to the examination by misrepresenting facts or by submitting false or forged certificate/documents.

(iv) When the University intends to award any of the aforesaid penalties under clause (i), (ii) or (iii) above it shall give the candidate concerned an opportunity to show cause in writing within fifteen days of the issue of such 'show-cause' letter as to why the proposed penalty may not be imposed on him and shall consider the explanation, if any, if filed within the specified time, before awarding the penalty.

(v) A list of candidates so disqualified shall be circulated to all Universities in India requesting them not to admit these students during the period of their disqualification.

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

(i) Examination fee after deduction of Rs. 10/-.

(ii) Fee for statement of marks.

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

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

(2) The fees paid by a regular candidate who is debarred from appearing at an examination due to shortage in attendance at lectures/practicals, may be refunded through the Principal of the college concerned after, deduction of a sum of Rs. 15 (Fifteen). (E.C. dated 14-12-1990)

(3) 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 account, may be refunded after deduction of a sum of Rs. 15 (Fifteen). (E.C. 14-12-1990)

(4) 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.

(5) 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.

25. (1) Any candidate, who has appeared at an examination conducted by the University, may apply to the Registrar for the scrutiny of his marks in the written papers in any subject and rechecking of his results. Such application must be made so as to reach the Registrar within 15 days of the publication of the result of the examination.

(2) Such application must be accompanied by fee as per schedule given below:

(a) In one subject — Rs. 20/- (Twenty)

(b) In all subjects — Rs. 50/- (Fifty)

Provided that for purpose of this paragraph each paper of post-graduate examination in a subject and also LL.B., B.E., B. Arch, B.P. Ed., and B.Ed. examinations, shall be reckoned as a subject.

(3) A candidate shall not be entitled to a refund of the fee, unless his result affected by the scrutiny.

(4) A candidate shall not be entitled for a refund of fee unless there is any change in Marks/Result on account of revaluation.' (E.C. 21-5-90)

(5) The result of the scrutiny shall be communicated to the candidate.

(6) If as a result of scrutiny it is found that the examinee should be declared as having passed or placed in a higher division the result of the candidate shall be revised accordingly and the fee deposited by the candidate for scrutiny of marks shall be refunded to him.

*26.

(1) A candidate whose result has been declared may apply to the Registrar in the prescribed form within fifteen days of the declaration of his result for the revaluation of any of his answer books.

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

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

Provided further that no revaluation shall be allowed in case of scripts of Supplementary/Second/ Special Examination of undergraduate level in all the Faculties including professional examination (Except M.B.B.S./Engineering/B.A.M.S./Nursing/Dentistry/Laws) and examinations held under Semester Systems. (E.C. 22-11-91 and E.C. 13-1-1992)

(2) The fee for revaluation shall be Rs. 100/- (One Hundred) per answerbook if the application is made within 15 days. The application received after the last date upto a maximum of five days, shall be accompanied by a late fee of Rs. 20/- (twenty), upto ten days Rs. 30/- (thirty); and upto 15 days Rs. 50/- (fifty).

27. A candidate who has passed any final degree examination may, after the declaration of his result and before the date of the next convocation apply to the Registrar for a Provisional Certificate of passing the examination of the University. Such application shall be accompanied by a fee of Rs. 25/.

28. No person who is under sentence of expulsion or rustication from a University Teaching Department, School of Studies or College or from the University or is debarred from appearing at examination of the University for any period of time shall be granted a Migration Certificate during the period for which the sentence is in operation.

29. Duplicate copies of the following certificates shall be granted on payment of the fee mentioned against each, viz--

(i) Marks List -- Rs. 20/-

(ii) Migration Certificate -- Rs. 25/-

(iii) Provisional Certificate -- Rs. 20/-.

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 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.

* Amendment approved by the Co-ordination Committee (24-1-83).

30. Duplicate of University Diplomas shall not be granted except in case in which the Kulapati is satisfied by the production of an affidavit on a stamped paper of proper value required by Law for the time being in force, that the applicant has lost his diploma, or that it has been destroyed, and the applicant has real need for a duplicate. In such cases, a duplicate of the diploma may be granted on receipt of a fee of Rs. 15/-.

31. The names of first ten successful candidates in each examination other than second full examination, who obtains first division in the first attempt and at one and the same sitting within the prescribed minimum period of the course of study shall be declared in order of Merit for each class/subject as the case may be. (E.C. 12-10-88)

32. "Notwithstanding anything contained in the concerned Ordinance an examinee, who fails by a total of not more than three marks in not more than two subjects in any of the B.A./B. S./B.Sc. (Home Science) / B.Com. / B.E. / B.Ed. / B. P. Ed. / LL.B. / B.Pharmacy / B.A.M.S. and B.D.S. Examination and five marks at the M. B. B. S. Examination, where Fifty percent marks required to pass, except, where it is held on a semester basis, but secures more than the minimum aggregate marks required shall be given three and five grace marks respectively to enable him to pass the examination."**

33. "The Kulapati 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 grace mark will be added in the paper/subject in which the candidate gates lowest marks".

Provided that the benefit under this paragraph shall not be allowed to enable a candidate to get the benefit under paragraph--32. (Coordination Committee 7-8-1978).

34. The scope of studies in different subjects for an examination shall be as prescribed by the University from time to time and printed in the prospectus for the examination concerned.

35. (1) The following shall be eligible to appear at Supplementary Examinations:--

(a)Candidates who have failed at the main examination of B.A., B.Sc. (Home Science) or B.Com., LL.B. and B. Pharm. examination in not more than one subject or group of the subject as the case may be shall be eligible to appear at the supplementary examination.

Provided that this provision will apply to the candidates of First Year of 3 Year Degree Course of the above examinations 1987 and to the candidates of Second and Third year from 1988 to 1989 respectively.

Provided further that the students who fail in one or more subject or group at the main examination 1986 or earlier or at the second examination 1986 will however, be allowed to appear for examination in 1987 in those subjects only in which they have failed in the examination of 1986 or earlier. If they do not clear even at this attempt they will have to appear a fresh in all the subjects or groups of subjects in the succeeding Main examination.

**The provision of 5 grace marks is also applicable in B. P. T., B. D. S. and B. Sc. Nursing Examination as per notification Exam/Conf/2001/13-11-99 and dated 4th April, 2001. This is effective from July-August, 99 and March 2001 Examination respectively..

(b) Every candidate desiring to appear at the supplementary examination shall submit an application form as indicated in the ordinance with the requisite fees. The result of candidates appearing in the supplementary examination shall be declared in accordance with the provisions of the ordinance.

(c) The candidates, who have been permitted to appear at the examination by the Registrar on the recommendation of the committee to decide the cases of unfair means. (Coordination Committee 7-8-1978)

(2) Such candidates as are eligible to appear in the supplementary examination may be provisionally admitted to the next higher class in a University Teaching Department, School of Studies or College and their attendance in the higher class be counted in case they are declared successful at the supplementary examination. If the candidate fails at the examination, the admission to the higher class shall be cancelled and the candidate shall revert to the lower class.

(3) In the case of a subject for supplementary examination in which there is also a practical test a candidate shall be required to appear in the written papers only if he passed at the main examination in practical and in practical only if he has passed in the written papers. A candidate who has failed both in written papers and practicals shall be examined in both the parts of the subject.

(4) Except when provided otherwise in the ordinance concerned, a candidate who has been declared eligible for a supplementary examination may appear as a supplementary examination candidate in the two examinations immediately following the examination in which he was declared to be so eligible and thereafter he shall be required to appear in all the papers at the next examination. (E.C. 7-6-86)

(5) A candidate appearing in the second examination shall be declared to have passed the examination if he secures the minimum pass marks in the subject or group as the case may be except when provided otherwise in the examination ordinance concerned. The actual marks obtained by the candidate shall be taken into account for determining his division at the examination and the number of attempts shall be mentioned in the statement of marks. Such candidates shall not be given a place in the merit list.

.....

ORDINANCE NO. 7

(As amended upto 16-10-1985)

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, 1965 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 in a course of study leading to a Bachelor's or post- graduate degree or diploma conferrable by this University.

2. Admissions to all-courses except Engineering, Medicine and Ayurved, shall be governed by the following principles:

(1) Admission shall not be a matter of right.

(2) Eligibility shall not imply admission.

(3) Admissions in all Institutions affiliated to the University shall be governed as per Regulations made in this behalf.

3. A student seeking admission to a College, University Teaching Department or School of Studies (hereinafter called an Institution) shall, on or before the date prescribed for submission of applications for admission by the Head of the Institution concerned, submit his application on the prescribed form to be obtained from such Institution on payment of the prescribed fee.

4. 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 Registrar of such Board or University, as the case may be together with immigration fee of rupees thirty.

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

(i) Provided further that the Kulapati 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 21 days from the date of declaration of the result, (ii) Candidates coming on transfer from other Universities because of the transfer of their Parents/Guardians, beyond the last date for admission as given above on the clear understanding that the attendance of all such students 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 upto 31st July shall be forwarded by the Head of the Institution to the Registrar of the University by the 7th August with a certificate that all admissions have been made as per University rules and that no exception has been made. Colleges of Engineering, Ayurved and Medicine shall forward such lists by the second Monday in September.

8. (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 has paid his fees in the former institution upto the preceding month.

9. The Head of the Institution may permit a student to change his optional subjects for a course or with the approval of the Kulapati, to change the Faculty till 31st August. No change thereafter shall be permitted.

10. 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.

11. (1) Subject to the provision contained in Para 10 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 therefore 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 upto 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.

(* As amended as per E. C's decision dated 4-7-85 & 16-10-85)

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

12. 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.

13. 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.

14. (1) When a student has been guilty of breach of discipline within or outside the premises 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, Kulapati/Registrar/Dean 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 un-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 years. 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.

15. There shall be a Proctorial Board whose constitution/powers/duties shall be such as may be prescribed by Regulations.

16. There shall be a Code of Conduct for students as may be prescribed by Regulations. It shall be compulsory for all students to 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 U.T.D./Registrar of the University to take disciplinary action against him under paragraph 14 above.

Note: This ordinance came into force from 4th May, 1974 and was subsequently amended by the Executive Council at its meeting of 23-5-81, 4-7-85 and 16-10-85.

ORDINANCE NO. 8

Enrolment of Students and Their Admission to Courses of Study

(Refer clause (i) of Section 37)

1. Any person, who shall have passed the Higher Secondary School Certificate Examination of the Board of Secondary Education Madhya Pradesh or an examination recognized by the University as equivalent to it, may be enrolled as a student of the University.
2. Application for enrolment as a student of the University shall be made to the Registrar in the prescribed form and it shall be accompanied by an enrolment fee of rupees twenty. Such application shall be submitted through the Principal of the College to which the student has been admitted.
3.
 - (i) No student shall be deemed to have been admitted to any course of study as a regular student of the University unless his name is borne on the register of enrolled students.
 - (ii) Except in a case on which a student does not hold the minimum qualifications prescribed for admission to the course of study concerned, the fee for enrolment paid by a student shall not be refunded under any circumstances.
4. The procedure for submission of applications for enrolment of students by colleges shall be as follows, viz :
 - (i) All application forms from students shall, together with the necessary fees, migration certificate, if necessary, and returns on the prescribed forms reach the University Registrar by 30th September of the academic year in which the students are admitted.
 - (ii) On payment of a late fee of rupees fifteen, the Kulapati may, for special reasons to be recorded, permit the enrolment of a student whose application, form, enrolment fee or the migration certificate have been submitted after the due date and if the Kulapati is satisfied that the delay in submission is not due to any lack of diligence on the part of the student, he may sanction remission of the late fee.
 - (iii) In the case of all students who apply for enrolment the Principal of the college shall send to the University a general certificate to the effect that he has inspected the certificate issued by the appropriate authorities and satisfied himself that in each case the student concerned has passed the examination which under the rules of the University entitles him to join the course to which he has been admitted in the college.
5. No person, who is under sentence or expulsion or rustication from the University shall be admitted to any course of study during the period for which the sentence is in operation.
6. (1) A student who is enrolled in 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 of Rs. 30/- .
 - (2) The Registrar, if he is satisfied with the reasonableness of the request, may pass order for the change or correction of the name of the student.
 - (3) Any change, addition or modification, shall be recorded in the University Register in red ink under the attestation of the Registrar and a certificate to that effect shall be issued to the applicant.
 - (4) Under no circumstance shall any alteration be made in the University certificate, diploma, degree and other document issued in favor of the application prior to the order for a change or correction in the name.

- (5) In all subsequent documents, certificates, diplomas and degrees of the University the former as well as the new name shall be entered and all correspondence shall be carried on in like manner.
- (6) The application for change or correction in the name shall be made either through the Head of the Institution where the student is studying or in case of others shall be countersigned by two members of the Court or a first class Magistrate and shall be supported by an affidavit.
- (7) The fee deposited with the application shall not be refunded to the student unless his application is rejected.

ORDINANCE NO. 9

The Conditions of the Award of Fellowships and Scholarships

[(Refer clause (vii) of Section (37)]

1.
 - (a) Every year in the month of July the University shall invite applications through and advertisement in the newspapers for the awards to made.
 - (b) All awards of Fellowships, Research Scholarships and other Scholarships shall be made on the recommendation of a Committee consisting of:
 - (i) The Kulapati Chairman
 - (ii) Three Deans of Faculties appointed by the Executive Council every year.
 - (iii) The Registrar Member-Secretary
2. Subject to the general conditions applicable to all Fellowships and Research Scholarships as laid down in paragraph 4 below, the value, duration and conditions of award of University Grants Commission Fellowships shall be such as are laid down by the University Grants Commission.
3. The value and duration of Research Scholarships instituted by the University shall be laid down by the Executive Council in consultation with the Academic Council.
4. The award of fellowships and research scholarships shall be made subject to the following conditions :
 - (i) The fellows/scholar will do whole-time research work under an approved guide on a subject approved by the University.
 - (ii) The fellow/scholar shall not accept or hold any appointment paid or otherwise or receive any emolument, salary stipend etc. from any other source during the tenure of the award nor shall he engage himself in any profession or trade during that period. He may, however, undertake teaching assignment of not more than nine hours a week in the institution, where he is working without accepting any remuneration.
 - (iii) The fellow/scholar shall not join any other course of study or appear in any examination after commencing work under the fellowship/scholarship.

Provided that the Kulapati may, on the recommendation of the guide, permit the Fellow/Scholar to join a Language diploma course and appear in an examination therefore.
 - (iv) Unless permitted by the guide to work for a specified period at some other place, the fellow/scholar shall be required to attend the institution, where he is to work, on all working days.
 - (v) If any information submitted by the fellow/scholar in his application is found to be incorrect, incomplete or misleading the award may be terminated by the Executive Council after giving him an opportunity of being heard.
 - (vi) If at any time it should appear to the University that the progress or conduct of the fellow/scholar has not been satisfactory, the fellowship/scholarship may be suspended or withdrawn.
 - (vii) (a) Leave for a maximum of thirty days in a year in addition to general holidays may be taken by a fellow/scholar with the approval of the guide and the University. The general holidays, however, do not include

the vacation period e.g. summer, Dussehra, Diwali and X-mas vacations. No other leave with fellowship/scholarship shall be admissible.

(b) The fellow/scholar may, in special case, be allowed by the University leave without fellowship/scholarship for a period not exceeding three months during the tenure of the award on the recommendation of the guide.

(viii) The fellow/scholar shall be required to pay the fees prescribed by the institution where he works.

5. Post-graduate scholarship instituted by the University shall ordinarily be tenable for two academic sessions i.e. twelve months in the first year and ten months in the second year on condition that the scholarship holder produces a certificate of efficiency in studies from the Head of the Department in the subject of study or the Principal of the College.

6. If two or more candidates are eligible for the award of the last scholarship, the scholarship shall be divided equally between the candidates concerned.

7. The scholarship shall be tenable from the 1st of July if the scholarship-holder joins the college with one month of the date of the opening of the college after the summer vacation and pays the tuition fee from the commencement of the session, In any other case, it shall be tenable from the date on which the candidate joins the college.

8. The payment of scholarships shall be made only on receipt of scholar's receipted bills duly countersigned by the Head of the Institution where he studies. No scholarship shall be drawn for a month unless the scholarship holder has attended the institution regularly in that month.

9. The drawl of scholarship shall be done in accordance with the procedure, that may be laid down by the University.

10. A scholarship-holder shall not combine any other course of study with the course for which the award is made.

11. A scholarship shall be cancelled in the final year if the scholarship-holder fails to secure at least 50% marks in the Previous Examination of the concerned Master's degree of Arts, Science, Life Science, Social Sciences and Commerce and 60% in other Faculties.

12. If a scholarship-holder is unable to appear at the previous examination on account of sickness or any other reasonable cause, the scholarship for the months of March and April shall be paid only if the Head of the institution certifies that the scholar diligently studied for the examination, but was unable to take the examination for reasons beyond control. Such a scholar shall not receive scholarship during the next session, but shall be entitled to the scholarship during the studies for the Final examination, if the scholar passes the Previous Examination with the requisite standard in the succeeding year in the first attempt.

13. A scholarship-holder shall at all times be of good behavior and observe all rules of discipline.

14. (1) A scholarship shall be liable to termination, if:

(i) The scholarship-holder discontinues studies during the middle of a session; or

(ii) the scholarship-holder, after he has been given a reasonable opportunity to explain his conduct, is in the opinion of the Executive Council guilty of a breach of Para 13 of this Ordinance; and if the Executive Council so directs, the scholarship- holder shall also be liable to refund the amount of scholarship drawn by him.

(2) The order of termination passed by the Executive Council shall be final.

ORDINANCE NO. 10

Traveling Allowance and Daily Allowance

(Refer clause xx of Section 37)

1. Members (other than local members) of the authorities, bodies and committees of the University, Moderators, Examiners, Inspectors appointed to inspect colleges or centres of examination shall be paid traveling allowance and daily allowance at the following rates for attending meetings or for journeys connected with examinations or the affairs (other than Convocation) of the Vishwavidyalaya.

A. TRAVELLING ALLOWANCE:

(i) For all journeys performed by rail one first class fare plus Rs. 0.05 paise per kilometer as incidental charge each way from the member's/Inspector's/Moderator's/Examiner's permanent head quarters or from any other place from which the journey is actually performed, whichever is less.

(ii) For a journey performed by road in public bus the actual bus fare for one seat plus incidental charges as in (i) above.

(iii) For a journey performed in one's own car road mileage at the rate prescribed by the State Government for its employees.

(iv) For a journey performed in a private car in which another person drawing traveling allowance from the University or from any other source is traveling, only incidental charges at the rate given in (i) above.

(v) In exceptional cases, where prior permission of the Kulapati for travel by air or air-conditioned class has been obtained, the actual fare for the journey plus actual taxi charges from residence to airport and back shall also be paid on the basis of simple certificate by the concerned officer to the extent of Rs. 100/- at each end of the journey or actual fare whichever is less.

Note:

(1) Traveling allowance shall be payable by the shortest route unless journey by a longer route is permitted by the Kulapati.

(2) No road mileage will be paid for journey to and from Railway station/Bus station.

(3) In case of places connected by rail unless prior permission of the Kulapati has been obtained for journey in one's own car, traveling allowance shall be paid as if the journey has been made by rail.

(4) The claimant shall certify that he has traveled by the class for which T.A. is claimed and where bus fare is claimed, the fare claimed was actually paid by him.

(5) (a) If a member attends a meeting or meetings of the Vishwavidyalaya and a meeting or meetings of another body (which also pays T.A.) and makes only one visit for the purpose he shall be entitled to receive traveling allowance and incidental charges from one source only.

(b) For interval between such last meetings of the Vishwavidyalaya and the first meeting of the other body and vice-versa, the member shall be entitled to daily allowance for not exceeding three days at the prescribed rates provided he is not paid daily or halting allowance by the other body for such days.

(c) Candidates called for interview for appointment to teaching posts in the University before Selection Committee constituted under Section 49(2) of M.P. Vishwavidyalaya Adhiniyam, 1973 from places situated at more than 250 kms away shall be paid second class return fare by shortest route or actual railway/bus fare on production of ticket.

(6) When a member has to attend two or more meetings of the Vishwavidyalaya with an interval of not more than three clear days between the two meetings attended (excluding the days of meetings) he shall be entitled to charge only daily allowance for the intervening days unless payment of traveling allowance for a second journey from his head quarters is economical to the Vishwavidyalaya.

(7) Examiners conducting the practical/viva-voce examinations should submit their T.A. bills through the Superintendent/Principal of the Examination Centre concerned who will forward the same to the University office duly certified in the following form:

"Certified that Shri/Smt./Dr. of
..... Conducted the practical/viva-voce in
..... for

(Subject)

examination, 20..... (annual/supplementary) at the @B3 =
.....

Superintendent/Principal

..... Centre

.....
Internal Examiner

..... Practical/

(Subject)

Viva-Voce

Examination 20

..... Centre.

B. DAILY ALLOWANCE:

Daily allowance shall be admissible in case of a member, moderator, inspector and examiner coming to the place of business from his head quarters at some other place at the rate of Rs. 60/- per day for the days of business only i.e. the day(s) on which meeting(s) is/are attended, examination(s) held, inspection done or Vishwavidyalaya business attended irrespective of the day of arrival or departure. No daily allowance is payable for the time spent in journey.

2. CONVEYANCE ALLOWANCE:

Members of the authorities, bodies or committees of the Vishwavidyalaya, moderators, inspectors and examiners residing at the place of business of the Vishwavidyalaya shall be entitled to conveyance allowance at the rate of Rs. 50/- per meeting subject to maximum of Rs. 50/- per day. No conveyance allowance will be paid to a member who attends the meeting at the same campus.

3. (i) Traveling allowance and daily allowance shall be admissible in case of the Kulapati, the officers and other employees of the Vishwavidyalaya in accordance with the rates prescribed from time to time by the Government of Madhya Pradesh for its employees in similar pay range or class.

Provided that in the case of University officers and employees T.A. for travel by rail in first class or A.C. Sleeper will be paid on the basis of a declaration given by the traveling officers/employees.

(ii) In addition to T.A. and D.A., the officers and employees of the University shall be paid actual Hotel Charges for their stay in the State or outside the State as per rates prescribed in the Appendix 1.

The taxi fare if any shall be paid out of contingencies on the basis of a simple certificate which shall be issued by the concerned officer or employee of the University.

4. For halts beyond ten days at one place, daily allowance shall be admissible at half the normal rate after ten full daily allowances are earned.

Provided that in case of an employees of the Vishwavidyalaya full daily allowance upto the limit of fifteen shall be admissible for halt at one place if such halt for important Vishwavidyalaya work is permitted by the Kulapati.

5. Delegates or representatives of University attending academic Conference/Congress shall be paid traveling allowance as under:

(i) If their traveling allowance is to be borne by the Vishwavidyalaya in that case their claim shall be regulated in accordance with M.P. T.A. Rules.

(ii) If their traveling allowances are to be borne by other bodies/Institutions, in that case the difference between the amount of D.A. so paid and the amount of D.A. payable under M.P. Traveling allowance rules will be paid to him by the University.

(iii) The D.A. in both the above cases will be restricted to the actual days of his/her participation in the Conference/Congress.

*6. "Notwithstanding any thing contained in paragraphs 1 to 5 of this ordinance, the payment of Traveling allowance and Daily allowance to persons coming for examination work shall be made in accordance with the rates provided in M.P. T.A. Rules as in force from time to time. The examiner will either quote ticket number or will produce the 1st class ticket or in the alternative give a certificate as under:

"I certify that I have traveled/would travel by the class for which T.A. is claimed and where bus fare is claimed, the fare claimed was actually paid/would be paid by me and that in the event of my traveling by a means or in a class other than that for which T.A. is claimed resulting in a saving I would refund the difference to the Vishwavidyalaya".

*(Approved by the Coordination Committee at its meeting held on 8-11-85.)

Appendix - 1

The officers and employees of the University shall be entitled to receive actual hotel charges in addition to T.A. and D.A. for the journeys under taken by them in the state and outside the state as indicated below:

	Within the State	outside State
1. Kulapati and Rector	Actual expenses which Should not exceed Rs. 250/- per day	Actual expenses which should not exceed Rs. 400/- per day.
2. Officers and Employees whose pay is Rs. 2180/- and above	Actual expenses which should not exceed Rs. 150/- per day.	Actual expenses which should not exceed Rs. 300/- per day.
3. Officers and Employees whose pay is Rs. 1320/- but less than Rs. 2180.	Actual expenses which should not exceed Rs. 75/- per day.	Actual expenses which should not exceed Rs. 100/- per day.
4. Other class III employees	Actual expenses which Should not exceed Rs. 25/- per day.	Actual expenses which should not exceed Rs. 40/- per day.
5. Other class IV employees	Actual expenses which Should not exceed Rs. 10/- per day.	Actual expenses which should not exceed Rs. 15/- per day.

Note :

1. Pay means basic pay, special pay, personal pay, deputation special pay and dearness pay.
2. Room rent, Tax-duty, Service charge which will be charged by Lodge/Hotel will only be reimbursed. This will not include boarding charges.
3. for stay in Lodge/Hotel or Circuit House necessary receipts will have to be produced for re-imburement.

ORDINANCE NO. 12

Overtime Allowance

(Amended upto 5-8-1984)

Definitions: For the purpose of this ordinance, unless the context otherwise requires:

(a) A "Competent authority" means:

(i) In the case of the University Administrative office, the Registrar; and

(ii) In the case of other Institutions/Teaching Department etc. the Head of the Institution/Department.

(b) "Emoluments" means pay as defined in para2(a) of Statute No. 31-Conditions of Service for University Employees and all allowances excluding House Rent allowance, Conveyance allowance, City Compensatory Allowance and Traveling allowance. In the case of re-employed pensioners, the drawl of overtime allowance will be regulated as follows:

(i) Where pay plus pension (gross) exceeds the sanctioned maximum pay of the post, overtime allowance will be calculated on that maximum plus the includible allowances.

(ii) Where pay on re-employment is fixed without taking into account the pension, overtime allowance shall be paid on the basis of pay plus the includible allowances.

(iii) In other cases, overtime allowance shall be calculated on pay plus pension plus the includible allowances.

(c) "Overtime Work" means work done in excess of one hour over the prescribed hours of work on any working day and includes work done on any Sunday or any other holiday.

2. Applicability of these Rules: These rules shall not apply to :

(a) University Officers and Teachers.

(b) Field staff and Inspection staff.

(c) University Employees:

(i) Who are required to discharge effective duties in piecemeal such as staff Driver, Cleaner etc?

(ii) Who are getting any additional remuneration?

(iii) Who are governed by the Factories Act or the minimum wages rules and are eligible to get overtime allowance in accordance with provisions thereof.

(d) Persons not in whole-time employment.

(e) Persons paid out of contingencies.

(f) Persons employed on contract except when the contract provides otherwise.

(g) University employees other than those engaged in work relating to examinations except where overtime work by such employees is approved by the Kulapati. (Effective from 3-5-76).

3. Conditions and Rates of Overtime Allowance:

(a) The work should be organized in such a way that it should ordinarily be capable of being done during the normal office hours. For sufficient justification, the competent authority may authorise overtime work. He should as far as possible specify before hand the time upto which an employee may be required to perform overtime work so as to ensure that the grant of overtime allowance is properly controlled.

(b) The rates of overtime allowance are shown in table 'A'. The grant of overtime allowance is further subject to the following conditions:

(i) It is only where working beyond the prescribed office hours OR on Sundays (Weekly off days) holidays is occasional that the staff concerned may be paid overtime allowance. If working beyond the prescribed office hours or on Sundays/Holidays is a regular feature, the staff should be required to attend on such days by rotation and they may be allowed compensatory leave, which should be availed of according to rules.

(ii) Where overtime allowance is payable to an employee, he is not entitled to receive any other remuneration (conveyance charges, compensatory leave etc.) in respect of such overtime work.

(iii) The first hour of overtime work on a working day (not on Sunday/holidays) is free only when an employee works in continuation of (earlier or beyond) the prescribed hours of work.

If he is recalled from his residence to perform overtime work, overtime allowance should be paid for the entire period of overtime work including the first one hour.

(iv) For the purpose of calculation of overtime allowance, the periods should be reckoned in half hours, e.g. a person doing overtime work for two hours and ten minutes would get overtime allowance for 2 hours.

(v) If, for special reasons (such as the demise of a dignitary) a working day is declared holiday before the time prescribed for the opening of the office, it should be treated as holiday for the purpose of the payment of overtime allowance, but the day on which office is closed for special reason after the prescribed opening time, should be treated as holiday only from the time the orders for closing the office reach the office.

(vi) Overtime allowance should be calculated to the nearest multiple of 5 paisa.

(vii) The overtime allowance payable to an employee in any month should not exceed rd of his monthly emoluments provided that the total overtime allowance payable shall not exceed for 120* hours during the calendar year.

4. Register of Overtime Work: A Register of overtime should be maintained in the form given in Annexure 1 to this ordinance, in which entries should be made as and when overtime work is authorized by the competent authority and is performed by the employees concerned.

*Effective from 9-8-1984 amendment approved by the E.C. in its meeting held on 25-7-1984.

The register should be examined by the Superior officers and by audit at the time of inspection or audit and any instance of undue grant of overtime allowance should be brought to the notice of higher authorities. The superior officer should particularly scrutinise cases where the same employee has been paid overtime allowance for more than 10 days in a month.

5. Bills for Overtime Allowance: Overtime allowance bills should be prepared in the form prescribed for the

purpose. The certificate thereon should be signed by the drawing officer. Overtime allowance is classified as "Honorarium" and not as "Pay" and should be booked separately in accounts under the detailed head "Overtime Allowance" subordinate to the Sub-head "Allowances and honoraria".

Section wise overtime allowance bills should be prepared monthly by the section concerned on the basis of the sectional overtime registers and should be submitted to the Finance Branch for audit and payment of the claims.

Overtime allowance is taxable under the Income-tax Act and Income-tax should be deducted at source.

6. In the event of any doubt or dispute regarding overtime allowance it shall be referred to the Kulapati and his decision thereon will be final.

(For Table `A', Annexure and Bills for O.T. Allowance see Page No. 4, 5, and 6.)
TABLE-A*

Overtime Allowance per hour Rs.

Emoluments Rs.	Upto the first one hour in Excess of the prescribed hours of work.	Thereafter
50 and above but below 100	Nil	0.40
100 and above but below 150	Nil	0.65
150 and above but below 200	Nil	0.95
200 and above but below 250	Nil	1.25
250 and above but below 300	Nil	1.55
300 and above but below 350	Nil	1.80
350 and above but below 400	Nil	2.05
400 and above but below 450	Nil	2.35
450 and above but below 500	Nil	2.60
500 and above but below 550	Nil	2.90
550 and above but below 600	Nil	3.20
600 and above	Nil	3.45

* AßkZkr UI@akR~ Aßm WkwLAß IRTkkGß 25-11-89 Avß éTknbkk@ 1 IRbkYWk@, 1989 bkV b^kmApßP R@ ITkYTkkTknbkk@ cw :

(1) PpPmZk >kvOkm – ÊUZkv 7/- “klP DkOKk

(2) FkPnQkr >kvOkm – ÊUZkv 6/- “klP DkOKk

ORDINANCE NO. 13

ACADEMIC DEGREES OF THE UNIVERSITY OF INDORE

[Under Section 6 (9) read with section 37 (ii) of Madhya Pradesh Vishwavidyalaya Adhiniyam 1973]

The Degrees/Diplomas conferred by the University under different Faculties shall be the following:

(a) The Degrees/Diplomas in the Faculty of Arts and Social Sciences shall be:

- | | | |
|--------|--|---------|
| (i) | Bachelor of Arts. | B.A. |
| (ii) | Certificate Course in Russian Language | |
| (iii) | Diploma Course in Russian Language | |
| (iv) | Master of Arts | M.A. |
| (v) | Doctor of Philosophy | Ph.D. |
| (vi) | Doctor of Letters | D.Litt. |
| (vii) | Master of Philosophy | M.Phil. |
| (viii) | Bachelor Degree of Journalism | B.J. |

(b) The Degrees in the Faculties of Science and Life Sciences shall be :

- | | | |
|-------|-------------------------------|---------|
| (i) | Bachelor of Science | B.Sc. |
| (ii) | Master of Science | M.Sc. |
| (iii) | Doctor of Philosophy | Ph.D. |
| (iv) | Doctor of Science | D.Sc. |
| (v) | Master of Philosophy | M.Phil. |
| (vi) | Diploma in Medical Laboratory | |

(c) Degrees in the Faculty of Home Science shall be :

- | | | |
|------|--------------------------|---------------|
| (i) | Bachelor of Home Science | B.Sc. (H.Sc.) |
| (ii) | Master of Home Science | M.Sc. (H.Sc.) |

(d) Degrees in the Faculty of Law shall be :

- | | | |
|-----|---|---------------|
| (i) | Bachelor of Laws (3 Yrs. Degree Course) | LL.B. (Hons.) |
|-----|---|---------------|

- (ii) Master of Laws LL.M.
- (iii) Doctor of Philosophy Ph.D.
- (iv) Doctor of Laws LL.D.

(e) The Degrees and Diplomas in the Faculty of Commerce shall be :

- (i) Bachelor of Commerce B.Com.
- (ii) Master of Commerce M.Com.
- (iii) Post-Graduate Diploma in Business Management D.B.M.
- (iv) Master of Business Administration M.B.A.
- (v) Doctor of Philosophy Ph.D.
- (vi) Doctor of Letters D.Litt.
- (vii) Diploma in Tax Management and Practice
- (viii) Diploma in Personnel Management and Labor Welfare
- (ix) Master Degree in Personnel Management and Labor Welfare
- (x) Post-graduate Diploma Course in Advertising and Public Relations
- (xi) Post-graduate Diploma in Commercial Computer Application.

(f) The Degrees/Diplomas in the Faculty of Medicine shall be :

- (i) Bachelor of Medicine and Bachelor of Surgery M.B.B.S.
- (ii) Bachelor of Dental Surgery B.D.S.
- (iii) Bachelor of Science (Nursing) B.Sc. (Nursing)
- (iv) Post Certificate B.Sc. (Nursing)
- (v) Master of Surgery M.S.
- (vi) Master of Science M.Sc.
- (vii) Doctor of Medicine M.D.
- (viii) Doctor of Philosophy Ph.D.
- (ix) Doctor of Science D.Sc.
- (x) Diploma in Child Health D.C.H.

- | | | |
|--------|--|-------------|
| (xi) | Diploma in Tuberculosis and Chest Diseases | D.T. & C.D. |
| (xii) | Diploma in Ophthalmic Medicine and Surgery | D.O.M.S. |
| (xiii) | Diploma in Clinical Pathology | D.C.P. |
| (xiv) | Diploma in Anesthesiology | |
| (xv) | Diploma in Laryngology & Otology. | D.L.O. |

(g) The Degrees in the Faculty of Engineering shall be :

- | | | |
|-------|--|--|
| (i) | Bachelor of Engineering | B.E. (Civil, Mechanical, Electrical & Electronics) |
| (ii) | Bachelor of Engineering (Sandwich pattern) | B.E. (Sandwich pattern) |
| (iii) | Master of Engineering | M.E. (Civil, Mechanical and Electrical) |
| (iv) | Industrial Management Certificate Course | |
| (v) | Doctor of Philosophy | Ph.D. |
| (vi) | Doctor of Science | D.Sc. |

Post Diploma Part Time Degree Course :

- | | | |
|--------|------------------------------------|--------|
| (vii) | Bachelor of Civil Engineering | B.C.E. |
| (viii) | Bachelor of Mechanical Engineering | B.M.E. |
| (ix) | Bachelor of Electrical Engineering | B.E.E. |

Post Graduate Courses in Applied Science :

- | | | |
|--------|---|-----------------------------|
| (x) | Master of Science in Applied Physics | M.Sc. (Applied Physics) |
| (xi) | Bachelor of Architecture | B. Arch. |
| (xii) | Master of Science in Applied Chemistry | M.Sc. (Applied Chemistry) |
| (xiii) | Master of Science in Applied Mathematics. | M.Sc. (Applied Mathematics) |

(h) The Degrees in the Faculty of Education shall be :

- | | | |
|-------|-----------------------|-------|
| (i) | Bachelor of Education | B.Ed. |
| (ii) | Master of Education | M.Ed. |
| (iii) | Doctor of Philosophy | Ph.D. |

- (iv) Doctor of Letters D.Litt.
- (v) Master of Philosophy M.Phil.

(i) The Degree in the Faculty of Ayurveda shall be :

- (i) Bachelor of Ayurveda with Modern Medicine and Surgery B.A.M.S.
- (ii) Doctor of Philosophy Ph.D.

(j) The Degrees in the Faculty of Physical Education:

- (i) Bachelor of Physical Education B.P.Ed.

(k) The Degrees in the Faculty of Technology:

- (i) Bachelor of Pharmacy B.Pharma
- (ii) Master of Pharmacy M.Pharma

(l) The Degrees in the Faculty of Dentistry:

- (i) Bachelor of Dentistry B.D.S.
- (ii) Master of Dentistry M.D.S.

(m) The Degrees & Diplomas in the Faculty of Management Studies:

- (i) Master of Business Administration M.B.A.
- (ii) Master of Advance Management Studies M.D.M.S.
- (iii) Doctor of Philosophy Ph.D.
- (iv) Master of Tourism Administration M.T.M.
- (v) Master Programme in International Business M.I.B.
- (vi) Bachelor of Business Administration B.B.A.
- (vii) Post-graduate Diploma in International Business P.G.D.I.B.
- (viii) Diploma in International Tourism & Hotel Management D.I.T.H.M.
- (ix) Master of Philosophy M.Phil.
- (x) Bachelor of Business Management B.B.M.
- (xi) Diploma in Business Management

- (xii) Diploma in Materials Management
- (xiii) Diploma in Financial Management
- (xiv) Diploma in Import-Export Management
- (xv) Diploma in Information System

(n) The Degrees in the Faculty of Engineering Science;

- | | | |
|--------|---|---------|
| (i) | Master of Science | M.Sc. |
| (ii) | Master of Computer Applications | M.C.A. |
| (iii) | Master of Computer Management | M.C.M. |
| (iv) | Post-graduate Diploma in Computer Science | D.C.S. |
| (v) | Master of Philosophy | M.Phil. |
| (vi) | Doctor of Philosophy | Ph.D. |
| (vii) | Master of Technology | M.Tech. |
| (viii) | Master of Science | M.Sc. |

(o) The Degrees in the Faculty of Extension & Liberal Studies:

- | | | |
|-----|----------------------|---------|
| (i) | Master of Philosophy | M.Phil. |
|-----|----------------------|---------|

ORDINANCE NO. 15

The following shall be the examination and other fees payable to the University by Regular/Private Students for the academic session 2000-01 : (1 July, 1994).

(Approved by Coordination Committee at its meeting held on @B3# = S. No. EXAMINATION FEES
Regular Private

1. 2. 3. 4.

I

FACULTY OF ARTS AND SOCIAL SCIENCES:

1.	B.A. Part-I (3 YDC)	160	200
2.	B.A. Part-II (3 YDC)	160	200
3.	B.A. Part-III (3 YDC)	160	200
4.	M.A. (Previous)	160	205
5.	M.A. (Final)	160	205
6.	M.A. (Final) with thesis/dissertation/project report	200	325
7.	Certificate in Foreign Language	050	–
8.	Diploma in Foreign Language	050	–
9.	Diploma in Public Administration	050	075
10.	Diploma in Musicology/Archeology	100	100
11.	Diploma in Sanskrit/Yogic/Hindi	060	–
12.	Diploma in Criminology	090	–
13.	Diploma in Fundamental and A. V. E.	090	–
14.	Diploma in Social Work	060	–
15.	Shastri Part – I to III Each	060	–
16.	Acharya Part I to II	100	–
17.	B. Lib. Sc.	100	–
18.	M. Lib. Sc.	180	–
	A. M. Lib. and B. Lib. (per semester)		
19.	Diploma in Library Science	–	–

20.	Certificate in Library Science	–	–
21.	Bachelor of Journalism & Mass Communication (Per Semester)–	–	–
22.	P. G. Diploma in Secretariat and Practice (Per Semester)	–	–
23.	M. I. B. (Two Year)	1397	–
24.	M. B. E. (Part Time Three Year) (Per Semester)	–	–
25.	M. B. E. (Two Year) (Per Semester)	1397	–
26.	P. G. D. I. B. (Per Semester)	–	–
27.	P. G. Diploma in Photography (One Year) (Per Semester)	–	–
28.	P. G. Diploma in Sports Journalism (Per Semester)	–	–
29.	Higher Certificate Course in Printing Technology and Supervision (Per Semester)	1397	–
1.	2.	3.	4.
30.	P. G. Diploma in Computer Application to Library Management (Per Semester)	–	–
31.	Diploma in Dramatics (Per Semester)	–	–
32.	Diploma in Labor Laws	–	–
33.	Diploma in Spoken Arabic	–	–
34.	M. Phil. (Per Semester)	275	–
	Hindi, Sanskrit, Urdu, English, History, Geography, Sociology, Political Science, Psychology, Music, Social Work, Economics		

II

FACULTY OF SCIENCE AND LIFE SCIENCES:

1.	B.Sc. Part-I (3 YDC)	180	325
2.	B.Sc. Part-II (3 YDC)	180	325
3.	B.Sc. Part-III (3 YDC)	180	325
4.	M.Sc. (Previous)	180	310

5.	M.Sc. (Final)	180	310
6.	M.Sc. (Previous & Final)		
	Mathematics and Statistics (Per Semester)	–	–
7.	M.Sc. (Final) with Thesis/Dissertation	200	470
8.	M.Sc. (Previous & Final) Applied Chemistry (Per Semester)	–	–
9.	M. Tech. Laser & Modern Optics (Per Semester)	–	–
10.	M. Sc. (Previous & Final) Microbiology (Per Semester)	–	–
11.	M. Sc. by Research Physics (Per Semester)	–	–
12.	M. Sc. (Previous & Final) (Per Semester)	–	–
	Physics, Chemistry, Life Science, Biochemistry		
13.	M. Phil. (Per Semester)	–	–
	Physics, Chemistry, Life Science, Mathematics, Statistics, Engineering Physics & Market Research		
14.	Certificate Course in Computer Sc. (Per Semester)	125	–
15.	Diploma in Medical Laboratory Sc. (Per Semester)	160	–
16.	Diploma in Computer Science (Per Semester)	160	–

III

FACULTY OF COMMERCE:

1.	B.Com. Part-I (3 YDC)	160	300
2.	B.Com. Part-II (3 YDC)	160	300
3.	B.Com. Part-III (3 YDC)	160	300
4.	M.Com. (Previous)	160	310
5.	M.Com. (Final)	160	310
6.	M.Com. (Final) with Thesis/Dissertation	200	470
7.	Master of Business Management (Per Semester)		
8.	Master Degree Course in Personnel Management and	–	–

Labor Welfare (Per Semester)

1.	2.	3.	4.		
9.	P. G. Diploma in Business Management/ Commercial, Computer Application/Public Relations Advertising & Sales Promotion/ Tax Management and Practice	Ü Ý (Per Semester)	160	–	
10.	Certificate Course in Salesmanship Practical Accounting/Business English & Hindi- English Stenography	Ü Ý (Per Semester)	125	–	
11.	Diploma in : Interior Decoration and Home Management/ Fashion Designing and Marketing/Computer Application in Business Management	Ü Ý (Per Semester)	1397	–	
12.	M. Phil.		1397	–	

IV

FACULTY OF MANAGEMENT STUDIES :

1.	M. B. A. Full Time (Two Year)		1397	–
2.	M. B. A. Part Time (Three Year)		1397	–
3.	M. B. A. Full Time (Defence Personnel) Officers		1397	–
4.	D. M. M. in Business Administration	–	–	
5.	M. M. S. (Two Year)	–	–	
6.	M. M. S. (Five Year)	–	–	
7.	M. C. A. (Six Year)	–	–	
8.	M. B. A. (Modular)	–	–	
9.	M. B. A. (Defence)	–	–	
10.	M. B. A. (NRI)	–	–	

11.	Master of Tourism Administration	–	–
12.	Master of Hotel Management	1397	–
13.	Master of Hospital and Health Administration (Five Year)	–	–
14.	Master of Defence and Management Studies	–	–
15.	Consortium Management	–	–
16.	Diploma in Advertising and Public Relation	–	–
17.	M. Phil. (Defence and Management)	–	–

V

FACULTY OF HOME SCIENCE:

1.	B.H.Sc. Part-I (3 YDC)	180	325
2.	B.H.Sc. Part-II (3 YDC)	180	325
3.	B.H.Sc. Part-III (3 YDC)	180	325
4.	M.H.Sc. (Previous)	180	310
5.	M.H.Sc. (Final)	180	310
6.	M.H.Sc. (Final) with thesis/dissertation	200	470
1.	2.	3.	4.

VI

FACULTY OF LAW:

1.	LL.B. Part-I (3 YDC)	225	400
2.	LL.B. Part-II (3 YDC)	225	400
3.	LL.B. Part-III (3 YDC)	225	400
4.	LL.M. (Previous)	315	470
5.	LL.M. (Final)	315	510

VII

FACULTY OF AYURVEDA:

1. B.A.M.S. Part-I
2. B.A.M.S. Part-II
3. B.A.M.S. Part-III Each exam. all subjects 650, one subject 265
4. B.A.M.S. Part-IV
5. B.A.M.S. Part-V

VIII

FACULTY OF EDUCATION:

1. B.Ed. (Per Year) 225
2. B.Ed. (summer) Per Semester
3. B.C.Ed. (Per Semester)
4. M.Ed. (Per Year) Dissertation 315
5. M.Ed. (summer) Per Semester
6. M.C.Ed. (Part Time) Per Semester
7. Diploma in Guidance and Counseling
8. Nursery Teachers Training
9. Diploma in Interior Decoration and Architect.
10. M. Phil. (Per Semester)

IX

FACULTY OF MEDICINE :

1. First Prof. MBBS
2. Second Prof. MBBS Each exam. all subjects 650, one subject 265
3. Third Prof. MBBS
4. Diploma Examinations 650 –

5.	M.D./M.S. with thesis	1325	–
6.	Repeaters M.D./M.S.	1325	–
7.	Repeaters in Diploma Examinations	650	–
8.	B.Sc. (Nursing) each Examination	all subjects 650, one subject 265	
9.	B.D.S. each Examination	all subjects 650, one subject 265	
1.	2.	3.	4.

X

FACULTY OF ENGINEERING:

1.	First B.E.	(4 YDC)	`A' Semester	–	–
2.	First B.E.	(4 YDC)	`B' Semester	–	–
3.	Second B.E.	(4 YDC)	`A' Semester	–	–
4.	Second B.E.	(4 YDC)	`B' Semester	–	–
5.	Third B.E.	(4 YDC)	`A' Semester	–	–
6.	Third B.E.	(4 YDC)	`B' Semester	–	–
7.	Fourth B.E.	(4 YDC)	`A' Semester	–	–
8.	Fourth B.E.	(4 YDC)	`B' Semester	–	–

M.E./MASTER OF SCIENCE (APPLIED)

1.	First Semester	–	–
2.	Second Semester	–	–
3.	Third Semester	–	–
4.	Fourth Semester with Dissertation	–	–

XI

FACULTY OF TECHNOLOGY:

1.	B. Pharm. Part-I	100	–
2.	B. Pharm. Part-II	100	–

3.	B. Pharm. Part-III	100	–
4.	B. Pharm. Part-IV	100	–

XII

FACULTY OF PHYSICAL EDUCATION:

1.	B. Sc. I, II, III (Physical Education)	232	–
2.	M. P. Ed. (with Dissertation)	282	–

XIII

FACULTY OF DENTISTRY:

1.	B. D. S. (Each Examination)	all subjects 650, one subject 265	
2.	M.D./M.S. (with Dissertation)	1325	–

XIV

FACULTY OF ENGINEERING SCIENCE:

1.	M. Sc. (Computer Science) Per Semester	–	–
2.	M. C. A. (Per Semester) Three Year	1397	–
3.	M. Tech. (Course in Computer Sc.)	–	–
4.	Master of Computer Management (Per Semester) (FT/PT)	1397	–
5.	M. Sc. Electronics & Communication (Part Time/Full Time)	–	–
	Electronics & Fiber Optics	–	–
6.	M. Sc. (Science & Technology Communication) Per Semester	–	–
7.	M. S. Energy (Per Semester)	–	–
8.	M. Tech. Energy (Per Semester)	–	–
9.	M. S. Future Studies (Per Semester)	–	–
1.	2.	3.	4.
10.	M. Phil. Computer Science/Bio Technology/		

	Future Studies (Per Semester)	–	–
11.	Diploma in Computer Science/Electronics (Per Semester)	–	–
12.	Diploma in Automation (Per Semester)	–	–
13.	P. G. Advance Diploma in Energy (Per Semester)	–	–
14.	Use of Cyber Main Frame Computer Course (Certificate)	–	–
15.	Professional Development Programme Short Course	–	–
	Two Nos. in each years		

Note : The examination fees not shown in the ordinance will be prescribed by the Head of Department concerned.

ANNEXURE – II

OTHER FEES

S. No.	ITEM	FEES PAYABLE BY REGULAR/PRIVATE STUDENTS FROM 1-7-94-95
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1.	2.	3.
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OTHER FEES

1.	Marks Sheet	020
2.	Duplicate Marks Sheet	020
3.	Enrolment	020
4.	Degree	100
5.	Degree in Advance	140
6.	Duplicate Degree	100
7.	Migration	030
8.	Duplicate Migration	030
9.	Change of Name	030

10.	Duplicate Admission Card	020
11.	English rendering Degree (Plain Paper)	015
12.	English Translation Degree	100
13.	Provisional Certificate in lieu of Degree	025
14.	Provisional Degree Certificate (Duplicate)	025
15.	Diploma Certificate (Duplicate)	100
16.	Re-Totalling of marks in one subject	020
17.	Re-Totalling in all subject	050
18.	Revaluation per Answer books	100
19.	Late fee for submission of Revaluation forms up to 5 days	100
20.	Late Fee for submission of Revaluation forms up to 10 days	030
21.	Late fee for submission of Revaluation forms up to 15 days	050
22.	Permission fee from Private Students	080
23.	Registration fee from Private Students	015
24.	Micro Scrutiny of Answer Books	015
25.	Building/Furniture fee from Private Candidate	010
26.	Forwarding Fees from Private Candidate	020
27.	Library Fees from Private Students	030
28.	Late Fee for submission of Exam. Forms	025
29.	Late Fee for submission of Exam. Forms upto 15th January	040
1.	2.	3.
30.	Special Permission Fee for submission of Exam. Forms from 16th Jan. to 15 days period to commencement of Exam.	250
31.	Examination application form	035
32.	Eligibility	025
33.	Immigration	030
34.	Students Welfare	030

35.	Book Bank for Weaker Students	005
36.	Student Accident Fund	010
37.	Student Disable Fund	010
38.	Transfer Certificate	015
39.	Change of Subject	030
40.	Change of Faculty	030
41.	Change of Centre	030
42.	Immigration Fee for Foreign Students	100
43.	Eligibility Late Fee for Local Students	200

Note : Besides the above, a candidate will pay all other fees which have been prescribed in the relevant Statutes/Ordinances of the University.

ORDINANCE NO. 17

DOCTOR OF SCIENCE

(Approved and amended by the Executive Council at the meetings held on 4-1-1977 and 12-11-1983 and the amendments approved with effect from 12-1-1984 by the Co-ordination Committee at the meeting held on 11-1-1984).

1. A candidate for the Degree of D.Sc. must be:

- (a) a Doctor of Philosophy of the University of at least two years' standing, or
- (b) a Doctor of Philosophy of at least two years' standing of any University recognized for this purpose by the University, who has been resident within the territorial limits of the University for at least one year, or
- (c) An M.Phil. of the University of at least one year, or
- (d) An M.Phil. of at least seven years' standing of any University recognized for this purpose by the University, who has been resident within the territorial limits of the University for at least two years, or
- (e) A Master of Science of this University of at least ten years' standing, or
- (f) a Master of Science of at least ten years' standing of a University recognized for this purpose by the University and residing within the territorial limits of the University at least 3 years, or
- (g) a Master of Science of any University incorporated by any law for the time being in force of at least ten years' standing, who has been working as a teacher in any college affiliated to the University or Teaching Department of the University or any University incorporated by any law for the time being.

Provided that the candidate referred to in clauses (c), (d), (e), (f) or (g) above shall satisfy the Research Degree Committee and the Academic Council that the work already done by him is of exceptional merit to earn exemption from the Ph.D. Degree.

Note :

The candidate referred to in clauses (c), (d), (e), (f) or (g) must have obtained at least second class marks at the Master's Degree Examination or he/she must be a post-graduate teacher of at least five years' standing.

2. The D.Sc. Degree shall be awarded on the basis of an original thesis submitted by the candidate upon any subject comprised within the faculty concerned.

3. (a) A candidate for the D.Sc. Degree must, on or before, October 15th apply to the University on a prescribed form stating :

- (i) His qualification and experience;
- (ii) The subject on which he proposes to work; and
- (iii) the purpose of study indicating the original contribution to knowledge which the thesis proposes to make and which will bring to light material not yet known or used by scholars, or a fresh interpretation of already known facts.

(b) The application shall be accompanied by a sum of Rs. 120/-. (Effective from 1-1-84).

4. (i) The application shall be placed before the Research Degree Committee in the subject concerned, which shall consist of the Kulapati, the Dean of the Faculty, the Chairman of the Board of Studies concerned and at least two experts to be nominated by the Kulapati in consultation with the Chairman of the Board concerned.

(ii) The Research Degree Committee shall meet in the academic year in which the applications to be dealt with by the Committee are received.

(iii) The Committee shall satisfy itself in regard to the suitability of the subject and the outlines of investigation and shall forward the application to the Academic Council with such recommendations as the Committee may wish to make.

(iv) In case the Academic Council accepts the application of the candidate, it shall appoint from amongst a teacher of a University or Head of a Research Institute, a person to advise the candidate. He shall put in at least six months' work, in a recognized Science Laboratory where experimental work is needed.

*Provided that a person who is himself registered for Ph.D./D.Litt./D.Sc. Degree shall not be eligible to become a member of the Research Degree Committee.

*Approved by the Executive Council and the Coordination Committee. Effective from 4-9-1982.

5. If the application is entertained by the Academic Council the candidate may submit his thesis at any time not earlier than one year and not later than five years from the date on which he was permitted to duplicate for the Degree.

6. A panel of at least four examiners shall be recommended by each external member of the Research Degree Committee after a report has been received from the candidate to the effect that the thesis is on the point of completion. Such a report should be sent in not earlier than three months before the completion of the thesis. The panels received from the external members shall be considered by the Committee constituted under sec. 44(1) of the Adhinyam which shall forward a panel of at least five names for appointment of examiners by the Kulapati.

Provided that where the panels are not received from the external members within two months of the request made to them, the Committee shall proceed to draw up its panel without waiting for the external members 'Panel'.

7. A candidate shall not be allowed to submit as part of his thesis any paper or papers on the basis of which a degree has already been conferred on him by this or any other University, but he shall not be precluded from incorporating work which has already been submitted by him for a degree, in a thesis covering a wider field provided that he shall indicate the extent of the work so incorporated and that such work shall not form a substantial part of the thesis. The thesis submitted must be satisfactory as regards its literary form and, if not already published, must be in a form suitable for publication.

The medium of expression for every thesis shall be English or Hindi (written in Devanagiri Script).

8. After the thesis is completed, the candidate shall submit four printed or type-written copies of his thesis together with a sum of Rs. 600/- (effective from 1-1-84) on account of the fee. The candidate shall indicate how far his thesis embodies the result of his own research and in what respects his investigation appears to him to advance the bounds of knowledge. He shall also state what authorities he has utilized in preparing his thesis and shall submit in support of his candidature, any paper or papers which he may have published independently or jointly.

9. The thesis must be a piece of research work characterized either by the discovery of facts or by a fresh approach towards interpretation of facts or theories. In either case, it should evince candidate's capacity for original thinking, critical examination and sound judgment.

10. (i) On its receipt, the thesis shall be sent to three persons selected by the Kulapati out of the panel of at least five examiners suggested by the Committee constituted under section 44 (1) of the Adhiniyam.

(ii) If two of the three examiners disapprove the thesis it shall be rejected but if two examiners approve of it, the thesis shall be sent for evaluation to another examiner on the panel appointed under Para 10 above and his opinion shall be final, if the fourth examiner does not approve, the thesis shall be rejected.

(iii) In case all the three original examiners approve the thesis, or in the event of divergence of opinion between the original three, the fourth examiner approves it, the candidate shall be called upon to appear for a viva-voce test before a Board of two examiners who approved his thesis, if both the viva- voce examiners are satisfied, the case shall be placed before the Executive Council. If the Council, after considering the proper reports of the examiners consider the candidate worthy of the D.Sc. Degree (as the case may be) they shall confer the degree on him.

(iv) In case the recommendations of viva-voce examiners differs from those of the thesis examiners, or there is a difference of opinion between the viva-voce examiners, the candidate may be asked to reappear at a second viva-voce examination within one year. If the candidate fails to satisfy the viva-voce examiners the second time, his thesis shall be finally rejected.

11. If the examiners are of the opinion that the candidate's work does not come upto the standard of D.Sc. Degree and recommend the award of Ph.D. Degree instead, the Executive Council may approve conferment of th Ph.D. Degree on the candidate, if the candidate is not already a Ph.D. of this University and/or in the same subject.

12. If the examiners recommend that the candidate be asked to improve this thesis, the Executive Council may permit the candidate to resubmit his thesis not earlier than six months and not later than one year, the period being counted from the date of the resolution of the Executive Council granting the permission. In case a candidate is allowed to resubmit his thesis, he shall have to pay a fresh fee of Rs. 600/- (effective from 1-1-1984) at the time of resubmitting his thesis.

13. The candidate shall, on publication of the thesis, state on the title page that it was a thesis approved for the D.Sc. Degree of the University.

ORDINANCE NO. 19

SCALES OF PAY OF PROFESSOR, READER, LECTURER AND DEMONSTRATOR / INSTRUCTOR / CRAFT-TEACHER

(Refer Section 50)

(Amended up to 31-7-1983)

1. The scales of pay of Professors, Readers and Lecturers in the Schools of Studies/University Teaching Departments shall be as under :

(i) Professor of Eminence (As per the rules and conditions laid down by the U.G.C.)	Rs.3000/- (fixed)
(ii) Professor	Rs. 1500-60-1800-100-2000-125-/2-2500/-
(iii) Reader	Rs. 1200-50-1300-60-1900/-
(iv) Lecturer	Rs. 700-40-1100-50-1600/-

2. The above pay scales shall be known as the U.G.C. pay scales and shall be applicable w.e.f. 1-4-1976. These pay scales are inclusive of Dearness Allowance, Dearness pay and Interim relief that were admissible to teachers according to approved rates as on 31-12-72. They will, however, be entitled to such other allowances, as may be sanctioned by the State Government/University from time to time.

3. The revised pay scales sanctioned for the period from 1-1- 1973 to 31-3-1976 shall remain in force notionally but no payment will be made on account of arrears for this period.

*4. A teacher appointed/promoted on or after 1-4-76 and prior to 5-6-80 shall be deemed to be appointed in the pay-scale given in paragraph-1 above. The pay of such incumbent shall be fixed in the U.G.C.'s pay-scale, from the date from which he wants to opt for it, at the stage equal to the amount of his/her present pay or if there is no such stage in the U.G.C.'s pay-scale, at the stage next above, the amount of his/her present pay. The arrears, if any, upto 31-3-80 will be deposited in his/her P.F. account without University's contribution thereon.

5. All teachers who were in the service of the University before 1-4-1976 shall be given option to elect U.G.C. pay scales from 1-4-1976 or from any other subsequent date. The option shall be exercised in writing by 29-8-1980. If no option is exercised within the prescribed period, it will be presumed that the teacher has opted for U.G.C. scale from 1-4-1976.

6. The pay of the teachers who are drawing pay in the revised scale shall be fixed in accordance with the normal rules. Accordingly, the pay of a teacher, who opts for the U.G.C. scale, will first be fixed in the U.G.C. scale at a stage equal to the rate at which it was drawn in the revised scale provided that there is such a stage in the U.G.C. scale. If there is no such stage in the U.G.C. scale, pay shall be fixed in the U.G.C. scale at the stage next below the stage at which it was drawn in the revised scale and the difference, if any, will be treated as personal pay to be absorbed in subsequent increment/s. The pay of a teacher drawing pay at a rate below the minimum of the U.G.C. scale as on 1-4-1976, shall be fixed at the minimum of the U.G.C. scale.

*Amendment approved by the Executive Council in its meeting held on 16-7-1983.

7. Consequent to the fixation of pay in U.G.C. scale the arrear, if any, for the period from 1-4-1976 to 31-3-80 will not be paid in cash and the same will be deposited in the provident fund account of the teachers concerned without University contribution thereon.

8. As a result of pay fixation in the U.G.C. scale the date of annual grade increment shall ordinarily remain unchanged. However, a teacher whose pay is fixed at the minimum of the U.G.C. scale on 1-4-1976 or on any subsequent date, he will be entitled to the next grade increment on completion of one year from the aforesaid date.

*9. "The existing teaching staff who have been appointed on or after 1-4-1976 and who did not possess at the time of their initial recruitment minimum qualifications laid down in the relevant ordinance, shall have to obtain a post Master degree within eight years from 1-7-1977 or the date of appointment if appointed after 1-7-1977. If they are unable to do so, during this period they shall not earn any future increment till they satisfy this condition."

10. The other conditions regarding the agency for certification of pay fixation in the U.G.C. scales, claim for additional amount from Government on account of fixation of pay in U.G.C. scales, admissibility of additional D.A. on percentage basis, payment of remuneration for examination work including invigilation work etc. shall be those as laid down by the Government of Madhya Pradesh, Education Department Bhopal vide order No. F. 7/14/75/E- 5/20 dated 29-5-1980 and/or the University from time to time.

11. The pay scale applicable to the post of Demonstrator, Instructor/Craft Teacher shall be Rs. 300-25-600/- (N.P.) and shall come into effect retrospectively from 4-5-1974 i.e. the date from which Statute No. 31 came into force. The pay of the present incumbents to these posts shall be fixed in accordance with the normal rules.

12. Subject to the provisions contained in Statute No. 31 the initial pay of a teacher shall be fixed by the Executive Council on the recommendations of the Selection Committee.

Provided that the salaries of the following categories of teachers shall be fixed in accordance with the rules of the Government concerned, viz. :

(i) Government servants on deputation to the University; and

(ii) Superannuated Government servants re-employed by the University after their superannuation.

*Amendment approved by the Executive Council in its meeting held on 16-3-1983 and come in to force w.e.f. 31-7-1983.

ORDINANCE NO. 20

[Made under section 37 (xiv) of the Adhiniyam]

(Approved by the E.C. at its meeting of 21st June, 1979 and amended at its meeting of 5-1-1980 and 16-10-1985)

COLLEGE DEVELOPMENT COUNCIL

An Ordinance to establish the constitution, powers and functions of the College Development Council and its director so as to ensure proper academic planning, integrated development programme of affiliated colleges and to provide the colleges necessary help and guidance.

1. Definitions :

- (a) The terms 'College', 'Kulapati', 'Deans of Faculties', 'Principals', 'Teachers' and 'Registrars' will have the same meaning as is given in the M.P. Vishwavidyalaya Adhiniyam, 1973 and all Statutes and Ordinance made or to be made there under.
- (b) 'College Development Council' means the College Development Council constituted under the provisions of this Ordinance.
- (c) 'Director' of the College Development Council means the Director of the College Development Council of the University appointed under the provisions of this Ordinance.

2. Jurisdictions:

The College Development Council shall have jurisdiction over all the Colleges admitted to the privileges of the University under the Adhiniyam.

3. (1)The College Development Council shall consist of :

(i) Kulapati	Chairman
(ii)The Director of College Development Council Member	Secretary
(iii) Three Deans of faculties nominated by the Kulapati	Member
(iv) Two U.T.D. Teachers not below the rank of Reader nominated by the Kulapati	Member
(v) Six Principals (at least one from a Girls' College and two from private colleges) Nominated by the Kulapati	Member
(vi) Four teachers of colleges nominated by the Kulapati	Member
(vii) Chairman, Madhya Pradesh Uchcha Shiksha Anudan Ayog or his nominee	Member
(viii) Director, Collegiate Education of Madhya Pradesh or his nominee	Member
(ix) Registrar	Member

In nomination the members, the Kulapati may as far as possible select senior persons available at that time in the respective category.

(2) Members of the College Development Council, other than ex- officio, shall hold office for a period of two years.

4. Seven Members of the College Development Council shall form a quorum.

5. There shall be at least two meetings of the Council in a year.

6. The college Development Council may constitute a Committee or Sub-committee as it may deem necessary for the discharge of its functions.

7. The College Development Council shall exercise the following powers and perform the following duties, namely :

(a) to function as a policy making body in regard to proper planning and integrated development of colleges;

(b) to conduct surveys of all the affiliated colleges, district-wise with a view to preparing and maintaining profile on each college under the university, reviewing the existing facilities and identifying the needs and gaps that need to be filled for the development of colleges and make such information available to the UGC and other concerned bodies;

(c) to advise the university on all matters relating to development of affiliated colleges, such as provision of adequate facilities academic and physical for raising the standard of learning, teaching and research and its periodic evaluation for enabling the university to maintain reasonable continuity of policy in regard to development of colleges;

(d) to prepare a perspective plan for the development and opening of new colleges, to enable the university and state education authorities to take long term decisions on the planning and development of college and to advise the university on matters relating to different disciplines taught in colleges at different levels of university education;

(e) to advise the university in regard to rationalization and implementation of university's policy on affiliation of college;

(f) to keep close contact with the colleges, with a view to helping them in their proper development, selection of teachers, student amenities, proper utilization of grants and efficient implementation of UGC approved projects and reforms viz. examination reform, courses, COSIP, COHSIP, restructuring of courses to make them more relevant and significant not only to students, but also to the region as a whole by assessing social transformation and regional development;

(g) to review the facilities for post-graduate departments of colleges in terms of the norms prescribed by the UGC, and assist those having the potential of coming up to the norms within a few years;

(h) to help in the selective development of some colleges, to remove regional imbalances; and also assist the colleges to realize their potential and in identification of colleges for autonomous status;

(i) to evaluate and assess the impact of UGC grants utilized by the colleges for the implementation of various development projects;

(j) to ensure that the UGC grants released to university for disbursement to colleges are not held/locked up or utilized by the university for its own purposes, and also ensure that these grants are properly and expeditiously disbursed to colleges for specified purposes

according to the guidelines laid down by the Commission;

(k) to obtain from the colleges and furnish to the U.G.C. utilization certificates and completion documents in respect of U.G.C. grants released/disbursed to colleges through the University, and help in monitoring the UGC programmes implemented by the affiliated colleges;

(l) to ensure close and continued contact and interaction between academic faculties at the university teaching departments and at the colleges; monitor the development programmes and maintain regular statistics on the development of colleges;

(m) to review the inspection reports of the colleges and suggest remedies for the defects and irregularities reported;

(n) to perform such other functions as may be prescribed or as may be deemed necessary by the university for advancing the cause of collegiate education as may be incidental or conducive to the discharge of the above functions;

(o) to help in the implantation of the regulation framed by the UGC regarding minimum standards of instruction for the award of first degree and also regarding restructuring of courses at the undergraduate level.

8. Finances: The University Grants Commission shall provide financial assistance for implementing the scheme of College Development Council in accordance with the guidelines approved by the Commission from time to time.

9. The College Development Council shall send its periodic reports to the Executive Council and the UGC about its programmes of activities.

10. The University will provide as far as possible, adequate accommodation, furniture and fittings, stationary, typing machines, ronco facilities, secretariat and Class IV staff and other facilities from its own resources for the effective and smooth functioning of the College Development Council.

11. The Director of the College Development Council shall be appointed by the Executive Council on the recommendations of a selection committee consisting of the Kulapati (to preside) a nominee of the UGC and a nominee of the Executive Council. Provided that the Director of College Development Council so appointed shall not continue, beyond the age of 65 years when he would retire.

Provided further that only a person of the rank of University Prof. or Principal of a College shall be eligible for appointment to the post.

O R D I N A N C E N O. 21

RULES GOVERNING THE AWARD OF M.PHIL. DEGREE

1. The degree of M.Phil shall be instituted in the Faculties of Arts, Social Sciences, Life Science, Commerce Education, Physical Education, Home-Science, Law, Management Studies, Engineering Science, Technology and Engineering.

2. Objective of the Course:

- (i) To develop researchers.
- (ii) To develop teachers for higher education.
- (iii) To develop quality manpower for different sectors and organizations.

3. Duration of the Course:

The M.Phil. Programme may be run on full time / part time basis or both depending upon the facilities available in the Department /SOS/Institute.

Full Time Mode: The Full Time M.Phil Programme is of ONE Year which may be extended for Dissertation Work by ONE Semester. However, necessary credits may be earned in TWO YEARS from the date of admission.

Part Time Mode: The total instructional hours must be equal to the Full Time Programme. The Part Time Programme shall be only for full time teachers or research workers of recognized institutions/colleges/University Teaching Department preferably within the jurisdiction of Devi Ahilya Vishwavidyalaya, Indore and they will have to submit a certificate from their employer to this effect along with the application for admission.

Distance Mode: There shall be no M.Phil Programme through the distance mode.

4. Admission:

- (i) The minimum qualification for admission to M.Phil. Course shall be 55 % marks at Master's Degree in the subject concerned or an allied subject to be approved by the course committee of concerned subject.
- (ii) The candidate should fill in the prescribed form. The teacher or researcher should attach a No Objection Certificate (NOC) from the Head of the Institution/Employer.
- (iii) No M.Phil. Class shall have more than twenty students registered at a given time in a particular subject. Reservation of seats for SC/ST candidates shall be as per Govt. Rules.

EVALUATION

5. In UTD/SOS/Institutes, the Ordinance 31 while in Autonomous Colleges Statute 38 shall be applicable except for Dissertation. The following guidelines should be followed for evaluating dissertation.

- Not more than 10 dissertations should be sent to an external examiner.
- Rs. 300=00 per candidate be given to external examiner
- Normally, examiner evaluating the Dissertation has to conduct the Viva-voce.

6. The M.Phil candidate shall submit THREE Copies of the Dissertation. The Dissertation shall be submitted only when the supervisor concerned or any other expert nominated by the Kulpati in exceptional cases certifies that it is worthy of consideration for part fulfillment of the M.Phil Degree.

GENERAL

7. The M.Phil programme may be conducted by the UTD/SOS/Institutes. Autonomous Colleges may also conduct M.Phil Programme in the subject specialization in which M.Phil Programme is not run by the UTD/SOS/Institutes.
8. Only such teachers who possess a doctorate degree with published work will be eligible for teaching in M.Phil programme.
9. Not more than three students shall be assigned to any individual teacher for the purpose of guiding, dissertation work at M.Phil level.
10. Normally, a teacher shall not teach more than one course per semester at M.Phil level.

7. Administration:

11. The Head/Director/Principal of Institute may constitute a Course Committee for
 - Admitting students to the M.Phil Course.
 - Allotting students for dissertation.
 - Revising and modifying the syllabus.

Assigning the paper or papers to be taught by the concerned teachers of the department.

Inviting the faculty to teach a paper at M.Phil level, wherever it is applicable.

12. Matters not covered in the Ordinance shall be decided in accordance with the provision of relevant Statutes, Ordinance, etc.

Note: Approved by the coordination committee vide meeting dated 24th March 2008.

ORDINANCE NO. 22

(Refer Section 37)

Conditions of Service, Powers and duties of Personnel appointed for the Computer Centre

There shall be a Computer Centre established by the University with the following personnel on its establishment for functioning of the centre :

- (i) Director/Head of the Computer Centre.
- (ii) System Manager.
- (iii) System Engineer.
- (iv) System Analyst.
- (v) Maintenance Engineer (Jr.).
- (vi) Programmer.
- (vii) Computer Operator (Sr.).
- (viii) Computer Operator (Jr.).
- (ix) Tape Disc Librarian.
- (x) Key Punch Operator.
- (xi) Job-receptionist.
- (xii) Trainee programmer.
- (xiii) Trainee Operator.
- (xiv) Supporting Administrative Staff-Clerks/Peons etc.

2. The Executive Council shall have powers to appoint the officers at Sr. No. (i) to (vi) of the foregoing paragraph and for the remaining posts the Kulapati shall have the powers to make appointments.

3. The pay-scale(s) and number in each of th above categories of posts shall be fixed by the Executive Council from time to time.

4. The Executive Council shall prescribe the qualifications which a candidates should possess for being eligible to hold any of the offices mentioned in part-1 of this ordinance.

The prescribed qualifications shall be given due publicity and the Selection Committee shall recommend candidates for appointment to such offices with due regard to the qualifications prescribed.

- 5.
- (a) For the posts at Sr. No. (i) to (vi) of para 1, there shall be a Selection Committee consisting of the following :

- (1) The Kulapati-Chairman.
- (2) One Member of the P.S.C.
- (3) One Member nominated by the Executive Council from amongst its members.
- (4) Two persons not connected with the University having special knowledge of Computer Science and/or Computer application etc. to be nominated by the Kuladhipati.

(b) For the posts at Sr. No. (vii) to (xiii) or para 1, the Selection Committee shall be as follows:

- (1) Director/Head of the Computer Centre- Chairman.
- (2) Two persons having special knowledge of Computer Science and Computer applications etc. to be nominated by the Kuladhipati.
- (3) The Registrar.

(c) For posts at Sr. No. (xiv) the Selection Committee and manner of recruitment shall be the same as prescribed under Statute No. 31.

Three members of Selection Committee (for both 5 (a) and 5 (b) above) shall form the quorum.

6. The officers mentioned in this ordinance shall be entitled to leave, leave-salary, allowances, medical benefits, Provident Fund and other benefits and their other terms and conditions of service including the age of retirement shall be such as may be prescribed by the University for other employees of corresponding categories in the University.

7. The staff of the Computer Centre would belong to category of non-vacation departments.

8. All the technical staff of the Computer Centre will be treated as being on essential duties.

9. The incumbents of the posts against University Grants Commission's pay-scales will also be assigned teaching work.

10. The powers and duties of each officer mentioned in para-1, of this ordinance shall be such as the Executive Council/Kulapati may determine.

ORDINANCE NO. 23

Heads of University Teaching Departments/Schools of Study/Institutes/ Academic Units

[Refer Section 4 (xix)]

*1. The professor working in the concerning department shall be considered for appointment of the Head of the Department Director / Centre-Director / Departmental Head in the University Teaching Department, for a definite period which will not exceed for a period of three years. If there is only one Professor in the Department, then appointment can be considered for a teacher working on the post of Reader.

*2. After expiry of three years duration of the Head of the Department, the assessment shall be made by a committee on the basis of the work, like research work, teaching and administrative efficiency in his / her duration of the Head of the Department in existence or Director / Centre-Director / Departmental Head equivalent thereto. The Kulapati and the Dean of the faculty concerned shall be the Chairman of this Committee. Where the concerning Head of the Department is the Dean of Faculty, the assessment shall be made by the Kulapati.

*3. If, in the above assessment, the Head of the Department or Director / Centre-Director / Departmental Head is found suitable, he / she shall be reappointed as H. O. D. for a further period of three years.

*4. If, the assessment under (3) above, the Director / Centre-Director / Departmental Head equivalent thereto Head of the Department is not found suitable, the other Professor may be nominated in place of him / her. If there is only one Professor in the Department, then academic assessment shall be made by a Committee of all teachers upto the level of Reader and the top-most Reader shall be appointed as Head of the Department.

*5. In case of non-availability of Reader in the Department the Lecturer also, by rotation, shall be taken into consideration for the post of Head of the Department.

6. It shall be the duty of the Head :

(i) to be the custodian of the records, equipments and such other properties of the University as the Executive Council/Kulapati shall commit to his charge;

(ii) to organize the teaching, research and other academic activities of the Department/School of Studies/Institute in accordance with the approved programme and guidelines;

(iii) to promote and to undertake inter-disciplinary academic activities and research programmes in collaboration with other departments and agencies;

(iv) to arrange for periodic assessment of the Department/School of Studies/Institute;

(v) to ensure the compliance of the guidelines issued by the UGC, State Govt. and the University from time to time regarding work-load of teachers and code of conduct for teachers etc;

*[As amended and approved by the Co-ordination Committee at its meeting held on 29.5.2000].

(vi) to collect the income, disburse the payments and maintain the accounts of the Department/ School of Studies/Institute and the projects sanctioned to the members of the Department/School of Studies/Centre;

(vii) to exercise all such powers as may be necessary or expedient for carrying into effect the orders of the Kulapati, or various authorities of the University;

(viii) to discharge such other functions as may be assigned to him from time to time by the Kulapati to whom he shall be responsible for the same;

(ix) to perform such other duties as may, from time to time, be entrusted to him by the Statutes, Ordinances, or Regulations;

(x) to render such assistance as may be desired by Kulapati in the performance of his official duties;

(xi) The Head of Department/School of Studies will be supported by a Departmental Committee consisting of all Professors, senior most Reader and senior most Lecturer, which will take decisions on all important matters;

(xii) The Head would ensure the participation of his colleagues in remunerative and non- remunerative work of the University, including that related to the examination work.

7. In case of any dispute, regarding interpretation of the ordinance and any other matter or situation not covered by the above provisions, the decision of Kulapati will be final.

ORDINANCE NO. 23-A

**ADMISSION OF FOREIGN STUDENTS TO A COLLEGE/UNIVERSITY TEACHING DEPARTMENT
OR SCHOOL OF STUDIES.**

Refer clause I and VIII of Section 37.

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

(a) 'Foreign Student' means a student who is not an Indian National.

(b) The other terms and expressions used in this Ordinance shall have the same meaning as assigned to them under the M.P. Vishwavidyalaya Adhiniyam, 1973 (as amended from time to time) and the relevant Statutes and Ordinances made there under.

2. All cases of Foreign Students for admission to various courses in the S.O.S./U.T.D./Colleges affiliated to the University shall be regulated in accordance with the directives issued by the Govt. of India from time to time.

3. Foreign Students who desire to come to India for higher studies shall apply directly to the University. If the candidate fulfils all the qualifications, the University shall issue provisional admission letter to him and inform the concerned Indian Mission. On the basis of the provisional admission letter, the Mission will issue a Student Visa to enable the student to come to India and join the University. No College or U.T.D./S.O.S. is authorized to issue provisional Admission letter (They are forbidden from doing so). It will be the sole responsibility of the student to seek admission in the SOS/UTD or affiliated College within the time limit prescribed for admissions.

4. Notwithstanding anything contained in any other Ordinance, the following fees will be payable by the Foreign students:

(1)Eligibility Certificate fees	Rs. 100.00
(2)Immigration fee	Rs. 100.00
(3)Registration fee at the time of first admission	Rs. 5,000.00
(4)Fee for renewal of Registration for every subsequent year	Rs. 1,000.00

5. Renewal Fee will not be charged for gap-years i.e. when the student has not availed of facilities for studies in the particular year.

6. Notwithstanding anything contained in part IV of Ordinance Number 6 (Examinations) (General), no Foreign Student shall be permitted to appear in any examination of the University as a non-collegiate student. He cannot be a domicile within the jurisdiction of the University.

7. No Foreign Student shall be admitted to any S.O.S./U.T.D./College affiliated to the University unless he fulfills the following conditions:

(i) He/She possesses Eligibility Certificate issued by the University;

(ii) He/She has deposited the requisite Registration/Renewal Fee;

(iii) He/She has deposited the requisite Immigration Fee;

(iv) He/She produces in original the Pass Port and Valid Student-Visa;

(v) He/She submits certificate of the competent Medical Officer to the effect that he/she is not suffering from A.I.D.S.;

(vi) He/She produces a Certificate from the District Administration/Police Department that his/her name has been enrolled in the Register of Foreign Nationals; and

(vii) He/She produces original certificates of qualifying examinations.

8. The Eligibility Certificate, and other documents will be issued to the candidate in person, on production of valid evidence for identity, like passport, visa etc. The student should necessarily present himself. These certificates will not be granted and issued to his agents/representatives/friends etc. whosoever and whatsoever. The physical appearance of the student himself is essential and binding.

9. If any dispute arises regarding the interpretation of any provision/s of this Ordinance or for matters and situations not covered by this Ordinance, the matter shall be referred to the Kulapati of the University whose decision thereon shall be final and binding.

ORDINANCE NO. 31

(Approved by Coordination Committee meeting held on 12-12-90)

Academic Programmes of School of Studies/University Teaching Departments

- I. An Ordinance to promote development of autonomous SOS/UTD as per U.G.C. guidelines.
- II. Notwithstanding any thing contained in any other statutes, ordinances, regulations etc. the provisions of this ordinance will be applicable hereinafter.
 1. The School of Studies of Devi Ahilya Vishwavidyalaya will be responsible for instituting, planning, monitoring, assessing and modifying their educational programmes. All decision will be taken by the Faculty members of the concerned School of Studies.
 2. Subject to the approval of Vice Chancellor, Standing Committee of Academic Council, Executive Council, new programmes and courses will be INSTITUTED with the help of the faculty members of concerned School of Studies. The existing programmes may be modified by the SOS.
 3. Head of a concerned SOS will ADMIT students into different programmes as per the criteria evolved by the SOS, If need be the SOS may conduct its own Entrance Test.
 4. REGULAR participation in theory, practical, etc. by all types of Students shall be encouraged by the Head of the SOS.
 5. (1) The semester system introduced from 1989 will consist of 18 weeks and a trimester of 12 week of Lecture/tutorial for one semester will constitute ONE credit. In case of trimester one hour lecture per week will correspond to credit.
 - (b) Home work/Field work/Seminar needing considerable efforts will earn additional credit in a semester and credit in a trimester.
 - (c) One hour per week of laboratory work one semester will constitute credit, whereas in trimester one hour per week will correspond to credit.
 - (2) For a two year programme the total number of valid credits shall be 104 and for one year programme it shall be 52.
 6. A typical programme in a SEMESTER CONSISTS of 12- 15 credits of lecture/tutorial and 12-15 credits of laboratory/project work. A load of about 26 credits shall be completed on an average in one semester, however more or lesser load may be taken with the permission of Head of the SOS.

A full time student is required to obtain NECESSARY NUMBER OF CREDITS IN THREE years or less for a FOUR semester programme and one and a half year for a two semester course.

Core (compulsory) and Elective (Optional) courses may be prescribed by the School concerned.
 7. A student will be eligible for degree on completion of 104 VALID CREDITS for a two year programme 78 valid credits for one and a half year programme, like M.Tech. and 52 valid credits for one year programme. The total number of credits to be earned may be increased by a School if necessary.
 8. (a) SIX Credits shall be earned by the candidate in INTER- DISCIPLINARY courses for a Master's programme, while for a one year programme, the number of such required credits is THREE.

(b) The Interdisciplinary courses as far as possible will be offered in SECOND AND FOURTH semesters for two years programme, while for one year programme, it will be only in the second semester.

(c) Special TIME SLOTS from 4.00 to 5.30 P.M. on THURSDAY AND FRIDAY are provided for organizing the interdisciplinary time table.

(d) The ADVISORS appointed by concerned SOS will recommend and help to finalize the options of INTERDISCIPLINARY courses and electives of the students under their charge. The Candidates will get themselves registered in the chosen courses in the relevant SOS by contacting the concerned person. First COME FIRST SERVE should be the basis of registration. A list of candidates, registered in a specific course shall be sent to the concerned SOS to which the candidates belong.

(e) Each interdisciplinary course carries 3 credits. The USUAL PROCEDURE OF GRADING WILL BE FOLLOWED. The final grades will be communicated to the concerned SOS, Registrar and the concerned students by the end of that semester.

9.

(a) The GRADING will be made on a 10 point scale. A at 10, B at 8, C at 6, D at 4 and F at 2.

(b) During the semester a teacher will adopt various MODES OF ASSESSMENT, like Major tests, Minor tests, Quiz, Home work, Seminars, etc. for theoretical courses, while the mode of assessment of laboratory work will be through day to day practicals and a terminal test.

(c) In general, assessment of courses involves usual marking in the first instance. Marks of each candidate obtained in tests, quizzes, etc. for a course will be totaled and TRANSFORMED into a 100 point scale by dividing the obtained mark with the maximum obtained marks in the class then multiplied by 100 in that given course, provided the number of students in the course is GREATER THAN FOUR. In case, the number of student in a group is FOUR or LESS, the course grade will be finalized by the HEAD of School.

In case of POOR PERFORMANCE by the class, greater than the maximum marks obtained will be chosen, by the teacher, after discussion with Head of School in such cases the highest score in the transformed score will be less than 100.

(d) These TRANSFORMED SCORES will be converted into grade as follows:

Transformed Score	Grade	Grade Point	
		First Attempt	Repeated Attempt
85.00%	A	10	7
70.00% 85.00%	B	8	6
55.00% 70.00%	C	6	5
40.00% 55.00%	D	4	4
40.00%	F	2	2

(c) Other mechanism of cut points between the grades can be gradually designed by the concerned School by taking into consideration theoretical or observed nature of distribution of scores, past performance of students, size of the group, etc.

However, a teacher must design assessment procedures which show REASONABLE DISCRIMINATION in the given set of scores. It implies that a considerable part of the test will be PROBLEM ORIENTED (and not merely essay or reproduction of text).

10. The CUMULATIVE GRADE POINT AVERAGE is defined as $CGPA = \frac{\sum (n_i \cdot x_i)}{\sum (n_i)}$. where n_i is the number of credits in the i th course and (x_i) is indicative of grade (A = 10, B = 8, etc.), it should include all credits completed by that date, actual credits have to be taken into account in the calculation of CGPA.

11. For a TWO YEAR PROGRAMME the GRADUATING GRADE POINT AVERAGE is determined on the basis of best of courses, totaling 96 (it includes dissertation/project credits) out of the first 104 credits completed, while GGPA of ONE YEAR PROGRAMME will be based on 48 (it includes dissertation/project credits) best credits out of 52 credits. Subsequent credits will not affect GGPA. Virtual credits have to be taken into account in the calculation of GGPA.

12. The FINAL DEGREE may indicate GGPA along with the class obtained, till a change is decided upon.

Class	GGPA
Ist Class with Distinction	= 8.00
Ist Class	= 6.75 8.00
2nd Class	= 4.75 6.75
Fail	Less than 4.75

There will be no THIRD CLASS

The FINAL CORRELATION can be established after reasonable experience.

13. If CGPA of any student falls below 4.00 any time, the student is asked to leave the programme. He may be eligible for re-admission as a fresh student.

14.

(a) REPETITION of a course is allowed ONLY to those candidates who FAIL in it and their CGPA does not fall below 4.00 A course can be REPEATED BY TAKING IT WHEN OFFERED, or in next semester by taking the SOS arranged sessional work, major and minor tests, quiz, homework etc.

(b) On account of valid reasons, a student may WITHDRAW FROM a semester/course. The SOS may allow such a student to register in the subsequent semester whenever it is offered by the concerned SOS.

(c) Only those students who have REGULARLY ATTENDED BUT COULD NOT TAKE SESSIONAL and/or final tests, will be allowed to appear in SUBSEQUENT TESTS whenever SOS arranges such tests. Provided that in case of repeating students, the grade can be awarded by dividing his marks with the highest obtained marks in the same course in the earlier semester in which this course was offered.

(d) A LABORATORY course has to be repeated, when offered. This will be applicable to 14a, 14c, 14d only.

However the index of grades obtained in the second attempt shall be DIFFERENT, viz. f = 2, D = 4, C = 5, B = 6, A = 7. This index of grades is applicable for 14a, 14,b and 14c.

15. The SOS should try to OFFER ALL POSSIBLE FACILITIES to a candidate failing in Core Course, to pass it. An Elective course will count towards valid credits only when a D grade or higher is obtained.

16. EVALUATION will be internal with feedback system i.e. marked answer books will be shown to the students for perusal and will be collected back for records by the teacher upto the end of that semester.

17. The decision of the teacher regarding the evaluation and the grade shall be final. However, RE-EVALUATION is allowed only if :

*The prescribed fee is paid to the University.

*The candidate applies through the Head within 5 days of the declaration of the grade of the course concerned.

*Assessment mode is written for that course/activity.

*Comprehensive viva-voce Board reviews the case.

*revision of the grades is accepted both in the increasing and decreasing directions.

*reevaluation will not affect the grades of other candidates.

*reevaluation is effective only if the grade changes.

18. The PRACTICALS will be continuously evaluated through out the semester (s) experiment by experiment/activity by activity and will be shown separately for grading purposes.

19. At the end of each Semester, assessment of Project/Practical examination will be conducted by a BOARD of at least TWO examiners.

One of these examiners will not be connected with the Practical/Project work.

20. Every candidate writing a dissertation will be required to make half an hour presentation before the available Faculty who will decide whether the dissertation is satisfactory or unsatisfactory. There is no need of appointing any external examiner.

21. (a) At the end of a semester, a COMPREHENSIVE VIVA-VOCE Examination for theory and practical will be conducted by the Board of 4 members, at least ONE of whom shall be external. The Vice-Chancellor will appoint the external members in consultation with Head/Chairman Evaluation Unit of concerned SOS. Three will form a quorum. Head/Chairman, Evaluation Unit of concerned SOS will coordinate the comprehensive viva-voce. The grades awarded in the viva-voce shall be shown separately. The board shall also review the Standard of Courses, Teaching, Assignments, and Assessment and shall give its opinion in writing to the Head and the Vice-Chancellor.

(b) In case of LARGE NUMBER OF STUDENTS there may be as many Boards as necessary, with at least TWO members in each Board.

(c) FOUR VIRTUAL credits will be allotted to the general viva-voce at the end of each semester. These credits will be taken into account in the calculations of both CGPA and Graduating Grade Point Average (GGPA) or 96 credits for calculation of GGPA.

22. The GRADE CARDS will be MAINTAINED in triplicate in the SOS :

(a) One will be sent to Registrar and collected at the end of subsequent semester for entries and returned to the Registrar;

(b) Second will be given to the candidate and updated every semester;

(c) Third will be retained by the SOS.

23. In each semester the student will be given a GRADE SHEET showing:

(a) Grades obtained in different courses.

(b) Semester Grade Point Average.

(c) Cumulative Grade Point Average.

(d) Graduating Grade Point Average (after the requirements are completed).

24. Tests will be essential part of evaluation system. These tests will be conducted regularly. In case a teacher is absent or not available, the Head of SOS will make ALTERNATE ARRANGEMENTS for regular completion of examination work.

25. All the SOS will manage their own EXAMINATION EXPENDITURE within the available income of 90% of their respective examination fees. In case of difficulty the Vice Chancellor may be taken into confidence.

26. In case any dispute arises regarding interpretation of these rules or in giving effect to the provisions of this Ordinance the matter shall be referred to the Vice Chancellor whose decision thereon will be final.

*27. The conversion of G.G.P.A. in to percentage will be as follow to facilitate its application in other matter :
"Percentage marks = $8.1 + 8.4 \div \text{GGPA}$. The above relation leads to the following table (which should deserve as the rational of this relation).

G.G.P.A.	Percentage
4.75	48% (II Class)
6.75	64.8% (65% was the I class earlier in many institutions where now I class corresponds to G.G.P.A. of 6.75).
8.0	75.3 Distinction

*28.

"Ordinance No. 31 will supercede all other Ordinances in matters, covered by It".

*Approved by Coordination Committee on 24-4-92.

***** QXD *****

ORDINANCE. 31

(Approved by Coordination Committee meeting held on 26.06.2006)

Academic Programmes of School of Studies/ Institute/ Centre/University Teaching Departments

- I. An Ordinance to promote development of autonomous SOS/ Institute/ Centre/UTD as per U.G.C. guidelines. Here after it is referred as UTD.**
 - II. Notwithstanding any thing contained in any other statutes, ordinances, regulation etc. the provisions of this ordinance will be applicable hereinafter.**
 - 1. The UTD of Devi Ahilya Vishwavidyalaya will be responsible for Instituting, Planning, Monitoring, Assessing and modifying their educational programmes. The Faculty members of the concerned UTD will take all decision.**
 - 2. Subject to the approval of Vice-Chancellor, Standing Committee of Academic Council, Executive Council, new programmes and courses will be INSTITUTED with the help of the Faculty members of concerned UTD. The existing programmes may be modified by the UTD.**
 - 3. Head of a concerned UTD will ADMIT students into different programmes as per the criteria evolved by the UTD/ University / Government.**
 - 4. 1. (a) The Semester will consist of 18 weeks and a Trimester of 12 weeks. One hour of Lecture / Tutorial per week for one semester will constitute ONE credit. In case of Trimester one hour Lecture / Tutorial per week for one Trimester will correspond to 2/3 Credit.**
 - (b) One hour per week of Laboratory work for One Semester will constitute 1/2 credit, whereas in Trimester one hour per week for One Trimester correspond to 1/3 credit.**
 - 2. The concerned UTD must workout the Valid Credits for each programme at the rate of 52 Credits per year.**
 - 5 A typical programme in a SEMESTER CONSISTS of 12- 15 credits of lecture / tutorial and 12-15 credits of laboratory / project work. A load of about 26 credits shall be completed on an average in one semester.**

A Full time student is required to obtain NECESSARY NUMBER OF CREDITS IN three years or less for a FOUR semester programme and one and a half year for a two semester course.
- Core (compulsory) and Elective (Optional) courses may be prescribed by concerned UTD.**
- 6. A student will be eligible for degree on completion of 52 VALID CREDITS per year provided he / she does not have F Grade in any of offered courses.**

7. (a) The GRADING will be made on a 8 point scale: A+ at 10, A at 9, B+ at 8, B at 7, C+ at 6, C at 5, D at 4 and F at 2 in the FIRST Attempt. In the repeated Second Attempt the 8 point scale will be: A+ at 9, A at 8, B+ at 7, B at 6, C+ at 5, C at 4, D at 3 and F at 2.

(b) During the semester, a teacher will ASSESS each student at THREE points of time. Of these, TWO must be written tests and the third may be written test / Quiz / Seminar for theoretical courses. The mode of assessment of laboratory work will be through day-to-day practical. In each course, there shall be End Semester Exam. Each student has to appear in at least Two Tests and End Semester Exam; otherwise, the student will be awarded F - Grade in that course.

(c) Tests will be essential part of evaluation system. These tests will be conducted regularly. In case a teacher is absent or not available, the Head of UTD will make ALTERNATE ARRANGEMENTS for regular completion of examination work.

In general, assessment of courses involves usual marking in the first instance. Marks of each candidate obtained in tests, quizzes, etc. and End Semester Exam for a course be totaled and TRANSFORMED into PERCENTAGES. For computing PERCENTAGE, out of THREE Assessments best TWO will be considered along with the End Semester Exam marks.

(d) For each course, out of 100 marks, 60 marks will be for the End Semester Exam & 20 marks for each assessment.

(e) These TRANSFORMED SCORES will be converted into grade as follows :

Transformed Score	Grade	Grade Point	
		First Attempt	Repeated Attempt
$\geq 90.00\%$	A+	10	9
$\geq 80.00\%$ but $< 90.00\%$	A	9	8
$\geq 70.00\%$ but $< 80.00\%$	B+	8	7
$\geq 60.00\%$ but $< 70.00\%$	B	7	6
$\geq 50.00\%$ but $< 60.00\%$	C+	6	5
$\geq 40.00\%$ but $< 50.00\%$	C	5	4
$\geq 30.00\%$ but $< 40.00\%$	D	4	3
$< 30.00\%$	F	2	2

(f) If any student obtains F Grade in any course, she / he is treated to have failed in the course. He / She has to reappear in tests and End Semester Exam of the failed course as and when it is offered or as per Clause 5 of this Ordinance. Only one additional chance will be given.

- (g) However, a teacher must design assessment procedures which show **REASONABLE DISCRIMINATION** in the given set of scores. It implies that a considerable part of the test will be **PROBLEM ORIENTED** (and not merely essay or reproduction of text).
8. The **CUMULATIVE GRADE POINT AVERAGE** is defined as $CGPA = \text{Sum}(n_i \cdot x_i) / \text{sum}(n_i)$, where n_i is the number of credits in the i th course and (x_i) is indicative of grade ($A+ = 10, A = 9, B+ = 8, B = 7, C+ = 6, C = 5, D = 4, F = 2$ in the **FIRST Attempt** while in the **REPEATED Attempt** $A+ = 9, A = 8, B+ = 7, B = 6, C+ = 5, C = 4, D = 3, F = 2$), it should include all credits completed by that date, actual credits including Comprehensive Viva – Voce Credits have to be taken into account in the calculation of SGPA / CGPA.
9. For a **ONE -YEAR PROGRAMME**, the **GRADUATING GRADE POINT AVERAGE** is determined on the basis of best of 52 Actual Credits PLUS 8 Virtual Credits totaling 60. For a **TWO - YEAR PROGRAMME**, the **GRADUATING GRADE POINT AVERAGE** is determined on the basis of best of 104 Actual Credits PLUS 16 Virtual Credits totaling 120. For a **THREE YEAR PROGRAMME**, the **GRADUATING GRADE POINT AVERAGE** is determined on the basis of best of 156 Actual Credits PLUS 24 Virtual Credits totaling 180 and so on.
10. The **FINAL DEGREE** should indicate the Division obtained.

Division	GGPA
Ist Division with Distinction	≥ 8.00
Ist Division	≥ 6.20 BUT < 8.00
2nd Division	≥ 4.75 BUT < 6.20
Fail	Less than 4.75
There will be no THIRD DIVISION	

11. If SGPA / CGPA of any student falls below 4.00 any time, the student is asked to leave the programme. He may be eligible for re-admission as a fresh student.
12. (a) **REPETITION** of a course is allowed **ONLY** to those candidates who **FAIL** in it and their SGPA / CGPA does not fall below 4.00 A course can be **REPEATED BY TAKING IT WHEN OFFERED**, or in next semester by taking the UTD arranged sessional work, major and minor tests, quiz, homework etc.
- (b) On account of valid reasons, a student may **WITHDRAW FROM** a semester/course. The UTD may allow such a student to register in the subsequent semester whenever it is offered by the concerned UTD.
- (c) A **LABORATORY** course has to be repeated, when offered. This will be applicable to 12a, 12b, 12c only.

13. **EVALUATION will be internal with feedback system i.e. marked answer books will be shown to the students for perusal and will be collected back for records by the teacher upto the end of that semester.**
14. **The decision of the teacher regarding the evaluation and the grade shall be final. However, RE-EVALUATION is allowed only if :**
 - **The prescribed fee is paid to the university**
 - **The candidate applies through the Head within 5 days of the declaration of the grade of the course concerned.**
 - **Assessment mode is written for that course/activity.**
 - **A Board reviews the case.**
 - **Revision of the grades is accepted both in the increasing and decreasing directions.**
 - **Revaluation is effective only if the grade changes.**
15. **The PRACTICALS will be continuously evaluated through out the semester (s) experiment by experiment/activity by activity and will be shown separately for grading purposes.**
16. **At the end of each Semester, assessment of Project / Practical examination will be conducted by a BOARD of at least TWO examiners. One of these examiners will not be connected with the Practical / Project work.**
17. **Dissertation will be assessed by ONE EXTERNAL Examiner to be appointed by the Vice-Chancellor and the Supervising Teacher / the Examiner appointed by the Head of UTD.**
18. (a) **At the end of a semester, a COMPREHENSIVE VIVA-VOCE Examination for theory and practical will be conducted by the Board of 4 members, at least ONE of whom shall be external. The Vice-Chancellor will appoint the external members in consultation with Head/Chairman Evaluation Unit or Concerned UTD. Three will form a quorum. Head/Chairman Evaluation Unit or Concerned UTD will coordinate the comprehensive viva - voce. The grades awarded in the viva-voce shall be shown separately. The board shall also review the Standard of Courses, Teaching, Assignments, Assessment and shall give its opinion in writing to the Head and the Vice-Chancellor. Amount of Rs. 500/- shall be paid to each of the External & Internal examiners by concerned UTD for Comprehensive Viva-Voce examinations.**
(b) **In case of LARGE NUMBER OF STUDENTS there may be as many Boards as necessary with at least TWO MEMBERS IN EACH board.**
(c) **FOUR VIRTUAL credits will be allotted to the general viva-voce at the end of each semester. These credits will be taken into account in the calculations of both CGPA and Graduation Grade Point Average (GGPA).**

19. The MARK SHEET will be PREPARED in triplicate by the UTD:
- (a) One will be sent to Registrar and collected at the end of subsequent semester for entries and returned to the Registrar.
 - (b) Second will be given to the candidate and updated every semester,
 - (c) Third will be retained by the UTD.
20. In the MARK SHEET the following information should be given :
- (a) Grades obtained in different courses
 - (b) Semester Grade Point Average
 - (c) Cumulative Grade Point Average
 - (d) Graduating Grade Point Average (after the requirements are completed)
21. All the UTD will manage their own EXAMINATION EXPENDITURE within the available income of 90% of their respective examination fees.
22. In case any dispute arises regarding interpretation of these rules or in giving effect to the provisions of this Ordinance the matter shall be referred to the Vice Chancellor whose decision thereon will be final.
- *23 The conversion of G.G.P.A. in to percentage will be as follow to facilitate its application in other matter :

$$\text{“Percentage marks} = 8.1 + 8.4 \times \text{GGPA”}$$

The above relation leads to the following table (which should serve as the rational of this relation).

G.G.P.A.	Percentage
4.75	48% (II Division)
6.2 0	60.18% (60% - I Division)
8.0	75.3% First Division with Distinction

- *24 “Ordinance No. 31 will supercede all other Ordinances in matter, covered by It”.

ORDINANCES NO. 32

ORDINANCE FOR BACHELOR OF PHYSIOTHERAPY (B.P.T.) EXAMINATION

(Faculty of Medicine)

1. The degree of Bachelor of Physiotherapy shall comprise a course of study spread over a period of four academic years followed by six months Internship and the candidates will be full time regular students of the course.

2. THE ELIGIBILITY OF ADMISSION SHALL BE AS FOLLOWS :

(a) Candidates must have passed 10+2 or H.S.C. Pre-University or Equivalent thereto /with Physics, Chemistry and Biology as the main subjects.

(b) Minimum Marks for eligibility in the above subjects in aggregate should be 50% However, for SC/ST/OBC candidates, the percentage will be relaxed to 45%.

(c) Candidate should produce an Eligibility Certificate from Devi Ahilya Vishwavidyalaya, Indore.

(d) The candidate must have completed 17 years of age at the time of admission.

3. Medium of Instruction/Examination shall be English.

4. The admission to the course shall be through entrance examination/group discussion/interview. Details shall be as decided by the Executive Council from time to time.

5. The total number of seats shall be 60+N.R.I. seats 9. Out of 60 seats, reservation for SC/ST OBC/PH/etc. shall be as per State Government Rules/Instructions.

6. The schedule of fee for the above course shall be as under :

General	NRI
Fee Rs. 23,500/-	2000 US Dollars
(Including Tuition Fee)	Per year per year

Note : In addition to this, Examination Fee, Enrolment Fee and University Miscellaneous Fee and other fees Payable by a UTD students shall be payable as per rules in force from time to time.

7. Details of subjects to be taught during the four years course, curriculam pattern, staff, examination scheme for each year is given in the Appendix. Details for each year's course shall be subject to approval of the concerned Board of Studies/Faculty.

8. ELIGIBILITY FOR THE DEGREE :

A candidate shall be eligible for the Degree of Bachelor of Physiotherapy when he had undergone the prescribed course of study for a period of not less than four years in an Institution approved by the University and has passed the prescribed examination in all the subjects.

9. REQUIREMENTS FOR EXAMINATIONS AND ATTENDANCE :

(A) Examination will be conducted by the Devi Ahilya Vishwavidyalaya, Indore, as follows :

(i) 1st Year at the end of the 1st year.

(ii) 2nd year at the end of the 2nd year.

(iii) 3rd year at the end of the 3rd year.

(iv) B.P.T. Final Examination at the end of the 4th Year.

Examination shall be with Theory and Practical. A candidate will be permitted to appear for the University Examination in the subject only if :

- (a) He secures not less than 75% of attendance in Theory and Practical in each subject.
- (b) He earns a Progress Certificate from the Head of the Institution of having satisfactorily completed the course of study prescribed in the subject as required by the regulations and his conduct has been satisfactory.

(B) Students may carry over two subjects from one year to the following year and must pass in the failed subjects before the results of the next year is announced.

10. SESSIONAL MARKS (INTERNAL ASSESSMENT) :

There will be internal assessment which follows broadly the principles enunciated by the Devi Ahilya Vishwavidyalaya, Indore in each subject for which 25% of the marks are set apart for theory and that will be added to Final Grade in the University Examinations.

The Sessional marks should be on the basis of the assessment made by the teachers from the candidate's performance to the Assignments, Class Tests, Laboratory Works, Clinics etc.

11. RESULTS AND GRADES :

A candidate who secures in each subject prescribed for each year not less than :

(a) 50% of the marks in the aggregate of each subject of the Sessional and University Examination in Theory and Oral taken together wherever prescribed with not less than 50% of the marks in the University Examination in Theory and Oral taken together, and

(b) 50% of the marks in the Practical Examination wherever prescribed shall be declared to have passed the Examination in the subject.

A candidate who completes the course of study and passes in all the subjects of the 4 years with :

(i) not less than 75% of the marks in any subject shall be declared to have passed the Examination in that subject with Distinction provided he has passed all the subjects in the first attempt.

(ii) Grades are given to those who pass in all the subjects at first attempt. Candidate who will be successful in final B.P.T. Examination shall be required immediately to undergo Compulsory Rotating Full Time Internship for a period of 6 months in an Institution/Hospital recognized by the University. Only after successful completion of the Compulsory Rotating Internship, a candidate shall be admitted to Degree and Degree will be awarded to him.

12. The provisions of this ordinance in respect of requirements for Examination, Attendance, Sessional Work, Results and Grades are subject to alteration from time to time.

13. For matters not covered in this ordinance, general rules as applicable for M.B.B.S. Examination shall apply. For matters not covered in M.B.B.S. Examination, Executive Council shall be competent to take decision.

ORDINANCE NO. 35

1. Name of the Course : POST GRADUATE DIPLOMA IN HUMAN RESOURCE MANAGEMENT.
2. Objectives of the Course :
 - (a) To provide an opportunity to Defence Officers of Government of India to further strengthen their conceptual and analytical abilities with a view to enhancing their effectiveness in Human Resource Management.
 - (b) To assist them to enhance their effectiveness in formulation and implementation of organizational strategies, with particular reference to Human Resource Management, and
 - (c) To cater for the needs of serving defence personnel to facilitate their just retirement resettlement, and also provide the nation with disciplined personnel with established managerial skills, at executive levels in civil organizations/industries.
3. Duration of the Course :

The Course will be conducted in two semesters.
4. Eligibility Candidate Seeking admission to the course should :
 - (a) be a Commissioned Officer of the Defence Service of the government of India with at least five years experience as a Commissioned Officer.
 - (b) Have at least a Bachelor's Degree in any discipline of Devi Ahilya Vishwavidyalaya, Indore or any other statutory University as equivalent there to,
OR
Have successfully completed his training at :
 - (i) National Defence Academy, or
 - (ii) Indian Military Academy, or
 - (iii) Officers Training Academy.
 - (c) Should have done at least one of the following courses :--
 - (i) Defence Services Staff Officers Course.
 - (ii) Technical Staff Officers Course.
 - (iii) Long Defence Management Course.
 - (iv) Senior Defence Management Course.
 - (v) Senior Command Course.
 - (vi) Higher Command Course.
 - (vii) Advanced Air Management Staff Officers Course.
 - (viii) Specialised Advanced Courses of Various Arms and Services.
5. Mode of Admission :

Admission to the post graduate diploma in human resource Management is given once in an academic year i.e. by 14 August for the Officers attending the HC Course and eligible permanent staff posted at The College of Combat, Mhow (M.P.). The University may also grant admission to the eligible Officers directly, on the basis of a personnel interview.
6. Course of Study : The Syllabus will encompass the following:--
 - (a) First Semester
 - (i) Theory and Practical of Management.
 - (ii) Organizational Behavior.
 - (iii) Principles of Personnel Management.
 - (iv) Human Resource Development.

- (b) Second Semester
- (i) Social Psychology.
- (ii) Organizational Development.
- (iii) Industrial Relation and wage and salary Management.
- (iv) Ethics and Values in Management.

(c) The Details of the course shall be prescribed in the Syllabus of the programme from time to time.

EXAMINATION

7. The method of assessment is as under:--

(a) Written Examination:--Written Examination shall be conducted for each semester. Each paper will be of 100 marks.

8. Award of division :--

(a) Division shall be awarded as follows :

50% or more but less than 60%	II Division
60% or more	I Division
75% on wards	Distinction

9. Fees :--

The student Officers and staff officers will have to pay.

Tuition Fees :--Rs. 6000 per annum.

The fee will be payable in two equal installments at the beginning of each semester. In addition to this Enrolment fee, other fee prescribed by the University will be payable to the University.

ORDINANCE NO. 36
ORDINANCE FOR MASTER OF SCIENCE INFORMATION TECHNOLOGY

(2 Academic years course) at the Board of Studies in Computer Science and Electronics in the (Faculty of Engineering Science) of Devi Ahilya Vishwavidyalaya, Indore.

1. The Degree of Master of Science Information Technology shall comprise a course of study over a period of four semesters in two Academic years and the candidates will be full time regular students. The course is divided in two parts (I) Part first spread over two semesters and (ii) Part second spread over two semesters.

2. The Eligibility for Admission shall be as follows:

(a) A students who has passed 10+2 examination of secondary school education Board, Bhopal. with Mathematics as one of the subject at +2 examination or its equivalent other examination and have passed B.Sc. with Mathematics as one of the subject but two of the subjects among Physics, Mathematics. Information Technology, Electronics, Computer Maintenance, Electronics, Equipment maintenance, and the subjects permitted by the Board of studies which is offering the M.Sc. Information Technology degree course or a three year B.C.A. degree or B.Sc. Industrial Education or B.Sc. Industrial Electronics or Applied Electronics from this University or from any statutory University or equivalent and thereafter have studied up to one academic semester part I. Is eligible for appearing in odd semester of Part-I of M.Sc. INFORMATION TECHNOLOGY Examination. The eligibility for admission and division/percentage of aggregate marks of graduate three year degree examination required for admission in first academic semester of M.Sc. INFORMATION TECHNOLOGY course of study will be as per directions from Executive Council of this University. Presently it is same as for the admission to M.Sc. Electronics.

(b) An examinee who has passed M.S.c. INFORMATION TECHNOLOGY Part-I examination and thereafter have studied up to one academic semester of Part-II is eligible for appearing in odd semester examination of M.Sc. INFORMATION TECHNOLOGY Part-II.

(c) Age maximum 25 years relax able for Defence Research Development or Government organization Technical officers or University employees improving skills or experienced sponsored employees of other colleges and organization accepted by the University.

(d) Minimum age of 19 years on Ist July of year of admission. Examination or as per procedure adopted for M.Sc. Electronics, Electronics and Communication or Computer Science. Details shall be decided by the university from time to time.

4. The total number seats shall be maximum 40 for each year of the course. Up to 15% seats additional may be filled up for foreign students or N.R.I. s or students sponsored by N.R.I.s as per University/Govt. guidelines from time to time in this respect.

5. The schedule of fee from 1999-2001 batch for the above course shall be under:--

Fee

- | | | |
|----|--|--------------------------|
| A. | For selected students by
Test Merit (Max. 36) | Rs. 6000/- per Semester |
| B. | For Industry sponsored students
(Max. 4) | Rs. 15000/- per semester |
| C. | For Foreign Students and NRIs or
Students sponsored by NRIs
(Max. 5) | Us \$ 1500/- per annum |

year to year, this fees is revisable by on the recommendation of the committee set up by Kulpatiji and subject to approval of Executive Council.

Note : In addition to this, examination fee, enrollment fee and University miscellaneous fees payable by an UTD student shall be payable as per rules in force from time to time.

6. Details of subjects to be taught during two year (four semesters course) curriculum pattern and examination scheme for each year course shall be framed and implemented as per ordinance 31. As subject is fast changing high technology area the School of Studies will be free to do limited modification in the topics and curriculum as provided in the ordinance 31.

7. Eligibility for the Degree : A candidate shall be eligible for the Post Graduate Degree of Master of Science Information Technology. When he has undergone the prescribed course of study for a period of not less than 4 semesters of 2 academic years in the School/Institute of study and passed requisite no. of papers and credits prescribed in ordinance 31.

8. Requirement for examination and attendance :

(1) Examinations will be conducted by School of Electronics Devi Ahilya Vishwavidyalaya, Indore.

(2) Examinations shall be in theory and practical as stipulated.

(3) A candidate will be permitted to appear for the examination only if a candidate has put of in a minimum attendance of 75% of the lectures in each the subjects as well as in practical classes.

Provided that in exceptional cases for reasons to be recorded and communicated, University may can done the short all as required by this rule as provided in the statutes and ordinances.

(b) He obtains a certificate from the Head of the Institute of having satisfactorily completed the course of study prescribed in the subject, his conduct has been satisfactory, and his/her performance in its internal tests has been satisfactory, and credits provided in ordinance 31.

9. The provisions of this course in respect of examination, attendance, results, and grades are subject to alteration from time to time and shall also confirm to guidelines of AICTE/UGC/MHRD/Govt. of India/Statutes and ordinances of this University.

10. Ordinance No. 31 relating to Academic programme of School of studies shall apply to this course.

11. A candidate will be permitted to appear in the examinations of the course for a maximum period of six years. If he/she fails to clear the course within that period, He/she will be dropped out of the course.

12. Medium of Instructions will be presently English.

Note :

(a) These Rules can be changed/amended/improved according to necessity and facilities.

(b) These Rules will be effective under the University statute, regulations and ordinances.

(c) Admission and Examination will be governed under the ordinances no. 6, 7 and 8 and the ordinance 31 (for semester wise examination in University Teaching Departments). Published copy of these ordinance can be purchased from University .

ORDINANCE NO. 37

ORDINANCE FOR ADVANCED DIPLOMA COURSE IN BIOINFORMATICS EXAMINATION

(Faculty of Engineering Sciences, School of Biotechnology & distributed Bioinformatics Sub Centre)

1. The One year Advanced Diploma Course in Bioinformatics will be offered by the School of Biotechnology either on self financing basis or with the assistance from the Department of Biotechnology, Ministry of Science & Technology, Government of India New Delhi (DBT).

The above said Diploma course shall comprise a course of study (Theory practicals) spread over two semesters of eighteen weeks each which also includes two weeks for the examination and the candidates will be full time regular students on the course.

2. THE ELIGIBILITY OF ADMISSION SHALL BE AS FOLLOWS :

(a) Candidate must have passed a Masters degree in Biology, Biochemistry, Biophysics, Biotechnology, Mathematics, Chemistry, Microbiology, Physics or B. Tech. in Biomedical Engineering or Computer Science of any recognized university.

(b) Minimum marks for eligibility in the above subjects in aggregate should be 60% However, for S.C./S.T./O.B.C./ physically handicapped candidates the percentage will be relaxed to 55%.

(c) Candidate should produce an eligibility certificate from Devi Ahilya Vishwavidyalaya, Indore.

(d) Industries/ Hospitals/ Companies sponsored candidates will also be considered.

3. Medium of Instructions / Examination shall be English.

4. The admission to the course shall be as per DBT guidelines if any at the time of sanction of the course. If the course is based on self financed basis then the admission to the course shall be on all India basis. Candidates will be first short listed based on the marks obtained in their qualifying examination. Final selection will be based on the entrance examination and interview. Weight age (10% extra) will be given to candidates who have passed national qualifying examinations such as NET, GATE.

5. The total number of seats shall be 10 (5 regular and 5 Industries sponsored). In addition, two seats shall be for NRIs or NRI sponsored candidates. Reservation for S.C./S.T./OBC./PH. etc shall be as per state Government / Central Government Rules/Instructions.

6. The schedule of fee for the above course shall be as under :

	General	Industries Sponsored	NRI sponsored
Fee	Rs. 6500/-	Rs. 28100/-	1000/- US Dollars
(including Tuition Fee)		per semester	per semester per semester

General/Non-sponsored candidates will be eligible to receive Rs. 1800/- per month studentship/fellowship if the course is funded by DBT.

Note : In addition to this, examination fee, enrolment fee and university miscellaneous fee payable by a UTD student shall be payable as per rules in force from time to time.

7. Details of subjects to be taught during the two semesters, examination pattern for each semester course is given in Appendix-A.

8. Eligibility for the Certificate :

A candidate shall be eligible for the certificate when he/she had “undergone the prescribed course of study and passed the examination as per university rules.

9. REQUIREMENT FOR EXAMINATIONS AND ATTENDANCE :

Examination shall be conducted by the Devi Ahilya Vishwavidyalaya, Indore at the end of each semester.

Examination shall be with theory, practical and project. A candidate will be permitted to appear for the final examination in the subject only if he/she secures not less than 75% of attendance in theory and practical in each subject. During the semester, class tests will also be given whose weightage shall be as per scheme of the examination given in the appendix-A. In general, university semester examination rules will be applied.

10. RESULTS :

Candidate should secure at least 40% marks in each paper (Theory and practical) for passing the examination. Division will be as follows :

60% or above	First Division
45% or above but below 60%	Second Division
40% or above but below 45%	Third Division

11. the provisions of his ordinance in respect of requirements for examination, attendance, result are subject to alteration from time to time.

12. For matters not covered in this ordinance, general rules of the university as applicable in semester examination shall apply. In other matters Executive Council shall be competent to take decision.

Appendix-A

Scheme of Examination

I SEMESTER

Semester	Code	Subject	Class	Final	Total
			Tests	Exam.	
Paper-1	101	Living World/ 40 Mathematics	60	100	
Paper-2	102	Structural Biology	40	60	100
Paper-3	103	Information Centre & Systems	40	60	100
Paper-4	104	Instrument Analysis	40	60	100
Paper-5	105	Preliminary Computer Science	40	60	100
Practical I	106	Computer Programming and information system.	125	125	250
Practical II	107	Structural biology	75	75	150

II SEMESTER

Paper VI	201	Computer Application	50	75	125
Paper VII	202	Information Technology	50	75	125
Paper VIII	203	Molecular Interactions	50	75	125
Practical III	204	Computer programming, Molecular Graphics	125	125	250
Practical IV	205	Project -- --	300		

ORDINANCE NO. 41

ORDINANCE FOR DIPLOMA IN ENVIRONMENT EDUCATION AND AWARENESS

(One Year Course)

(PG. DIP. EEA)

(FACULTY OF SOCIAL SCIENCES)

1. The Post-graduate Diploma in Environment Education and Awareness shall comprise a course of study over a period of one year and the candidates will be part Time regular students.

2. ELIGIBILITY FOR ADMISSIONS SHALL BE AS FOLLOWS :

(a) The Post-graduate Diploma Course in Environment Education and Awareness is conducted by Devi Ahilya Vishwavidyalaya, Indore under the aegis of the Board of Studies in Social Work, Faculty of Social Sciences.

(b) A candidate who has taken his/her Bachelor's Degree of Devi Ahilya University or of an Indian University recognized by the Academic Council of Devi Ahilya University, will be eligible for admission to the PG. Dip. EEA.

(c) The minimum percentage for the admission to PG, Dip. EEA is 45 percent.

(d) These rules are subject to the provisions of the Act/Statute and Ordinance of the Devi Ahilya Vishwavidyalaya, Indore as in force from time to time.

3. The admission to the course of the candidates to the PG. Dip. EEA shall be made through a Selection Committee headed by the Principal or the persons authorised by him on his behalf. The Committee will decide upon the modes of selection through Test, Interview, etc.

4. The total number of seats for the PG. Dip. EEA shall be 40 for each year.

5. The schedule of Fee for the above mentioned course shall be as stipulated by the concerned Institutes/University.

(a) As the Course is Self-Financed, the fee may be revised from time to time as deemed proper by the concerned Institutes/University.

Note : In addition to this, the examination fee enrolment fee shall be payable by the students as per rules in force from time to time by the Devi Ahilya Vishwavidyalaya, Indore.

6. Details of the subjects papers to be taught during the one year course, curriculum pattern and the Examination Scheme for the course shall be subject to approval of the Board of studies in Social Work, Faculty of Social Sciences, Devi Ahilya Vishwavidyalaya, Indore.

7. ELIGIBILITY FOR THE POST-GRADUATE DIPLOMA IN EEA.

A candidate shall be eligible for the PG Diploma in EEA when he/she has undergone the prescribed course of study for a period of not less than one academic session in the Institution and has passed the requisite examination as per rules.

8. REQUIREMENTS FOR EXAMINATIONS AND ATTENDANCE :

(i) There shall be one Annual Examination which shall be conducted by the Devi Ahilya Vishwavidyalaya, Indore on the dates months, notified by the University.

(ii) Examinations in Theory and Practical shall be as per the Scheme of Examinations as stipulated and revised by the Board of Studies in Social Work/University.

(iii) A candidate will be permitted to appear for the examination only if :

(a) The candidate has put in a minimum attendance of 75 per cent in Theory classes and Practicals.

(b) He/She completes satisfactorily the practical Assignments as stipulated in the Scheme of Examinations.

(c) And she/he completes the project work under the Guidance of a Faculty Supervisor, and submits the same to the University at least 15 days before the commencement of examinations.

9. The provisions of this ordinance in respect of requirements for examinations, attendance, results/grades are subject to alterations from time to time and shall conform to the statutes/rules of the Devi Ahilya Vishwavidyalaya, Indore.

ORDINANCE NO. 42

ORDINANCE FOR DIPLOMA IN HUMAN RESOURCE DEVELOPMENT

(One Year Course)

(FACULTY OF SOCIAL SCIENCES)

1. The Post-graduate Diploma in Human Resource Development shall comprise a course of study over a period of one year and the candidates will be Part Time regular students.

2. ELIGIBILITY FOR ADMISSIONS SHALL BE AS FOLLOWS :

(a) The Post-graduate Diploma Course in Human Resource Development is conducted by Devi Ahilya Vishwavidyalaya, Indore under the aegis of the Board of Studies in Social work, Faculty of Social Science.

(b) A candidate who has taken his/her Bachelor's Degree of Devi Ahilya University or of an Indian University recognized by the Academic Council of Devi Ahilya University, will be eligible for admission to the PG, Dip. HRD.

(c) The minimum percentage for the admission to PG, Dip. HRD is 45 percent.

(d) These rules are subject to the provisions of the Act/Statute and Ordinance of the Devi Ahilya Vishwavidyalaya, Indore as in force time to time.

3. The admission to the course of the candidates to the PG. Dip. HRD. shall be made through a Selection Committee headed by the Principal or the persons authorized by him on his behalf. The Committee will decide upon the modes of selection through Test, Interview, etc.

4. The total number of seats for the PG. Dip. HRTD shall be 40 for each year.

5. The schedule of Fee for the above mentioned course shall be as stipulated by the concerned Institutes/University.

(a) As the Course is Self-financed, the fee may be revised from time to time as deemed proper by the concerned Institutes/University.

Note : In addition to this, the examination fee, enrolment fee shall be payable by the students as per rules in force from time to time by the Devi Ahilya Vishwavidyalaya, Indore.

7. ELIGIBILITY FOR THE POST-GRADUATE DIPLOMA IN HRD.

A candidate shall be eligible for the PG Diploma in HRD when he/she has undergone the prescribed course of study for a period of not less than one Academic Session in the Institution and has passed the requisite examination as per rules.

8. REQUIREMENTS FOR EXAMINATIONS AND ATTENDANCE.

(i) There shall be one Annual Examination which shall be conducted by the Devi Ahilya Vishwavidyalaya, Indore on the dates, months, notified by the University.

(ii) Examinations in Theory and Practical shall be as per the Scheme of Examinations as stipulated and revised by the Board of Studies in Social Work/University.

(iii) A candidate will be permitted to appear for the examination only if :

(a) The Candidate has put in a minimum attendance of 75 percent in Theory classes and Practicals;

(b) He/she completes satisfactorily the Practical Assignments as stipulated in the Scheme of examinations.

(c) and she/he completes the Project Work under the Guidance of a Faculty Supervisor, and submits the same to the University at least 15 days before the commencement of examinations.

9. The provisions of this ordinance in respect of requirements for examinations, attendance, results/grades are subject to alterations from time to time and shall conform to the statutes/ rules of the Devi Ahilya Vishwavidyalaya, Indore.

ORDINANCE NO. 43

M.A. TRANSLATION AND FUNCTIONAL HINDI

(Faculty of Arts)

1. The Master's Degree of translation and Functional Hindi Shall Comprise a course of study spread over a period of two years in four semesters and the participants will be full time regular students of the programme.
2. The eligibility for admission shall be as follows:
 - (i) A candidate seeking admission to the programme should have passed a bachelor's degree examination of any discipline of Devi Ahilya Vishwavidyalaya, Indore or any other statutory university/Institute recognized as equivalent thereto by the university.
 - (ii) The candidate must have attained the age at the time of admission as prescribed by the university from time to time .
3. The admission to the programme conducted by UTD shall be through written/oral entrance examination prescribed by the university from time to time.
4. The total No. of seats shall not exceed 30. Reservation of seats shall be as per university rules.
5. (i) The fee structure for the proposed course shall be as per university pattern as applicable to other UTD programmes if the course is sponsored by UGC or any other funding agency. However if the course is proposed under self Finance scheme then the fee shall be decided by the Executive Council applicable from time to time.
 - (ii) Students are required to pay the examination fee, enrolment fee and miscellaneous fee of university. In addition to above, Library deposit and caution money is also payable as prescribed by the university.
6. (a) The details of subjects to be taught during the two years under different semesters curriculum pattern and examination scheme for each years shall be subject to approval of the concerned board of studies/faculty/other academic bodies of the university.
 - (b) In addition to this students will be required to undertake and complete assignment, seminar, project printing etc. as prescribed in the course of study .
7. Eligibility for the degree :

The candidate shall be eligible for the degree when he has undergone the prescribed course of study for a period of not less then two years in the institution and has passed the requisite examination in all the subjects.
8. Requirement for examination and attendance: The candidate will be permitted to in the examination if he/she has put in a minimum attendance of lectures in each subject as prescribed under the rules as applicable from time to time and if he/she fulfils all other eligible conditions for appearing in examination.
9. (a) Examination shall be conducted by the university as per provisions of Ordinance No. 31.
 - (b) The general provisions of examination under Ordinance No. 5 and 6 and admission enrolment etc. shall be applicable unless otherwise specified in this Ordinance.

(c) For matters not covered in the Ordinance, general rules of the university examination shall be applicable. In other cases the Executive Council shall be the competent authority to decide.

ORDINANCE NO. 45

1. DEGREE TITLE : BACHELOR OF COMPUTER APPLICATIONS (BCA).
2. NAME OF FACULTY : FACULTY OF ENGINEERING SCIENCES
3. DURATION OF COURSE : THREE YEAR
4. ELIGIBILITY :
10+2 PASS from any Recognized Board of Secondary Education with Mathematics as one of the subject at +2 level.
5. ADMISSION PROCEDURE :
Common entrance test conducted by DEVI AHILYA VISHWAVIDYALAYA or any agency authorized by State Government from time to time.
6. TOTAL SEATS :
As per Statute 27 of DEVI AHILYA VISHWAVIDYALAYA /UGC/AICTE/ OTHER STATUTORY COUNCILS approved from time to time.
7. FEE STRUCTURE :
As decided by DEVI AHILYA VISHWAVIDYALAYA or State Government/ concerned Affiliated Colleges from time to time.
8. EXAMINATION, CURRICULUM & RELATED REGULATIONS :
As per Ordinances 6, 7 & 8 and Statute 11 of DEVI AHILYA VISHWAVIDYALAYA.
9. ELIGIBILITY FOR DEGREE :
A candidate shall be eligible for the Degree of BACHELOR OF COMPUTER APPLICATIONS (BCA) after successful completion of Examination as per ORDINANCE 6.
10. ATTENDANCE REQUIREMENT :
A candidate should have at least 75% attendance in Theory and Practical separately. In exceptional cases it may be relaxed as admissible under applicable Ordinances.
11. GENERAL INSTRUCTIONS & SPECIFIC PROVISION :
For matters not covered in this Ordinance, General Rules of DEVI AHILYA VISHWAVIDYALAYA as applicable in Semester Examination shall apply, In other matters EXECUTIVE COUNCIL of DEVI AHILYA VISHWAVIDYALAYA shall be competent to take decision.

ORDINANCE NO. 46

1. DEGREE TITLE : MASTER OF COMPUTER APPLICATION (MCA)
2. NAME OF FACULTY : FACULTY OF ENGINEERING SCIENCES
3. DURATION OF COURSE : THREE YEARS
4. ELIGIBILITY :
As decided by AICTE / UGC/ State Government from time to time.
5. ADMISSION PROCEDURE :
As decided by AICTE / UGC/ State Government from time to time.
6. TOTAL SEATS :
As decided by AICTE / UGC/ State Government from time to time.
7. FEE STRUCTURE :
As decided by DEVI AHILYA VISHWAVIDYALAYA or State Government/ concerned Affiliated Colleges from time to time.
8. EXAMINATION, CURRICULUM & RELATED REGULATIONS :
As per Ordinance 6, 7 & 8 and Statute 11 of DEVI AHILYA VISHWAVIDYALAYA.
9. ELIGIBILITY FOR DEGREE :
A candidate shall be eligible for the Degree of MASTER OF COMPUTER APPLICATIONS(MCA) after successful completion of Examination as per ORDINANCE 6.
10. ATTENDANCE REQUIREMENT :
A candidate should have at least 75% attendance in Theory and Practical separately. In exceptional cases it may be relaxed as admissible under applicable Ordinances.
11. GENERAL INSTRUCTIONS & SPECIFIC PROVISION :
For matters not covered in this Ordinance, general Rules of DEVI AHILYA VISHWAVIDYALAYA as applicable in Semester Examination shall apply. In other matters EXECUTIVE COUNCIL of DEVI AHILYA VISHWAVIDYALAYA shall be competent to take decision.

ORDINANCE NO. 47

1. DEGREE TITLE: MASTER OF SCIENCE in COMPUTER SOFTWARE M.Sc.(COMPUTER SOFTWARE).
2. NAME OF FACULTY : FACULTY OF ENGINEERING SCIENCES.
3. DURATION OF COURSE : TWO YEARS.
4. ELIGIBILITY :
A candidate should possess First Class BCA or B.Sc. with Mathematics and Computer Science/Physics/Electronics form DEVI AHILYA VISHWAVIDYALAYA or any University recognized by DEVI AHILYA VISHWAVIDYALAYA.
5. ADMISSION PROCEDURE :
As decided by DEVI AHILYA VISHWAVIDYALAYA or State Government or concerned Institute/ Department / School of Studies from time to time.
6. TOTAL SEATS :
As decided by Statute 27 / AICTE / UGC / State Government from time to time.
7. FEE STRUCTURE :
As decided by DEVI AHILYA VISHWAVIDYALAYA or State Government / concerned Affiliated Colleges from time to time.
8. EXAMINATION, CURRICULUM & RELATED REGULATIONS :
As per Ordinance 31 of DEVI AHILYA VISHWAVIDYALAYA.
9. ELIGIBILITY FOR DEGREE :
A candidate shall be eligible for the Degree of MASTER OF SCIENCE in COMPUTER SOFTWARE (M.Sc. in Computer Software) after successful completion of Examination as per ORDINANCE 31.
10. ATTENDANCE REQUIREMENT :
A candidate should have at least 75% attendance in Theory and Practical separately. In exceptional cases it may be relaxed as admissible under applicable Ordinances.
11. GENERAL INSTRUCTIONS & SPECIFIC PROVISION :
For matters not covered in this Ordinance, general Rules of DEVI AHILYA VISHWAVIDYALAYA as applicable in Semester Examination shall apply. In other matters EXECUTIVE COUNCIL of DEVI AHILYA VISHWAVIDYALAYA shall be competent to take decision.

ORDINANCE NO. 49

1. DEGREE TITLE : POSTGRADUATE DIPLOMA IN COMPUTER APPLICATIONS (PGDCA).
2. NAME OF FACULTY : FACULTY OF ENGINEERING SCIENCES.
3. DURATION OF COURSE : TWO YEARS FULL TIME.
4. ELIGIBILITY :
A candidate should be Second Class Graduate in any subject from DEVI AHILYA VISHWAVIDYALAYA or any University recognized by DEVI AHILYA VISHWAVIDYALAYA..
5. ADMISSION PROCEDURE :
As decided by DEVI AHILYA VISHWAVIDYALAYA or State Government or concerned Institute / Department / School of Studies from time to time.
6. TOTAL SEATS :
As decided by Statute 27 of DEVI AHILYA VISHWAVIDYALAYA.
7. FEE STRUCTURE :
As decided by DEVI AHILYA VISHWAVIDYALAYA or State Government / concerned Affiliated Colleges from time to time.
8. EXAMINATION, CURRICULUM & RELATED REGULATIONS :
As per Ordinance 6, 7 & 8 and Statute 11 of DEVI AHILYA VISHWAVIDYALAYA.
9. ELIGIBILITY FOR DEGREE :
A candidate shall be eligible for the POST GRADUATE DIPLOMA IN COMPUTER APPLICATIONS (PGDCA) after successful completion of Examination as per ORDINANCE 6.
10. ATTENDANCE REQUIREMENT :
A candidate should have at least 75% attendance in Theory and Practical separately. In exceptional cases it may be relaxed as admissible under applicable Ordinances.
11. GENERAL INSTRUCTIONS & SPECIFIC PROVISION :
For matters not covered in this Ordinance, general Rules of DEVI AHILYA VISHWAVIDYALAYA as applicable in Semester Examination shall apply. In other matters EXECUTIVE COUNCIL of DEVI AHILYA VISHWAVIDYALAYA shall be competent to take decision.

ORDINANCE NO. 53

1. DEGREE TITLE : MASTER OF SCIENCE (BIOTECHNOLOGY) M.Sc. (BIO-TECHNOLOGY)

2. NAME OF FACULTY : FACULTY OF ENGINEERING SCIENCES

3. DURATION OF COURSE : TWO YEARS.

4. ELIGIBILITY :

The candidate should have at least 55% aggregate marks at Bachelor's degree under 10+2+3 pattern in Physical Sciences, Biological Sciences, Pharmacy, Agriculture, Veterinary Sciences, Fishery Sciences or a Bachelor Degree in Engineering / Technology or Medicine (MBBS) or B.D.S. from DEVI AHILYA VISHWAVIDYALAYA or any University recognized by DEVI AHILYA VISHWAVIDYALAYA.

5. ADMISSION PROCEDURE :

Admission is done on the basis of a Combined entrance examination conducted by Jawahar Lal Nehru University (JNU) at National Level. For NRI / NRI Sponsored seats School of Biotechnology does admission directly after giving a test (Oral / Written).

6. TOTAL SEATS :

As per Statute 27/UGC/AICTE/other Statutory Councils from time to time.

7. FEE STRUCTURE :

As decided by DEVI AHILYA VISHWAVIDYALAYA or State Government from time to time.

8. EXAMINATION, CURRICULUM & RELATED REGULATIONS :

As per Ordinance 31 of DEVI AHILYA VISHWAVIDYALAYA.

9. ELIGIBILITY FOR DEGREE :

A candidate shall be eligible for the degree of M.Sc. (Biotechnology) when he/she has completed the requirements of examination successfully as per ORDINANCE-31.

10. ATTENDANCE REQUIREMENT :

A candidate should have at least 75% attendance in each Theory and Practical separately. In exceptional cases it may be relaxed as admissible under applicable Ordinances.

11. GENERAL INSTRUCTIONS & SPECIFIC PROVISION :

For matters not covered in this Ordinance, general Rules of DEVI AHILYA VISHWAVIDYALAYA as applicable in Semester Examination shall apply. In other matters EXECUTIVE COUNCIL of DEVI AHILYA VISHWAVIDYALAYA shall be competent to take decision.

ORDINANCE NO. 54

1. DEGREE TITLE : MASTER OF TECHNOLOGY (INSTRUMENTATION)

M.Tech. (INSTRUMENTATION).

2. NAME OF FACULTY : FACULTY OF ENGINEERING SCIENCES

3. DURATION OF COURSE : ONE & HALF YEAR.

4. ELIGIBILITY :

The candidate should have at least 55% aggregate marks in B.E. / B.Tech./ M.Sc. in Computer Sciences / instrumentation / Electronics / Physics / Chemical Engineering / Mechanical Engineering from DEVI AHILYA VISHWAVIDYALAYA or any University recognized by DEVI AHILYA VISHWAVIDYALAYA..

5. ADMISSION PROCEDURE :

As decided by DEVI AHILYA VISHWAVIDYALAYA from time to time.

6. TOTAL SEATS :

As per Statute 27/UGC/AICTE/other Statutory Councils from time to time.

7. FEE STRUCTURE :

As decided by DEVI AHILYA VISHWAVIDYALAYA or State Government from time to time.

8. EXAMINATION, CURRICULUM & RELATED REGULATIONS :

As per Ordinance 31 of DEVI AHILYA VISHWAVIDYALAYA.

9. ELIGIBILITY FOR DEGREE :

A candidate shall be eligible for the degree of M.Tech. (Instrumentation) when he/she has completed the requirements of examination successfully as per ORDINANCE-31.

10. ATTENDANCE REQUIREMENT :

A candidate should have at least 75% attendance in each Theory and Practical separately. In exceptional cases it may be relaxed as admissible under applicable Ordinances.

11. GENERAL INSTRUCTIONS & SPECIFIC PROVISION :

For matters not covered in this Ordinance, general Rules of DEVI AHILYA VISHWAVIDYALAYA as applicable in Semester Examination shall apply. In other matters EXECUTIVE COUNCIL of DEVI AHILYA VISHWAVIDYALAYA shall be competent to take decision.

ORDINANCE NO. 55

1. DEGREE TITLE : MASTER OF TECHNOLOGY (FUTURE STUDIES & PLANNING) M.Tech. (FUTURE STUDIES & PLANNING).
2. NAME OF FACULTY : FACULTY OF ENGINEERING SCIENCES.
3. DURATION OF COURSE : ONE & HALF YEAR.
4. ELIGIBILITY :
The candidate should have at least 55% aggregate marks in B.E. / B.Tech. in any branch of Engineering / Statistics / Computer Science from DEVI AHILYA VISHWAVIDYALAYA or any University recognized by DEVI AHILYA VISHWAVIDYALAYA..
5. ADMISSION PROCEDURE :
As decided by DEVI AHILYA VISHWAVIDYALAYA from time to time.
6. TOTAL SEATS :
As per Statute 27/UGC/AICTE/other Statutory Councils from time to time.
7. FEE STRUCTURE :
As decided by DEVI AHILYA VISHWAVIDYALAYA or State Government from time to time.
8. EXAMINATION, CURRICULUM & RELATED REGULATIONS :
As per Ordinance 31 of DEVI AHILYA VISHWAVIDYALAYA.
9. ELIGIBILITY FOR DEGREE :
A candidate shall be eligible for the degree of M.Tech. (Future Studies & Planning) when he/she has completed the requirements of examination successfully as per ORDINANCE-31.
10. ATTENDANCE REQUIREMENT :
A candidate should have at least 75% attendance in each Theory and Practical separately. In exceptional cases it may be relaxed as admissible under applicable Ordinances.
11. GENERAL INSTRUCTIONS & SPECIFIC PROVISION :
For matters not covered in this Ordinance, general Rules of DEVI AHILYA VISHWAVIDYALAYA as applicable in Semester Examination shall apply. In other matters EXECUTIVE COUNCIL of DEVI AHILYA VISHWAVIDYALAYA shall be competent to take decision.

ORDINANCE NO. 56

1. DEGREE TITLE : MASTER OF TECHNOLOGY (SYSTEMS MANAGEMENT)

M.Tech. (SYSTEMS MANAGEMENT).

2. NAME OF FACULTY : FACULTY OF ENGINEERING SCIENCES.

3. DURATION OF COURSE : ONE & HALF YEAR.

4. ELIGIBILITY :

The candidate should have at least 55% aggregate marks in B.E. / B.Tech. or equivalent degree in any discipline / Master's Degree in Mathematics / Statistics / Computer Science from DEVI AHILYA VISHWAVIDYALAYA or any University recognized by DEVI AHILYA VISHWAVIDYALAYA.

5. ADMISSION PROCEDURE :

As decided by DEVI AHILYA VISHWAVIDYALAYA from time to time.

6. TOTAL SEATS :

As per Statute 27/UGC/AICTE/other Statutory Councils from time to time.

7. FEE STRUCTURE :

As decided by DEVI AHILYA VISHWAVIDYALAYA or State Government from time to time.

8. EXAMINATION, CURRICULUM & RELATED REGULATIONS :

As per Ordinance 31 of DEVI AHILYA VISHWAVIDYALAYA.

9. ELIGIBILITY FOR DEGREE :

A candidate shall be eligible for the degree of M. Tech. (Systems Management) when he / she has completed the requirements of examination successfully as per ORDINANCE-31.

10. ATTENDANCE REQUIREMENT :

A candidate should have at least 75% attendance in each Theory and Practical separately. In exceptional cases it may be relaxed as admissible under applicable Ordinances.

11. GENERAL INSTRUCTIONS & SPECIFIC PROVISION :

For matters not covered in this Ordinance, General Rules of DEVI AHILYA VISHWAVIDYALAYA as applicable in Semester Examination shall apply. In other matters EXECUTIVE COUNCIL of DEVI AHILYA VISHWAVIDYALAYA shall be competent to take decision.

ORDINANCE NO. 59

1. DEGREE TITLE : BACHELOR OF LIBRARY & INFORMATION SCIENCE

2. NAME OF FACULTY : FACULTY OF ARTS.

3. DURATION OF COURSE : ONE & HALF YEAR.

4. ELIGIBILITY :

The candidate should have at least 55% aggregate marks at Bachelor Degree in any discipline from DEVI AHILYA VISHWAVIDYALAYA or any University recognized by DEVI AHILYA VISHWAVIDYALAYA from time to time.

5. ADMISSION PROCEDURE :

As decided by DEVI AHILYA VISHWAVIDYALAYA from time to time.

6. TOTAL SEATS :

As per Statute 27/UGC/other Statutory Councils from time to time.

7. FEE STRUCTURE :

As decided by DEVI AHILYA VISHWAVIDYALAYA or State Government from time to time.

8. EXAMINATION, CURRICULUM & RELATED REGULATIONS :

As per Ordinance 31 of DEVI AHILYA VISHWAVIDYALAYA.

9. ELIGIBILITY FOR DEGREE :

A candidate shall be eligible for the degree of BACHELOR OF LIBRARY & INFORMATION SCIENCE when he/she has completed the requirements of examination successfully as per ORDINANCE 31.

10. ATTENDANCE REQUIREMENT :

A candidate should have at least 75% attendance in each subject and Practical. In exceptional cases it may be relaxed as admissible under applicable Ordinances.

11. GENERAL INSTRUCTIONS & SPECIFIC PROVISION :

For matters not covered in this Ordinance, General Rules of DEVI AHILYA VISHWAVIDYALAYA as applicable in Semester Examination shall apply. In other matters EXECUTIVE COUNCIL of DEVI AHILYA VISHWAVIDYALAYA shall be competent to take decision.

ORDINANCE NO. 69

1. DEGREE TITLE : MASTER OF TECHNOLOGY in ENERGY MANAGEMENT

M.Tech. (ENERGY MANAGEMENT)

2. NAME OF FACULTY : FACULTY OF ENGINEERING SCIENCES.

3. DURATION OF COURSE : THREE SEMESTERS (FULL TIME) SIX SEMESTERS (MODULAR COURSE)

4. ELIGIBILITY :

(i) B.E./B.Tech. / M.Sc. (Physics) with minimum 55% marks from DEVI AHILYA VISHWAVIDYALAYA or any University recognized by DEVI AHILYA VISHWAVIDYALAYA.

(ii) GATE qualified candidates with qualifications as mentioned under (i) .

OR

Teachers from Science Colleges/ Engineering Colleges/Polytechnics and Engineering/ overseers from Industry/Consultancy Organisation/Organisation working in the field of Energy and Environment with qualifications as mentioned under (i).

5. ADMISSION PROCEDURE :

As decided by DEVI AHILYA VISHWAVIDYALAYA from time to time.

6. TOTAL SEATS :

As per Statute 27 DEVI AHILYA VISHWAVIDYALAYA /AICTE.

7. FEE STRUCTURE :

As decided by DEVI AHILYA VISHWAVIDYALAYA or State Government from time to time.

8. EXAMINATION, CURRICULUM & RELATED REGULATIONS :

As per Ordinance 31 of DEVI AHILYA VISHWAVIDYALAYA.

9. ELIGIBILITY FOR DEGREE :

A candidate shall be eligible for the degree of MASTER OF TECHNOLOGY in ENERGY MANAGEMENT when he/she has completed the requirements of examination successfully as per ORDINANCE-31.

10. ATTENDANCE REQUIREMENT :

A candidate should have at least 85% attendance in Theory and Practical separately. In exceptional cases it may be relaxed as admissible under applicable Ordinances.

11. GENERAL INSTRUCTIONS & SPECIFIC PROVISION :

For matters not covered in this Ordinance, general Rules of DEVI AHILYA VISHWAVIDYALAYA as applicable in Semester Examination shall apply. In other matters EXECUTIVE COUNCIL of DEVI AHILYA VISHWAVIDYALAYA shall be competent to take decision.

ORDINANCE NO. 70

1. DEGREE TITLE : MASTER OF SCIENCE in INDUSTRIAL MICROBIOLOGY

(M.Sc. in Industrial Microbiology).

2. NAME OF FACULTY : FACULTY OF LIFE SCIENCES.

3. DURATION OF COURSE : TWO YEARS.

4. ELIGIBILITY :

A candidate should possess First Class B.Sc. degree of any recognised University in the subjects of Biological Sciences. Preference will be given to students who opted Microbiology as one of the subject at B.Sc. level.

5. ADMISSION PROCEDURE :

As decided by DEVI AHILYA VISHWAVIDYALAYA or State Government from time to time.

6. TOTAL SEATS :

As decided by Statute 27 of DEVI AHILYA VISHWAVIDYALAYA.

7. FEE STRUCTURE :

As decided by DEVI AHILYA VISHWAVIDYALAYA or State Government from time to time.

8. EXAMINATION, CURRICULUM & RELATED REGULATIONS :

As per Ordinance 31 of DEVI AHILYA VISHWAVIDYALAYA.

9. ELIGIBILITY FOR DEGREE :

A candidate shall be eligible for the degree of MASTER OF SCIENCE in INDUSTRIAL MICROBIOLOGY (M.Sc. in Industrial Microbiology) after successful completion of Examination as per Ordinance 31.

10. ATTENDANCE REQUIREMENT :

A candidate should have at least 75% attendance in each Theory and Practical separately. In exceptional cases it may be relaxed as admissible under applicable Ordinances.

11. GENERAL INSTRUCTIONS & SPECIFIC PROVISION :

For matters not covered in this Ordinance, general Rules of DEVI AHILYA VISHWAVIDYALAYA as applicable in Semester Examination shall apply. In other matters EXECUTIVE COUNCIL of DEVI AHILYA VISHWAVIDYALAYA shall be competent to take decision.

ORDINANCE NO. 78

1. DEGREE TITLE : DIPLOMA IN FASHION DESIGNING & MARKETING (DIFDM).
2. NAME OF FACULTY : FACULTY OF HOME-SCIENCE.
3. DURATION OF COURSE : ONE YEAR.
4. ELIGIBILITY :
A candidate should hold Graduate degree in any subject with 45% marks in theory from DEVI AHILYA VISHWAVIDYALAYA or any University recognized by DEVI AHILYA VISHWAVIDYALAYA.
5. ADMISSION PROCEDURE :
Common entrance test conducted by DEVI AHILYA VISHWAVIDYALAYA or any agency authorized by State Government from time to time or Concerned affiliated Institution.
6. TOTAL SEATS :
As per Statute 27 of DEVI AHILYA VISHWAVIDYALAYA.
7. FEE STRUCTURE :
As decided by DEVI AHILYA VISHWAVIDYALAYA or State Government or Concerned affiliated Institution from time to time.
8. EXAMINATION, CURRICULUM & RELATED REGULATIONS :
As per Ordinances 6, 7 & 8 and Statute 11 of DEVI AHILYA VISHWAVIDYALAYA.
9. ELIGIBILITY FOR DEGREE :
A candidate shall be eligible for the degree of DIPLOMA IN FASHION DESIGNING & MARKETING (DIFDM) when he/she has completed the requirements of examination successfully as per Ordinance 6.
10. ATTENDANCE REQUIREMENT :
A candidate should have at least 75% attendance in Theory and Practical separately. In exceptional cases it may be relaxed as admissible under applicable Ordinances.
11. GENERAL INSTRUCTIONS & SPECIFIC PROVISION :
For matters not covered in this Ordinance, general Rules of DEVI AHILYA VISHWAVIDYALAYA as applicable in Annual Examination shall apply. In other matters EXECUTIVE COUNCIL of DEVI AHILYA VISHWAVIDYALAYA shall be competent to take decision.

ORDINANCE NO. 79

1. DEGREE TITLE : DIPLOMA IN INTERIOR DECORATION & HOME MANAGEMENT (DIDHM).
 2. NAME OF FACULTY : FACULTY OF HOME-SCIENCE.
 3. DURATION OF COURSE : ONE YEAR.
 4. ELIGIBILITY :
A candidate should hold Graduate degree in any subject with 45% marks in theory from DEVI AHILYA VISHWAVIDYALAYA or any University recognized by DEVI AHILYA VISHWAVIDYALAYA.
 5. ADMISSION PROCEDURE :
Common entrance test conducted by DEVI AHILYA VISHWAVIDYALAYA or any agency authorized by State Government from time to time or Concerned affiliated Institution.
 6. TOTAL SEATS :
As per Statute 27 of DEVI AHILYA VISHWAVIDYALAYA.
 7. FEE STRUCTURE :
As decided by DEVI AHILYA VISHWAVIDYALAYA or State Government or Concerned affiliated Institution from time to time.
 8. EXAMINATION, CURRICULUM & RELATED REGULATIONS :
As per Ordinances 6, 7 & 8 and Statute 11 of DEVI AHILYA VISHWAVIDYALAYA.
 9. ELIGIBILITY FOR DEGREE :
A candidate shall be eligible for the degree of DIPLOMA IN INTERIOR DECORATIONS & HOME MANAGEMENT (DIDHM) when he/she has completed the requirements of examination successfully as per Ordinance 6.
 10. ATTENDANCE REQUIREMENT :
A candidate should have at least 75% attendance in Theory and Practical separately. In exceptional cases it may be relaxed as admissible under applicable Ordinances.
 11. GENERAL INSTRUCTIONS & SPECIFIC PROVISION :
For matters not covered in this Ordinance, general Rules of DEVI AHILYA VISHWAVIDYALAYA as applicable in Annual Examination shall apply. In other matters EXECUTIVE COUNCIL of DEVI AHILYA VISHWAVIDYALAYA shall be competent to take decision.
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ORDINANCE NO.87

BACHELOR OF OCCUPATIONAL THERAPY

(Four and half years course)

1. The Institute desirous of administering the course should fulfill all the essential requirements as are fixed for Bachelor in Occupational Degree Course (B.O.T.) As given in schedule-I.
2. In addition to the above the applicant institute must have a department of occupational therapy in the hospital.
3. A candidate who has attained at least the age of 17 years on the 31st December of the year of his admission to the Bachelor of Occupational Therapy Course may be admitted to the Part-I Examination provided he has perused a regular course of study for not less than one academic year in a College affiliated to the University in Bachelor of Occupational Therapy Course in the prescribed subjects after passing the Higher Secondary Examination (10+2) conducted by the Board or Higher Secondary Education or an examination considered equivalent there to and recognized as such by this University with English, Physics, Chemistry and Biology with minimum 45% marks. There will be only 40 general + 5 N.R.I. Seats in any Institution running this programme.
4. A candidate who has appeared at the Part-I Examination may proceed to attend classes in the second year in a college affiliated to the University in Bachelor of Occupational Therapy Course and may be admitted to the Part-II Examination provided he has perused a regular course of study in the prescribed subjects for one academic year and provided also he has passed the Part-I Examination in all the subjects.
5. A candidate who has appeared at the Part-II Examination may proceed to attend classes in the third year in a college affiliated to the University in Bachelor of Occupational Therapy Course and may be admitted to the Part-III Examination provided he has perused a regular course of study in the prescribed subjects for one academic year and provided also he has passed the Part-II Examination in all the subjects. The last year includes the Part-IV. Student can be admitted to Part-IV after successful completion of part-III examination.
6. (i) For each part of the examination there shall be two examinations in a year, Annual and the Supplementary Examination.

(ii) An Examination for the Degree of Bachelor of Occupational Therapy shall be held annually followed by a Supplementary Examination to be held after six weeks or as decided by the University after the publication of results of the Annual examination on such date as the University shall determine and duly notify.
7. In order to pass the part I/II/III & IV Examination, a candidate must obtain 50% marks of the Theoretical and Practical Examination separately. Internal Assessment marks obtained by a candidate will be counted in determining his percentage of marks in the Theoretical/Practical portion of the examination. A candidate shall be deemed to have failed in a subject if he fails to obtain pass marks either in Theoretical or in Practical of that particular subject.
8. Every candidate for admission to the Part I/II/III & IV Examination shall send to the Registration of Examination an application in the prescribed form through the Principal of his College within the last date fixed for the purpose by the University together with a prescribed fee for each Part of the Examination. No admit card for the examination shall be issued in favor of a candidate unless his application is accompanied by a certificate from the Principal of his college showing his(s) good conduct, (b) satisfactory performance of College tests and (c) attendance @ 75% of lectures delivered and 75% of practical classes held in each of the subjects in which he intends to appear.

9. Candidates who will be successful at the Part-IV Examination shall be required immediately to undergo compulsory rotating full time internship for a period of six months in an recognised Institution/Hospital/Centre for Rehabilitation only after successful completion of the Compulsory Rotating Internship, a candidate shall be admitted to the degree.

10. The candidates who obtain 50% marks or more but below 60% marks in Part-I, II, III & IV taken together will be declared to have passed in second division and candidate who obtain more than 60% percent marks will be declared to have passed in first division, candidates who obtain 75% or more marks in the practical and theory examination shall be granted distinction in the subject.

11. SUPPLEMENTARY EXAMINATION :

In addition to the Annual Examination there shall be supplementary examination for first year, Second year and final year Occupational 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 examination 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, Third year and Final year in Occupational Therapy may be permitted to appear at the next annual examination after pursuing a further course of prescribed study.

12. Scheme of Examination and syllabus and seats will be determined by the Board of Studies/Standing Committee of the Academic Council of the University from time to time.

SCHEDULE - I
(Ordinance No. 87)

**NORMS FOR GRANT OF AFFILIATION/RECOGNITION/PERMISSION TO ADMINISTER FOUR
AND HALF YEAR**

BACHELOR DEGREE COURSE IN OCCUPATIONAL THERAPY

Pursuant to the judgment of Hon'ble High court Bench at Indore dated 14-9-1999 in the case of Dushyant Singh & others V/s M.P. State & others case no. WPP 1463/98. Following norms for grant of affiliation and recognition to the teaching Institutions (Govt. And Private both) desirous of administering the Four and half years Bachelor degree course in Occupational Therapy.

It is resolved that henceforth no University shall consider any proposal for affiliation/recognition/permission to administer a degree course in Occupational Therapy unless following norms are fulfilled to the entire satisfaction of the concerned University. Further more, the University shall consider the proposals for administration of BOT degree course only from the Govt./non Govt. teaching institutions who are already running a Degree program in physiotherapy or some other rehabilitative discipline.

RECOMMENDED TEACHING STAFF :

This will be of two types. Full/part time or visiting.

1. Principal or Professor-- Master Degree in Occupational Therapy or Physiotherapy or M.Sc. Occupational/ Physiotherapy with 5 years experience. Or Senior Occupational Therapist with equivalent BOT degree and experience of at least 20 years.
2. The teacher and student ratio will be 1:10 and minimum 5 to 7 teachers for intake of 25 students and 8 to 10 teachers for 69 students preferably full time; Otherwise 50% full time and 50% part time/contractual.
3. The teaching staff will consist of Asstt. Professor - preferably with Master's Degree in Occupational Therapy or B.O.T. with 5 years experience and Tutor in Occupational Therapy with B.O.T. degree. Ratio between Asstt. Professor and Tutor will be 4:6.
4. One Lecturer/Asstt. Professor with M.D. or M.S. degree in each Medical Subject preferably full time.
5. The teachers in allied subjects like Biostatistics etc. can be part time or visiting.

PHYSICAL FACILITIES:

A. Building Facilities:

There must be adequate arrangement for the class rooms for all the batches with good ventilation and lighting. There must be sufficient space in the class rooms, so that there is no over crowding. Each student must have a space of 2.5'x2.5' for his seat i.e. to accommodate 50 students the size of the class room should not be less than 1500-2000 sq. ft.

S. NO.	TYPE OF FACILITY	RECOMMENDED	
		SPACE	NO.
1.	Anatomy & Physiology Museum	20'x40'	1
2.	Demonstrator room for Manipulative & Massage Therapy	20'x20'	1
3.	Exercise Therapy room	60'x20'	1
4.	Electrotherapy room with cubicles	60'x20'	1
5.	Walking school for gait training	40'x20'	1
6.	Dept. of Prosthetics & Orthotics	--	1
7.	Multi therapy rehabilitation Centre	--	1

LABORATORY FACILITY :

- (a) Physiology (Experimental Physiology & Hematology)
- (b) Anatomy (Museum Martury and desection Hall)
- (c) Pathology (Microbiology and Pathology Practical)
- (d) Fully Equipped Occupational therapy department (as per list given)
- (e) Pharmacology & Biochemistry (Practical).

HOSPITAL FACILITIES:

The applicant institute should have:

- A. Either the hospital run by the propose institute. (200 beds)

OR

B. An affiliated hospital. But in case of affiliation, the hospital and the institute shall sign a MOU for full four and half years duration which is to be kept with the University along with a FDR of Rs. 10 lacs with lien to the University. But is case the management of the teaching institute and the hospital is vested in thesame authority, this clause can be relaxed at the discretion of the concerned University.

In case of MOU not being honored, the proposer institute shall forfeit claim on the FDR and it shall become the sole property of the University.

The MOU shall be signed on the prescribed format of the University.

- C. The hospital should have a well developed Physiotherapy department of not less than 3 years professional standing along with an Occupational Therapy department.
- D. The hospital should have an OPD strength of not less than 50 patient per day.
- E. The hospital should have all the specialties particularly dept. Of Orthopedics, Neurology, Gynae and Obst., Cardiology and so on.

INSPECTION OF THE FACILITIES :

As soon as the University receives application in the prescribed form along with necessary fee and supporting documents it shall scrutinise the papers and after having satisfied with the genuineness of the proposal. The University will constitute an inspection committee to undertake a preliminary inspection of the proposed institutes which shall inspect the physical facilities and verify the documents submitted with the application within a period of 30 days from the date of submission of the proposal to the University and shall submit the inspection report of preliminary inspection within a period of 7 days of the inspection. The University, if satisfied with the preliminary inspection report shall issue a letter of intent to the applicant institute along with the shortcomings as noted by the preliminary inspection committee and shall provide the applicant institute a time period of one month to fulfill the requirements as mentioned in the letter of intent. The applicant institute shall, after due compliance of the requirements as mentioned in the letter of intent within a period of 30 days from the receipt of the letter of intent and the requirements mentioned therein, send a letter of compliance to the University within this stipulated period of 30 days. Upon receipt of the letter from the applicant institute and if the University is of opinion that a final inspection is justified, the University shall appoint an inspection committee to make a final inspection and verify if the shortcoming pointed out in the preliminary inspection report have been fulfilled or not. The inspection committee so constituted shall inspect the applicants institutes within a period of 15 days from the date of being notified for such inspection and shall submit its report within a period of 7 days from the date of inspection to the University. Upon receipt and based on the contents of the inspection report, the University shall issue a letter of affiliation to the applicants' institute for full duration of the course.

Even though the University shall grant affiliation for full duration of the course it shall inspect the physical facilities developed by the institutes and their actual application for the benefit of the students from

time to time and the applicant institute shall be bound to carry out all the instructions issued by the University from time to time. This inspection may be carried out more than once but not less than once in a year.

ORDINANCE NO. 88

MASTER IN SPORTS PHYSIOTHERAPY & REHABILITATION (M.P.T. (SPORTS & REHABILITATION))

PROMULGATION :

The degree of M.P.T. (SPORTS & REHABILITATION) shall be conferred upon a candidate who has perused a course of not less than two years of academic session each of two semester in an affiliated and recognized teaching institute as a regular candidate and who has passed all the four semester exams (Theory and Practical) along with regular attendance and clinical postings allotted.

NOMENCLATURE :

M.P.T. (SPORTS & REHABILITATION).

ELIGIBILITY FOR ADMISSION :

1. B.P.T. Degree from a Statutorily constituted University or equivalent thereof.
2. M.B.B.S. Degree from a Statutorily constituted University or equivalent thereof.

DURATION :

Two years course divided into four semesters.

ADMISSION CRITERIA :

Admission will be on the basis of merit/or written entrance test admission test subject to the candidates being sufficient in number than the allotted seats, otherwise admission shall be granted on merit cum counseling.

NUMBER OF SEATS :

5 general seats (reserved for the domicile of M.P. only), 2 payment seats (Unreserved), 2 NRI seats (Unreserved), 1 seat for all India Merit.

MEDIUM OF INSTRUCTION : English (Theory and practicals).

ELIGIBILITY OF THE INSTITUTE TO START THE MPT COURE :

In order to start M.P.T. course in Physiotherapy the applicant college should fulfill following criteria.

- (1) A well established and running sports Physiotherapy clinic with highly qualified staff
- (2) An affiliation to the University (Medical College which has a separate department of Physiotherapy). No Medical College without having B.P.T. course of four and half years shall be allowed to start MPT programme.
- (3) Any Institution/College having part affiliation/permission i.e. for only Ist or IInd year shall not be eligible to administer the M.P.T. programme and no application in this respect from such institution/college shall be entertained unless it has acquired affiliation/permission for full four and half years duration of B.P.T. course already prescribed by the University.
- (4) The College/Institute must have a hospital as per norms already prescribed for B.P.T. & B.O.T. course and must have in addition all other routine and regular clinical department and following superspeciality departments.
 - (1) Neurosurgery/Neurotrauma
 - (2) Cardiothoracic
 - (3) Neurology

- (4) I.C.C.U.
- (5) Orthopedics
- (6) Causality Medicine (5 years records and date of MLC cases should be submitted).

(7) PHYSIOTHERAPY :

- (1) A well developed physiotherapy clinic.
- (2) Sports medicine clinic with practical exposure.

Note : For 5 M.P.T. students atleast one Professor, one Reader, one Lecturer and one Demonstrator of Physiotherapy is must.

SUBJECTS INCLUDED FOR M.P.T. SPORTS & REHABILITATION

Ist YEAR : Divided into two semesters :	Contact Hours	Total Marks
Ist SEMESTER :		
1. Basic Medical Sciences	100	100
2. Sports Kinesiology & Biomechanics	100	100
 IInd SEMESTER :		
1. Exercise Therapy & Emergency care	100	100
2. Exercise Physiology and Nutrition	100	100
 IInd YEAR : Divided into two semesters :		
Ist SEMESTER :		
1. Sports medicine & Sports Physiotherapy	100	100
2. Sports Psychology	100	100
 IInd SEMESTER :		
1. Physical Medicine and Rehabilitation	100	100+50 (Practical)
	+50 (Viva Voce)	
2. Thesis Work --	100	

EXAMINATION :

Four examinations each at the end of respective semesters Minimum Passing marks in each subject will be 50%.

THESIS : Criteria for presenting the thesis work.

Topic should be selected in the first semester of the IInd Year. Student shall submit his/her thesis at least a month before the due date for the final University examination. However the Vice-Chancellor of the University or any official authorized by him for the purpose shall be empowered for allowing a delay in the submission of the thesis. Thesis should be completed under the guidance of the post graduate staff recommended by the University as the project guide.

ORDINANCE NO. 89

B.Sc. (HEALTH SCIENCES)

INTRODUCTION :

The B.Sc. Health Sciences course is a four year degree program aimed at training students in the technological aspects of medical care with a good scientific foundation. These students will be in a position to competently assist the physician or surgeon, especially in high tech medical procedures. They will be in much demand both within the country and outside as Allied Health care personnel. With advanced training in the latest technologies in each medical specialty these graduates will play an important role in determining the quality of health care provided.

REGULATIONS :

The Institution : The institution desirous of administering B.Sc. Health Sciences Course must fulfil the following norms :

(A) It should be affiliated to a statutorily constituted University.

(B) It should have all the infrastructural facilities available which are necessary for administration of the course such as college building, class room, various clinical and non clinical laboratories, staff, furniture and all such requirements as fixed by the University.

(C) HOSPITAL FACILITIES : The applicant institute should have :

(a) Either the hospital run by the proposer institute (200 beds) OR

(b) An affiliated hospital. But in case of affiliation the hospital and the institute shall sign a MOU for duration of the course which is to be kept with the University alongwith a FDR of Rs. 10 lacs with lien to the University. But in case the management of teaching institute and the hospital is vested in the same authority, this clause can be relaxed at the discretion of the concerned university.

In case of MOU not being honored, the proposer institute shall forfeit its claim on the FDR and it shall become the sole property of the University.

The MOU shall be signed on the prescribed format of the University.

(c) The hospital should have an OPD strength of not less than 50 patient per day.

(d) The hospital should have all the disciplines.

(1) ELIGIBILITY FOR ADMISSION :

(a) A candidate desiring to join the four year programme leading to the B.Sc. (Health Sciences) degree should have passed the HSC/CBSE/ISC or equivalent examination with Biology group.

(b) A candidate shall, at the time of admission submit to the Head of the Institution a certificate of medical fitness from an authorized Medical Officer certifying that the candidate is physically fit to undergo the academic course and does not suffer from any disability or contagious disease.

(2) AGE LIMIT FOR ADMISSION :

A candidate should have completed the age of 17 years as on 31st December of the year of admission.

(3) ENROLLMENT :

A candidate admitted to the course shall enroll his/her name with University by submitting the application form for enrollment duly filled in along with the prescribed fee through the Head of the Institution with the stipulated date.

(4) COURSE PROGRAMMER :

The duration of the B.Sc. (Health Sciences) Course shall be four years comprising of 6(six) semesters and one year of compulsory internship.

The first three years of the course will be utilized as follows. The first two semesters will be spent on pre and paraclinical subjects including Anatomy, Physiology, Biochemistry, Pharmacology, Pathology, Microbiology and Community Medicine. At the beginning of the third semester, students will be assigned one of the following branches for specialization and they will be offered specialized training in that branch during the third, fourth, fifth and sixth semesters :

- (1) Anesthesia technology
- (2) Cardiac technology
- (3) Clinical laboratory technology
- (4) Neuroscience technology
- (5) Operating theatre technology
- (6) Perfusion technology
- (7) Radiology and Imaging Science Technology
- (8) Renal dialysis technology
- (9) Respiratory care technology

The fourth year of the course shall be a compulsory internship.

(5) ALLOTMENT OF SPECIALITY :

Allotment of specialty to the students will be based on their level of motivation, performance as well as the marks secured in the first and second semesters, However, offering a particular branch of specialization or allotment of number of seats to each branch of specialization shall be subject to availability of training facilities. The University reserves the right to offer any additional branch of specialization or to suspend any existing branches of specialization according to need and necessity.

(6) CHANGE OF SPECIALITY :

A candidate may be permitted by the Head of the Institute under to rejoin Third Semester of the course and study another branch of specialization, at the beginning of the academic year, subject to the conditions specified above for allotment of branch of specialization irrespective of the semester in which he/she is studying at the time of applying for such change of branch of specialization.

Provided that such candidates permitted to undergo teaching and training in another branch of specialization shall remit tuition and other fees in full as applicable to other regular students.

Provided further that the period of study undergone by a candidate after passing the second semester and upto rejoining third semester shall not be taken into account for any purpose.

(7) COMMENCEMENT OF THE PROGRAMME :

The course will ordinarily commence from 1st July of the academic year.

(8) COMMENCEMENT OF THE EXAMINATION :

University Examinations will be conducted in the end of each semester.

(9) CUT OFF DATES FOR ADMISSION TO THE EXAMINATION :

(a) The candidates admitted from 1st July to 31st August of the academic year shall be registered to take their first semester examination, after fulfillment of the regulation concerned in the month of December of that academic year.

(b) The candidate admitted from 1st September to 30th November of the academic year shall be registered to take up their first intimation to the University. Semester examinations, after fulfillment of the regulations concerned, in the month of April of the next year.

(10) MEDIUM OF INSTRUCTION :

English shall be the medium of instruction for all subjects of study and for examinations.

(11) CURRICULUM :

The curriculum and the syllabus for the course shall be as prescribed by the Board of Studies faculty of medicine University from time to time.

(12) WORKING DAYS :

Each year shall consist of not less than 100 and 200 working days respectively.

(13) ATTENDANCE :

(a) Every candidate is required to put in a minimum of 80% of attendance in both theory and practicals separately in each subject to qualify for admission to the examination.

(b) A candidate lacking in the prescribed attendance in any subject in theory and/or practical, shall not be admitted to the entire examination.

(14) CONDONATION OF LACK OF ATTENDANCE :

(a) Discretionary power of condonation of shortage of attendance upto a maximum of 10% of minimum attendance prescribed for admission to the examination rest with the Head of the Institution.

(b) The Head of the Institution, while recommending and forwarding the application for condonation should take into consideration the following circumstances.

(i) Any illness afflicting the candidates : In this case, the candidate should have submitted to the Head of the Institution a medical certificate from a registered medical practitioner soon after returning to the Institution after treatment.

(ii) any unforeseen tragedy in the family : The parent/guardian should have given in writing the details for the ward's absence to the Head of Institution.

(iii) Participation in N.C.C./N.S.S. and other co-curricular activities representing the Institution or University : The certificate issued by the officer-in-charge of the student activities concerned certifying the participation of the student in the events which necessitated the student's absence, duly endorsed by Head of Institution, should be enclosed.

(15) INTERNAL ASSESSMENT :

(a) A minimum of three written internal examinations shall be conducted in each subject during a semester and the average marks of these three exams and marks awarded for record work shall be taken into consideration for the award of internal marks.

(b) The internal marks list shall be submitted to the University by the Principal 15 days prior to the commencement of the University examination.

(16) RULES REGARDING CARRY-OVER OF SUBJECTS :

(a) A candidate will be permitted to the third semester of the course even if he/she has failed in not more than two subjects prescribed for the University Examinations and one subject prescribed for internal examination in the first semester and/or second semester.

(b) The duration of the second semester shall be extended till the candidates who have failed in more number of subjects than permitted in (a) above become eligible to undergo study in the third semester.

(c) No candidate shall be permitted to undergo study in the fourth semester if he/she has not passed all the subjects prescribed for the first and second semester. For such candidates who are not eligible to undergo study in the fourth semester, the duration of third semester shall be extended till they become eligible to undergo study in the fourth semester.

(d) Candidates are allowed to carry University examination subjects prescribed for the third to fifth semesters until the sixth semester. A candidate must have passed all subjects to become eligible to undergo compulsory internship. For the candidates who have not passed all the subjects, the duration of the sixth semester shall be extended until they become eligible to undergo compulsory internship.

(17) MARKS QUALIFYING FOR A PASS:

(a) For passing the University Examination of First to Fourth semester, a candidate shall secure 50% marks in the aggregate, in University theory, practical, oral examinations and internal assessment taken together.

(b) In respect of internal subjects prescribed for the course a minimum of 50% marks is required for a pass.

(c) However, for passing the University Examinations of Fifth and Sixth semesters a candidate shall secure a minimum of 40% marks in theory, 50% of marks in practical, 50% of marks in internal assessment examinations and also 50% of marks in the aggregate of the above said divisions put together. No minimum mark is prescribed for the oral examinations.

(18) RE-ADMISSION AFTER BREAK OF STUDY:

(a) Candidates having a break of study of five years and above from the date of admission and more than two spells of break will not be considered for readmission.

(b) The five years period of break of study shall be calculated from the date of first admission of the candidate to the course inclusive of all the subsequent spells of break of studies.

(c) Candidates having break of study will be considered for re-admission provided that they are not subjected to any disciplinary action and no charges are pending or contemplated against them.

(d) The candidates having a break of study of less than one year shall apply for re-admission to the Head of the Institutions. The candidates may be readmitted in the corresponding semester of the course of study at the commencement of the session and shall undergo a minimum period of study of three months and after fulfillment of the regulations of this University be admitted to the University examinations. The candidates will be granted exemption for the subjects they have already passed.

(e) The candidates having a break of study of one year and above but less than three years shall apply for condonation to the Registrar of this University. The candidates may be re-admitted in the corresponding semester of the course of study at the commencement of the session and shall undergo a minimum period of study of six months and after fulfillment of the regulation of this University be admitted to the University Examination. The candidates will be granted exemption for the subjects they have already passed.

(f) The candidates having a break of study of three years and above but less than five years shall apply for re-admission to the Registrar of this University. The candidates may be permitted to re-join the course at the first semester of the course subject to the conditions that they shall have to undergo the entire period of study prescribed by the University on readmission and will not be granted exemption for any subject they have already passed. They shall subscribe to the existing regulations of the University.

ORDINANCE NO. 90*

1. DEGREE TITLE : M.Sc. (MEDICAL ANATOMY)

2. NAME OF FACULTY : FACULTY OF MEDICINE.

3. DURATION OF COURSE : TWO YEARS i.e. four terms of six months each.

4. ELIGIBILITY :

Candidates are eligible for registration for admission to following Two years. M.Sc. (Medical) Courses if they have passed qualifying recognized MBBS examination from DEVI AHILYA VISHWAVIDYALAYA or from any other statutory University recognized by MCI.

5. ADMISSION PROCEDURE :

As decided by University or Dean, Medical College or any other agency authorized by State Government from time to time.

6. TOTAL SEATS :

As per Statute 27 of DEVI AHILYA VISHWAVIDYALAYA.

7. FEE STRUCTURE :

As decided by University or Dean, Medical College or State Government from time to time.

8. Examination curriculum & related regulations :

A recognized Post Graduate teacher will register one candidate per term i.e. two candidates per year for M.Sc. (Medical) under his guidance. Candidates have to work full time in the department and will prepare a dissertation (which will comprise of original work conducted by the candidate) under the guidance of a recognised Post Graduate teacher of the Institution. Dissertation will be submitted three months before the commencement of the Theory examination. A candidate will be allowed to appear in the theory and practical examination only after his dissertation has been approved by the examiners (both internal and external). In case the dissertation of the candidate is not approved by any of the examiners, the candidate has to modify and Rewrite dissertation as suggested by the examiners, after which the candidate will be allowed to appear in the theory and practical examination or next examination whichever is earlier.

For other related matters, relevant provisions of Ordinances 6, 7 & 8 and Statute 11 shall be applicable.

*As per decision of the Coordination Committee meeting dated 4th September 2000, the course can be conducted by Medical College only.

9. ELIGIBILITY FOR DEGREE :

A candidate shall be eligible for the degree of M.Sc. (medical Anatomy) when he/she has completed the requirements of examination successfully as per this Ordinance or any other Ordinance applicable.

10. ATTENDANCE REQUIREMENT :

A candidate should have at least 75% attendance in Theory and Practical separately. In exceptional cases it may be relaxed as admissible under applicable Ordinances/Rules.

11. GENERAL INSTRUCTIONS & SPECIFIC PROVISION :

For matters not covered in this Ordinance, general Rules of DEVI AHILYA VISHWAVIDYALAYA as applicable in Semester / Annual Examination shall apply. In other matters including interpretation, EXECUTIVE COUNCIL of DEVI AHILYA VISHWAVIDYALAYA shall be competent to take decision.

ORDINANCE NO. 91*

1. DEGREE TITLE : M.Sc. (MEDICAL PHYSIOLOGY)

2. NAME OF FACULTY : FACULTY OF MEDICINE.

3. DURATION OF COURSE : TWO YEARS i.e. four terms of six months each.

4. ELIGIBILITY :

Candidates are eligible for registration for admission to following Two years. M.Sc. (Medical) Courses if they have passed qualifying recognized MBBS examination from DEVI AHILYA VISHWAVIDYALAYA or from any other statutory University recognized by MCI.

5. ADMISSION PROCEDURE :

As decided by University or Dean, Medical College or any other agency authorized by State Government from time to time.

6. TOTAL SEATS :

As per Statute 27 of DEVI AHILYA VISHWAVIDYALAYA.

7. FEE STRUCTURE :

As decided by University or Dean, Medical College or State Government from time to time.

8. Examination curriculum & related regulations :

A recognized Post Graduate teacher will register one candidate per term i.e. two candidates per year for M.Sc. (Medical) under his guidance. Candidates have to work full time in the department and will prepare a dissertation (which will comprise of original work conducted by the candidate) under the guidance of a recognised Post Graduate teacher of the Institution. Dissertation will be submitted three months before the commencement of the Theory examination. A candidate will be allowed to appear in the theory and practical examination only after his dissertation has been approved by the examiners (both internal and external). In case the dissertation of the candidate is not approved by any of the examiners, the candidate has to modify and Rewrite dissertation as suggested by the examiners, after which the candidate will be allowed to appear in the theory and practical examination or next examination whichever is earlier.

For other related matters, relevant provisions of Ordinances 6, 7 & 8 and Statute 11 shall be applicable.

*As per decision of the Coordination Committee meeting dated 4th September 2000, the course can be conducted by Medical College only.

9. ELIGIBILITY FOR DEGREE :

A candidate shall be eligible for the degree of M.Sc. (Medical Physiology) when he/she has completed the requirements of examination successfully as per this Ordinance or any other Ordinance applicable.

10. ATTENDANCE REQUIREMENT :

A candidate should have at least 75% attendance in Theory and Practical separately. In exceptional cases it may be relaxed as admissible under applicable Ordinances/Rules.

11. GENERAL INSTRUCTIONS & SPECIFIC PROVISION :

For matters not covered in this Ordinance, general Rules of DEVI AHILYA VISHWAVIDYALAYA as applicable in Semester / Annual Examination shall apply. In other matters including interpretation, EXECUTIVE COUNCIL of DEVI AHILYA VISHWAVIDYALAYA shall be competent to take decision.

ORDINANCE NO. 92*

1. DEGREE TITLE : M.Sc. (Medical Bio- chemistry)
2. NAME OF FACULTY : FACULTY OF MEDICINE.
3. DURATION OF COURSE : TWO YEARS i.e. four terms of six months each.

4. ELIGIBILITY :

Candidates are eligible for registration for admission to following Two years. M.Sc. (Medical) Courses if they have passed qualifying recognized MBBS examination from DEVI AHILYA VISHWAVIDYALAYA or from any other statutory University recognized by MCI.

5. ADMISSION PROCEDURE :

As decided by University or Dean, Medical College or any other agency authorized by State Government from time to time.

6. TOTAL SEATS :

As per Statute 27 of DEVI AHILYA VISHWAVIDYALAYA.

7. FEE STRUCTURE :

As decided by University or Dean, Medical College or State Government from time to time.

8. Examination curriculum & related regulations :

A recognized Post Graduate teacher will register one candidate per term i.e. two candidates per year for M.Sc. (Medical) under his guidance. Candidates have to work full time in the department and will prepare a dissertation (which will comprise of original work conducted by the candidate) under the guidance of a recognised Post Graduate teacher of the Institution. Dissertation will be submitted three months before the commencement of the Theory examination. A candidate will be allowed to appear in the theory and practical examination only after his dissertation has been approved by the examiners (both internal and external). In case the dissertation of the candidate is not approved by any of the examiners, the candidate has to modify and Rewrite dissertation as suggested by the examiners, after which the candidate will be allowed to appear in the theory and practical examination or next examination whichever is earlier.

For other related matters, relevant provisions of Ordinances 6, 7 & 8 and Statute 11 shall be applicable.

*As per decision of the Coordination Committee meeting dated 4th September 2000, the course can be conducted by Medical College only.

9. ELIGIBILITY FOR DEGREE :

A candidate shall be eligible for the degree of M.Sc. (Medical Bio-Chemistry) when he/she has completed the requirements of examination successfully as per this Ordinance or any other Ordinance applicable.

10. ATTENDANCE REQUIREMENT :

A candidate should have at least 75% attendance in Theory and Practical separately. In exceptional cases it may be relaxed as admissible under applicable Ordinances/Rules.

11. GENERAL INSTRUCTIONS & SPECIFIC PROVISION :

For matters not covered in this Ordinance, general Rules of DEVI AHILYA VISHWAVIDYALAYA as applicable in Semester / Annual Examination shall apply. In other matters including interpretation, EXECUTIVE COUNCIL of DEVI AHILYA VISHWAVIDYALAYA shall be competent to take decision.

ORDINANCE NO. 93*

1. DEGREE TITLE : M.Sc. (MEDICAL PHARMACOLOGY)

2. NAME OF FACULTY : FACULTY OF MEDICINE.

3. DURATION OF COURSE : TWO YEARS i.e. four terms of six months each.

4. ELIGIBILITY :

Candidates are eligible for registration for admission to following Two years. M.Sc. (Medical) Courses if they have passed qualifying recognized MBBS examination from DEVI AHILYA VISHWAVIDYALAYA or from any other statutory University recognized by MCI.

5. ADMISSION PROCEDURE :

As decided by University or Dean, Medical College or any other agency authorized by State Government from time to time.

6. TOTAL SEATS :

As per Statute 27 of DEVI AHILYA VISHWAVIDYALAYA.

7. FEE STRUCTURE :

As decided by University or Dean, Medical College or State Government from time to time.

8. Examination curriculum & related regulations :

A recognized Post Graduate teacher will register one candidate per term i.e. two candidates per year for M.Sc. (Medical) under his guidance. Candidates have to work full time in the department and will prepare a dissertation (which will comprise of original work conducted by the candidate) under the guidance of a recognised Post Graduate teacher of the Institution. Dissertation will be submitted three months before the commencement of the Theory examination. A candidate will be allowed to appear in the theory and practical examination only after his dissertation has been approved by the examiners (both internal and external). In case the dissertation of the candidate is not approved by any of the examiners, the candidate has to modify and Rewrite dissertation as suggested by the examiners, after which the candidate will be allowed to appear in the theory and practical examination or next examination whichever is earlier.

For other related matters, relevant provisions of Ordinances 6, 7 & 8 and Statute 11 shall be applicable.

*As per decision of the Coordination Committee meeting dated 4th September 2000, the course can be conducted by Medical College only.

9. ELIGIBILITY FOR DEGREE :

A candidate shall be eligible for the degree of M.Sc. (Medical Pharmacology) when he/she has completed the requirements of examination successfully as per this Ordinance or any other Ordinance applicable.

10. ATTENDANCE REQUIREMENT :

A candidate should have at least 75% attendance in Theory and Practical separately. In exceptional cases it may be relaxed as admissible under applicable Ordinances/Rules.

11. GENERAL INSTRUCTIONS & SPECIFIC PROVISION :

For matters not covered in this Ordinance, general Rules of DEVI AHILYA VISHWAVIDYALAYA as applicable in Semester / Annual Examination shall apply. In other matters including interpretation, EXECUTIVE COUNCIL of DEVI AHILYA VISHWAVIDYALAYA shall be competent to take decision.

ORDINANCE NO. 94*

1. DEGREE TITLE : M.Sc. (MEDICAL MICROBIOLOGY)

2. NAME OF FACULTY : FACULTY OF MEDICINE.

3. DURATION OF COURSE : TWO YEARS i.e. four terms of six months each.

4. ELIGIBILITY :

Candidates are eligible for registration for admission to following Two years. M.Sc. (Medical) Courses if they have passed qualifying recognized MBBS examination from DEVI AHILYA VISHWAVIDYALAYA or from any other statutory University recognized by MCI.

5. ADMISSION PROCEDURE :

As decided by University or Dean, Medical College or any other agency authorized by State Government from time to time.

6. TOTAL SEATS :

As per Statute 27 of DEVI AHILYA VISHWAVIDYALAYA.

7. FEE STRUCTURE :

As decided by University or Dean, Medical College or State Government from time to time.

8. Examination curriculum & related regulations :

A recognized Post Graduate teacher will register one candidate per term i.e. two candidates per year for M.Sc. (Medical) under his guidance. Candidates have to work full time in the department and will prepare a dissertation (which will comprise of original work conducted by the candidate) under the guidance of a recognized Post Graduate teacher of the Institution. Dissertation will be submitted three months before the commencement of the Theory examination. A candidate will be allowed to appear in the theory and practical examination only after his dissertation has been approved by the examiners (both internal and external). In case the dissertation of the candidate is not approved by any of the examiners, the candidate has to modify and Rewrite dissertation as suggested by the examiners, after which the candidate will be allowed to appear in the theory and practical examination or next examination whichever is earlier.

For other related matters, relevant provisions of Ordinances 6, 7 & 8 and Statute 11 shall be applicable.

*As per decision of the Coordination Committee meeting dated 4th September 2000, the course can be conducted by Medical College only.

9. ELIGIBILITY FOR DEGREE :

A candidate shall be eligible for the degree of M.Sc. (Medical Microbiology) when he/she has completed the requirements of examination successfully as per this Ordinance or any other Ordinance applicable.

10. ATTENDANCE REQUIREMENT :

A candidate should have at least 75% attendance in Theory and Practical separately. In exceptional cases it may be relaxed as admissible under applicable Ordinances/Rules.

11. GENERAL INSTRUCTIONS & SPECIFIC PROVISION :

For matters not covered in this Ordinance, general Rules of DEVI AHILYA VISHWAVIDYALAYA as applicable in Semester / Annual Examination shall apply. In other matters including interpretation, EXECUTIVE COUNCIL of DEVI AHILYA VISHWAVIDYALAYA shall be competent to take decision.

ORDINANCE NO. 98*

1. DEGREE TITLE: P.G. DIPLOMA IN PHOTOGRAPHY & TELEVISION PRODUCTION.
2. NAME OF FACULTY : FACULTY OF ARTS.
3. DURATION OF COURSE : ONE YEAR.
4. ELIGIBILITY :
Any graduate from a recognized university with a minimum 50% marks can apply for the course.
5. ADMISSION PROCEDURE :
Admission to the program will be through an interview or as may be decided by the University.
6. TOTAL SEATS :
The total number of seats shall be 20. Reservation of seats shall be as per University rules applicable from time to time.
7. FEE STRUCTURE :
Students are required to pay the fees applicable by the University rules from time to time which include tuition fees, examination fees, Library fees etc.
8. EXAMINATION, CURRICULUM & RELATED REGULATIONS :
As per Ordinance 31 of DEVI AHILYA VISHWAVIDYALAYA.
9. ELIGIBILITY FOR DEGREE :
A candidate shall be eligible for the degree of DIPLOMA IN PHOTOGRAPHY & TELEVISION PRODUCTION when he/she has completed the requirements of examination successfully as per ORDINANCE-31.
10. ATTENDANCE REQUIREMENT :
A candidate should have at least 75% attendance in each Theory and Practical separately. In exceptional cases it may be relaxed as admissible under applicable Ordinances.
11. GENERAL INSTRUCTIONS & SPECIFIC PROVISION :
For matters not covered in this Ordinance, general Rules of DEVI AHILYA VISHWAVIDYALAYA as applicable in Semester/Annual Examination shall apply. In other matters EXECUTIVE COUNCIL of DEVI AHILYA VISHWAVIDYALAYA shall be competent to take decision.

*As per decision of the Coordination Committee meeting dated 4th September 2000, the course can be conducted by the University teaching Deptts. only.

ORDINANCE NO. 99

1. DEGREE TITLE : DIPLOMA IN YOGA EDUCATION.
2. NAME OF FACULTY : PHYSICAL EDUCATION.
3. DURATION OF COURSE : ONE YEAR.
4. ELIGIBILITY :
Candidate should be a graduate in any subject from any recognized University with Min. 45% marks.
5. ADMISSION PROCEDURE :
As decided by Devi Ahilya Vishwavidyalaya, Indore from time to time.
6. TOTAL NO. OF SEATS :
The total number of seats shall be 40 or as decided by Executive Council of DEVI AHILYA VISHWAVIDYALAYA from time to time.
7. FEE STRUCTURE :
As decided by DEVI AHILYA VISHWAVIDYALAYA or State Government from time to time.
8. EXAMINATION, CURRICULUM & RELATED REGULATIONS :
As per Ordinance 6, 7 & 8 and Statute 11 or Ordinance No. 31 of DEVI AHILYA VISHWAVIDYALAYA.
9. ELIGIBILITY FOR DEGREE :
A candidate shall be eligible for the degree of DIPLOMA IN YOGA EDUCATION when he/she has completed the requirements of examination successfully as per Ordinance No. 6 or Ordinance No. 31.
10. ATTENDANCE REQUIREMENT :
A candidate shall be required 75% of attendance in theory and practical separately to appear in final examination.
11. GENERAL INSTRUCTIONS & SPECIFIC PROVISION :
For matters not covered in this Ordinance, general Rules of DEVI AHILYA VISHWAVIDYALAYA as applicable in Semester/Annual Examination shall apply. In other matters EXECUTIVE COUNCIL of DEVI AHILYA VISHWAVIDYALAYA shall be competent to take decision.

ORDINANCE 100

1. DEGREE TITLE : MASTER OF COMPUTER APPLICATION.

2. NAME OF FACULTY : FACULTY OF ENGINEERING SCIENCES.

3. DURATION OF COURSE : SIX YEARS AFTER 10+2.

4. ELIGIBILITY :

A candidate should have passed 10+2 with Physics and Mathematics with minimum 50% marks from any recognized State / Central Educational Board or equivalent.

5. ADMISSION PROCEDURE :

As decided by Devi Ahilya Vishwavidyalaya, Indore from time to time.

6. TOTAL NO. OF SEATS :

As per Statute No 27 of Devi Ahilya Vishwavidyalaya.

7. FEE STRUCTURE :

As decided by DEVI AHILYA VISHWAVIDYALAYA.

8. EXAMINATION, CURRICULUM & RELATED REGULATIONS :

As per Ordinance No. 31 of DEVI AHILYA VISHWAVIDYALAYA.

9. ELIGIBILITY FOR DEGREE :

(i) A candidate who completes successfully first three years requirement of examination as per Ordinance No. 31 will be awarded Bachelor of Computer Applications, and on further successful completion of three year as per Ordinance No. 31 will be awarded Master of Computer Application.

(ii) A candidate who opts to leave after four years will be awarded only Bachelor of Computer Applications (Hons). subject to completion all requirements in Ordinance No. 31.

10. ATTENDANCE REQUIREMENT :

A candidate should have at least 75% attendance in Theory and Practical separately. In exceptional cases it may be relaxed as admissible under applicable Ordinances.

11. GENERAL INSTRUCTIONS & SPECIFIC PROVISION :

For matters not covered in this Ordinance, general Rules of DEVI AHILYA VISHWAVIDYALAYA as applicable in Semester/Annual Examination shall apply. In other matters EXECUTIVE COUNCIL of DEVI AHILYA VISHWAVIDYALAYA shall be competent to take decision.

ORDINANCE 101*

1. DEGREE TITLE : POST GRADUATE DIPLOMA IN SOFTWARE ENGINEERING.
2. NAME OF FACULTY : FACULTY OF ENGINEERING SCIENCES.
3. DURATION OF COURSE : ONE YEAR.
4. ELIGIBILITY :
A candidate should hold Graduate/Post graduate degree in any Science** subjects with 50% marks from Devi Ahilya Vishwavidyalaya or any other University recognized by Devi Ahilya Vishwavidyalaya.
5. ADMISSION PROCEDURE :
As decided by Devi Ahilya Vishwavidyalaya, Indore from time to time.
6. TOTAL SEATS :
As per Statute No 27 of Devi Ahilya Vishwavidyalaya.
7. FEE STRUCTURE :
As decided by DEVI AHILYA VISHWAVIDYALAYA .
8. EXAMINATION, CURRICULUM & RELATED REGULATIONS :
As per Ordinance No. 31 of DEVI AHILYA VISHWAVIDYALAYA.
9. ELIGIBILITY FOR DEGREE :
A candidate shall be eligible for the degree of POST GRADUATE DIPLOMA IN SOFTWARE ENGINEERING when he/she has completed the requirements of examination successfully as per Ordinance No. 31 of Devi Ahilya Vishwavidyalaya.
10. ATTENDANCE REQUIREMENT :
A candidate shall be required 75% of attendance in theory and practical separately. In exceptional cases it may be relaxed as admissible under applicable Ordinance.
11. GENERAL INSTRUCTIONS & SPECIFIC PROVISION :
For matters not covered in this Ordinance, general Rules of DEVI AHILYA VISHWAVIDYALAYA as applicable in Semester/Annual Examination shall apply. In other matters EXECUTIVE COUNCIL of DEVI AHILYA VISHWAVIDYALAYA shall be competent to take decision.

*As per decision of the Coordination Committee meeting dated 4th September 2000, the course can be conducted by the University teaching Deptts. only.

**As per decision of the Coordination Committee meeting dated 4th September 2000.