

ORDINANCES

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ORDINANCE NO.1

Students Union in Colleges and University Teaching Departments/School of Studies

(Refer Section 37)

1. There shall be a Student Union in every college and one Students Union for UTDs i.e. all the Teaching Departments/Schools of Studies (SOS) of the University.
The provision of this ordinance shall not apply to model, autonomous, professional colleges i.e. College of Medicine (including Ayurvedic, Unani and Homeopathic), Engineering, Education and Physical Education.
Provided that Executive Council of the University may, at the request of any college, permit it to be exempted from the operation of this ordinance.
2. The aims and objectives of the Students Union shall be:
 - I. To promote, discipline and corporate, intellectual civil and cultural life amongst the students;
 - II. To foster activities to bring out the creative talents of the students;
 - III. To promote the study and discussion of subjects of national and international importance;
 - IV. To encourage amongst the students awareness of the responsibilities of an individual in a democratic and secular society;
 - V. To promote social activities.
3. The Principal of the College shall be the Patron of Students Union in the college and in the case of Students Union in the UTD/SOS, the Kulpati or some Senior Professor of the UTD/SOS nominated by the Kulpati shall be the Patron.
4.
 - i. Every regular student on the rolls on or before 31st August, of a College or UTD/SOS as the case may be, shall be a member of the Students Union of the institution concerned.
 - ii. Every regular student on the rolls of the College/UTD/SOS as the case may, be who has been admitted on or before August 14 of the relevant academic session shall be an eligible voter in the election of the concerned institution. The students admitted provisionally shall have neither the right to vote nor to be a candidate for any office of the Students Union.
5.
 - I. The union shall have:
 - a. General Council, and
 - b. Executive Committee.

II. The General Council shall consist of:

- (a) One representative of each section of every undergraduate class (e.g. part-I, II, III) and one representative each of Previous/Semester and Final/III semester/year classes, at the postgraduate level in each subject elected by the student members of the subject/class from amongst themselves.

Provided where the total number of elected representatives of all the classes is less than eight the Patron shall nominate students on the General Council in such a number as to bring the total membership of the General Council to eight.

- (b) One woman student, one schedule caste student, one schedule tribe student and one backward class student shall be nominated by the Patron if the representative belonging to each of these categories is not elected under (a) above.

- (c) The Patron shall nominate, from amongst the regular students of the College/UTD/SOS, one student each from the following activities;

1. Sport and games
2. Literary
3. Cultural
4. N.S.S. (wherever this activity exists)
5. N.C.C (wherever this activity exists)

- (d) The members nominated from the five categories under (c) must have participated and represented their institution in the preceding year at the Inter School Level (ISL), Inter Divisional Level (IDL), Inter Collegiate level (ICL), Inter University Level (IUL), Inter State Level (ISL) or on the National Level in the respective fields of activities. In case, the candidates more than the required number are available in a particular field of activity, a candidate having highest percentage of marks in the preceding examination shall be nominated.

Provided that in case in any of all the activities listed in pare (c) above, no one fulfils the qualification prescribed under para (d) above, the Patron shall have the right to nominate any candidate when he adjudges from the available records and certificates, to be a suitable candidate for the activity/activities concerned.

- (e) The candidate securing the highest marks in the last examination passed in each under-graduate and postgraduate degree shall be nominated to the General Council by the Patron.

III. The Executive Committee of the Students Union in the College/UTD/SOS shall consist of the following:

- (a) Office bearers elected directly by the eligible student-voters of the institution namely-
 1. President
 2. Vice-President
 3. Secretary
 4. Joint Secretary
- (b) Eight Executive Members elected by the members of the General Council of the College/UTD/SOS Students Union from amongst themselves.

Provided that at least two of these members must necessarily be from amongst members indicated in (ii) (b), (c), (d) and (e) above.

IV. The term of the General Council and of the Executive Committee shall commence on the respective dates of their constitution and end on the last day of April in the academic session in which they are constituted.

V. A teacher not below the rank of Assistant Professor in a College or a Associate Professor in a UTD/SOS shall be appointed the Professor-in charge of the Union by the Patron. The Professor-in-charge shall also be the Treasurer of the Union and he shall have the right to be present at any meeting of the General Council or the Executive Committee and to offer his advice on any matter relating to the Union.

6. The Patron shall have the following powers:

- (a) to preside at any meeting of the General Council or the Executive Committee and to address the members there of.
- (b) to decide all disputes arising out of the election to the General Council or the Executive Committee referred to him within two days of the declaration of the result of election and his decision in the matter shall be final.
- (c) to administer the oath of office to the members of the Executive Committee.
- (d) to announce any resolution or proceedings of the General Council or the Executive Committee if he deems such a resolution or the proceeding to be

beyond the legitimate functioning of the Union or detrimental to the interest of the College/UTD/SOS,

- (e) to dissolve in consultation with the Staff Council in colleges/committee of Deans in the University, the General Council or the Executive Committee in the event of violation of the provisions of this ordinance by the General Council or the Executive Committee respectively;
- (f) to remove any office bearer of the Union from his/her office on the following grounds:

- a. He / She is involved in financial embezzlement or if he/she tries to extract money illegally from some person/institution or business establishment;

Or

He / She makes an unauthorized entry in any office, in general, and the confidential section, in particular of the University,

Or

Intimidates any officer or the employee of the College/University to do an illegal act;

Or

He/ She indulges in violent activity or leads violent demonstration or is involved in some case of moral turpitude.

- (g) The decision of the Patron shall be final and beyond the jurisdiction of civil courts.

7. The Professor-in-charge shall have the following powers:

- a. To conduct the election to the General Council and the Executive Committee;
 - b. To be present at the meetings of the General Council and the Executive Committee;
 - c. To exercise general supervision over the affairs of the Union and to advise the General Council and the Executive Committee in regard to their activities;
 - d. To authorize holding of meetings of the General Council and the Executive Committee;
 - e. To be in-charge of the funds of the Union and to ensure that no part thereof is advanced or spent without the proper authority or for purposes other than those for which they are allocated;

- f. To bring to the notice of the Patron any resolution or proceeding or act of any of the bodies or office bearers of the Union which is violation of the provisions of the ordinance or is likely to be prejudicial to the interest of the College/UTD/SOS.
8.
 - (i) The President of the Union shall, in the absence of the Patron, preside over at the meeting of the General Council and the Executive Committee.
 - (ii) The President shall have the following powers and shall perform the following duties:-
 - a. Subject to the control of the Executive Committee, shall be in-charge of the general management of the affairs of the Union.
 - b. To ensure discipline at the meetings of the General Council and the Executive Committee or at any meeting or gathering organized by the Union.
 - c. To ensure that the provisions of this Ordinance are faithfully observed,
 - d. To ensure that any demonstration organized by the Union does not become unruly, violent or unlawful nor does it lead to the destruction of the private or public property,
 - e. To discharge any other legitimate functions entrusted to him/ her or any legitimate duty imposed on him/ her by the General Council or the Executive Committee subject to the approval of the Professor-in charge.
9. The Vice-President shall carry out the legitimate work assigned to him/ her by the President, Executive Committee and perform the legitimate functions of the President in his/ her absence.
10. The Secretary shall carry out the following functions:
 - i. To convene meetings of the General Council and the Executive Committee subject to the instruction of the President and the approval of the Professor in-charge.
 - ii. To prepare and maintain the minutes of the meetings of the General Council and the Executive Committee.
 - iii. To conduct the correspondence of the Union and to keep all records thereof.

- iv. To ensure that the legitimate decisions of the General Council and the Executive Committee are carried out.
 - v. To perform all other legitimate functions entrusted to him/ her by the Executive Committee.
- 11.
- i. The Joint Secretary shall assist the Secretary in the discharge of his/ her duties and shall have such powers and may be assigned to him/ her by the President with the approval of the Professor-in-charge.
 - ii. The Joint Secretary shall, in the absence of the Secretary, discharge the legitimate duties of the Secretary.
- 12.
- i. The General Council shall have the powers:
 - a. To lay down the broad pattern of the activities of the Union.
 - b. To approve the budget estimates of the Union.
 - c. To pass a motion of no confidence against the President or any other office bearers of the entire Executive Committee in the manner laid down hereafter.
 - ii. The General Council shall meet at least twice during its tenure and also when a meeting is requisitioned by at least one-third of the total number of members of the Council. At least seven days notice of a meeting shall be given to the members and the agenda of the meeting shall be sent along with the notice of the meeting.
 - iii. One-third of the total membership of the General Council shall constitute the quorum.
- 13.
- i. The Executive Committee shall meet at least once in every three months. Five members of the Executive Committee shall constitute the quorum.
 - ii. The members of the Executive Committee shall be given at least three clear days notice of an ordinary meeting and clear twenty four hours notice of an emergent meeting. Agenda of the ordinary as well as the emergent meeting shall be sent along with notice. No ex-agenda item shall be admissible in an emergent meeting.

14. The Executive Committee shall:
- a. Prepare the budget of the Union and submit it to the General Council for approval,
 - b. Draw up the program of work to be undertaken by the Union during the academic session and make necessary arrangement for, provided that no outsider shall be invited to address the Union or any of its bodies without the prior permission of the Patron.
15. (i) Funds placed at the disposal of the governing body of the College or the Executive Committee of the university together with any donation raised by the members of the Union with the permission of the Patron shall constitute the fund of the Union.
- (ii) The Professor-in-charge shall draw money out of the fund as sanctioned by the Executive Committee and shall have direct control over it.
- (iii) Whenever any amount is paid to the President or any member of the Executive Committee authorized to receive the amount from the Treasurer, account shall be rendered to the Secretary who shall countersign the vouchers, maintain the accounts of the Union and submit the account with complete set of vouchers to the Treasurer within a week.
16. (i) Elections to the General Council and the Executive Committee shall be held by secret ballot in all the universities and their affiliated colleges on a fixed date announced by the Kuladhipati.
- (ii) Election to the General Council shall be held by the Professor-in charge according to the programme announced by the Vice-Chancellor. The Professor-in charge shall notify five days in advance the date of election, the last date and time for filing nominations, the date and time for scrutiny of nomination papers, the last date and hour for the withdrawal of nominations, the date, place and duration of the poll and the date, time and place for the counting of votes. The result of the election shall be declared by the Professor-in-charge immediately after the counting of votes. The office bearers shall take oath in the prescribed proforma within 10 days from the declaration of the result. The membership of office bearers who do not take oath within the prescribed period shall defect cease.

Provided that if in the opinion of the Kulpati exigencies exist, he may suitably postpone the dates of election with the prior approval of the Kuladhipati.

- (iii) As soon as the General Council is formed, eight members of the Executive Committee shall be elected in the meeting of the General Council presided over by the Professor-in-charge of the Students Union.
- (iv) A student shall not be eligible to contest election or to be nominated to any office of the Union of the College/UTD/SOS or to vote if he/ she falls in any or all the categories listed below:
 - a. has passed the 10+2 examination earlier than five years and earlier than six years for law course only before the opening date of the academic session in which the election is held or has taken more than the prescribed minimum period of time for whatever reason for the course of which he is a student.
 - b. has failed to pay the tuition and other fees due.
 - c. has been convicted by a court of law for any offence or against whom charges have been framed and the proceedings are in progress.
 - d. has been punished for use of unfair means at any examination or against whom proceedings are pending.
 - e. is in employment while studying in the College/UTD/SOS
 - f. has passed the last examination in more than the minimum period required.
 - g. has not submitted and got audited the accounts of any advance outstanding against him
 - h. has been punished or is pending against him a disciplinary action in the institution
 - 1. joins any equivalent course after having failed in one or having left one incomplete.
 - 2. has been provisionally admitted.
- (v) No person shall hold the same office more than once during his academic career in the College/UTD/SOS
- (vi) (a) A candidate seeking election to the General Council as section/class representative shall be nominated by proposer and a seconder who are eligible voters belonging to his/ her own section/class.

A candidate seeking direct election as President, Vice-President, Secretary or Joint Secretary shall be regular student on roll of the Institution

concerned and must be an eligible voter and shall be nominated by a proposer and a seconder who are eligible voters and whose names are appeared on the rolls of the College/UTD/SOS.

- (b) For election of eight members to the Executive Committee nomination papers shall be filed in the meeting of the class representatives called for the purpose. The proposer and seconder shall be the class representatives. Scrutiny of nomination papers, the withdrawal and the voting where necessary shall take place in the convened meeting.
- (vii) All nominations shall be made in the form prescribed by the Professor-in-charge and a nomination paper shall be declared invalid if:
 - a. The nomination paper is received after the prescribed last date and time
 - b. The nomination is not in the prescribed form
 - c. The nomination is in any way incomplete

The candidate is disqualified to seek election under the provisions of this ordinance. Once the nomination submitted by the candidate and received by the Professor-in-charge / Returning Officer, no addition or alterations shall be permitted.

- (viii) (a). If in an electoral constituency all the nominations are found invalid or no nomination paper is filled, the Patron shall nominate a student/students not disqualified under sub para (iv) of para 16, from amongst the voters concerned to fill the seat remaining vacant due to the invalidation or for want of nomination.
- (b). If the number of validly nominated candidates is less than or equal to the number to be elected, all such nominated persons shall be declared elected and the vacancy thereafter if any, shall be filled up by Patron through nomination as in (a) above,
- (c). If the number of validly nominated candidates, after all the withdrawals of candidature, is greater than the number of members to be elected, voting shall take place. The candidate/candidates, as the case may be, getting the highest number of votes shall be declared elected.
- (d). The voting in constituencies shall be declared elected.
- (e). In case of equal votes, decision shall be taken by drawing a lot by Professor-in-charge.

- (ix) In the matter of elections every student shall abide by the following code of conduct:
 - (a) No attempt shall be made at character assassination.
 - (b) Indecent expression and words shall not be used in the course of election campaign
 - (c) None shall be run down on the ground of caste, creed or religion
 - (d) Indecent and obscene posters shall not be displayed nor shall disfigurement of the walls be made.
 - (e) In course of the election no one shall be intimidated or subjected to physical violence nor shall the discipline of the institution be undermined.
- (x) Where a candidate fails to observe the code of conduct or instigates or supports breach of the code of conduct as given above, the Professor-in-charge may declare his/ her election invalid.
- (xi) A ballot paper shall be rejected if:
 - (a) It bears any mark or is written by which the voter can be identified, or
 - (b) It bears no mark to indicate the vote or bears a mark other than the mark of the prescribed seal placed for the purpose, or
 - (c) A mark of the seal, indicating the vote is placed in such a manner as to make it doubtful as to which candidate, the vote has been given or
 - (d) A voter has given more votes than the number of seats to be filled, or
 - (e) A ballot paper is signed by the voter

Provided that where there is an uncertainty in respect of any vote/votes but not in respect of all the votes given by the voter, the ballot paper shall be invalid to the extent of the uncertainty.

- 17. (i) The General Council may consider a motion expressing no confidence in the President or any office bearers or the entire Executive Committee if it is sponsored by not less than one third of the total membership of the General Council. The motion shall be deemed to have been passed if a majority of at least two thirds of the members present and voting meeting and constituting not less than half of the total membership of the Council vote in favour of the motion. Such motion can be moved only on the ground that the office bearers or the Committee has disregarded the provisions of this ordinance or has failed to perform his/ her/its duties. The General Council shall be convened to

consider the no confidence on admissible ground/grounds. The meeting at which such a motion is considered shall be presided over by the Professor-in-charge.

- (ii) In the event of passing of the no confidence motion against the Executive Committee or an office bearer, as the case may be, the Patron shall immediately issue order giving effect to the no confidence motion by the General Council.

- 18. When a person elected to any office or body of the Union incurs any of disqualification listed under clause (a), (b), (c), (d) and (e) sub para 16(iv) above, he shall be debarred from continuing in such office or body by the order passed by the Patron, and the position held by his/ her shall become vacant.
- 19. An office bearer of the Union or a member of the General Council or the Executive Committee may resign by a letter addressed and submitted in person to the Professor-in-charge and the resignation shall take effect as soon as the resignation letter is received by the Professor-in-charge.
- 20. All elections shall be held by secret ballot paper and simple majority.
- 21. In this ordinance or under this ordinance, wherever date and time are specified, they could be changed by the Kulpati with the prior approval of the Kuladhipati.

ORDINANCE NO. 2

UNIVERSITY STUDENTS UNION

(Refer Section 37 (xxi))

Provisions of this Ordinance shall not apply to those colleges which have been declared as model and Autonomous colleges by the State Government and professional colleges like Agriculture, Veterinary, Medical, Engineering and Education Colleges

1. The University Students Union at the headquarter of the University shall be a federation of Students Union in Colleges & University Teaching Department/School of Studies. The Students Union in every College/Schools of Studies shall be a member of the University Teaching Department/School of Studies hereinafter referred to as “College Union” shall, unless disqualified under any provision of the Adhiniyam, the Statutes or the Ordinances, have the right to participate in the activities of the University Students Union.
2. The objectives of the University Students Union shall be:
 - (a) To promote intellectual, cultural, social and corporate life of the students;
 - (b) To foster activities to bring out and develop the creative talents of the students and to promote their welfare;
 - (c) To develop a tradition of service and to inculcate in the students the sense of social responsibility.
3. (i) In order to achieve these objectives the University Students Union May:
 - a. Organize and participate in debates, symposia, study circles, lectures, contests, scientific and cultural exhibitions and science and literary clubs;
 - b. Promote social service activities and students welfare programmes;
 - c. Examine and determine the nature and extent of difficulties to any individual student in the conduct of their academic, cultural, social and corporate life and place them before University authorities for their solution;(ii) The activities of the University Students Union shall be spread over the entire area of the University and the University Students Union will avail of assistance of College Union to implement its programmes. The University Student Union shall not identify or associate itself with any political party.
4. Every college Union shall contribute at the rate, as prescribed by the concerned University for each of its members towards the funds of the University Students Union.

The total amount of such contribution payable from out of the Amalgamated Fund/Composition fee collected every year shall be sent by the Principal of the College or the Head of the University Teaching Department/School of Studies to the Registrar ordinarily not later than the last working day of August. If a College fails to remit, by the last date prescribed, the amount of contribution due from its Students Union, the President and the representatives if any, of the said Union of the College shall stand debarred from taking part in the election of the University Students Union.

Provided that if in the opinion of the Kulpati exigencies exit, he may suitably extend the last date prescribed for the remittance of Students Union contribution from the Colleges/University Teaching Department/School of Studies to the Registrar.

5. The Kulpati shall be the Patron on the University Students Union and the Dean Students Welfare or when there is no Dean Students Welfare a Teacher not below the rank of Associate Professor nominated by the Patron shall be its Adviser cum Treasurer.

6. (i) The University Student Union shall have a Council and an Executive Committee
(ii) The Council comprising of the College/University Teaching Department/SOS shall be represented on the Students Union Council as under:

- | | | |
|----|--|---|
| a. | If the number of students in the Institution is less than 500 | Only President of the College / Institution or the University Teaching Department/SOS |
| b. | If the number of students in the Institution is between 501 to 1000 | President and Vice President of the Union of the concerned institution. |
| c. | If the number of students in the Institution is between 1001 to 1500 | President, Vice President and Secretary of the Union of the concerned Institution. |
| d. | If the number of students in the Institution is more than 1500 | President, Vice President, Secretary and Joint Secretary of the Union of the concerned Institution. |

- (iii) The Council shall elect, by simple majority vote from amongst its members, the following office bearers of the University Students Union:

Executive Committee:

- | | |
|------------------|------------------|
| 1. The President | 3. The Secretary |
|------------------|------------------|

2. The Vice-President

4. The Joint Secretary

The office bearers so elected together with other members equal to 20% of total strength of the Council and subject to a maximum of 15 elected by the Council from amongst its members in accordance with the system of proportional representation by means of single transferable vote shall constitute the Executive Committee.

- (iv) No candidate shall contest the election for more than one office or seek re-election to an office which he has held twice.
 - (v) Provision of Ordinance No.1 contained in Para 16 (iv) shall also disqualify a student from seeking election to the University Students Union under this Ordinance.
7. (a) Every Professor in-charge of a College Union shall send by Registered post or through Special Messenger every year the names of the President and the representative, if any, of the College Union, so as to reach the Adviser cum Treasurer of the University Students Union not later than the 7th day of September or the following working day if the 7th day is a Sunday or a holiday.
- (i) Provided that when the circumstances are not normal the Kulpati may prescribe any other day as the last day.
 - (ii) Provided that once the date for the election of the office-bearers and the Executive Committee of the University Students Union is notified by the Adviser cum-Treasurer, the election will be held notwithstanding the fact that a College/University Teaching Department/SOS has not held the election to the College Union before the day specified under clause (a) above.
- (b) The Dean, Students Welfare shall notify the day following the last day referred to in (a) above the names of the Presidents and other office bearers of the College Union who are eligible for inclusion in the election roll in view of provision of para 6 (ii) a to d and who shall form the electoral roll for election to the University Union. The Dean, Students Welfare shall also as early as notify the schedule of election for the University Union. The details of the procedure for election to the University Union are laid down in the Appendix of this Ordinance.
- (c) All nominations shall be made on the form prescribed by the Adviser-cum Treasurer and a nomination paper shall be rejected if:

- (i) The nomination paper is received after the time prescribed or announced by the Adviser-cum Treasurer;
 - (ii) The nomination is not on the prescribed form;
 - (iii) The nomination is in any way incomplete;
 - (iv) The candidate is disqualified to seek election under the provisions of the ordinances.
 - (d) A ballot paper for the election of an office bearer shall be rejected if:
 - (i) It bears any mark or writing by which elector can be identified, or
 - (ii) It bears no mark to indicate the vote or bears a mark other than tick mark (yes) placed for the purpose, or
 - (iii) The tick mark, indication the vote is placed in such a manner as to make it doubtful as to which candidate the vote has been given, or
 - (iv) The elector has given more votes than the number of seats to be filled,
 - or
 - (v) The ballot is signed by the elector provided that where there is uncertainty in respect of any vote/votes but not in respect of all votes given by the elector, the ballot paper shall be void to the extent of the uncertainty only.
8. (i) Council shall start functioning from the date of the election of office bearers and the members of the Executive Committee of the Students Union and continue till the end of April of the academic session to which the Council is constituted.
- (ii) The Council shall meet at least twice in the academic session on dates to be fixed by the President in consultation with the Adviser-cum-Treasurer. The President shall, upon a requisition in writing signed by not less than one third of the total number of members of Council, convene a special meeting of the Council within twenty days of the receipt of such a requisition in writing, signed by not less than one third of the total members with the notice of the meeting.
- (iii) One third of the members of the Council shall constitute a quorum.
9. The Council shall have the following powers and perform the following duties namely:

- (i) To lay down the broad program of work to be undertaken by the Union;
 - (ii) To approve with or without modifications the annual report and the budget estimates of the Union submitted by the Executive Committee;
 - (iii) To approve the matters to be placed before the University, authorized by the Union;
 - (iv) To make such rules as it considers necessary to regulate the activities of the Union;
 - (v) To exercise all other powers conferred on it by the Ordinances.
10. (i) The Executive Committee and the office bearers shall remain in office, during the period the Council which elected them, and functions unless the Committee or the office bearer is removed by an order of the Patron after a no confidence motion against the Executive Committee or the office bearer is passed by the Council.
- (ii) The Executive Committee shall meet at least once in two months on a date to be fixed by the President in consultation with the Adviser cum Treasurer. A Special meeting of the Executive Committee if requisitioned in writing by not less than one third of the total members of the Executive Committee shall be called by the President within fifteen days of the receipt of such requisition. Members shall be given at least ten days Notice of an ordinary meeting or a special meeting and three days notice of an emergent meeting and the Agenda of an ordinary meeting special meeting shall be sent to the members with notice of the meeting.
- (iii) One third of the members of the Executive Committee shall constitute a quorum.
11. The Executive Committee Shall:-
- (a) draw up detailed schemes to be implemented and take steps to implement them;
 - (b) prepare the budget and submit it to the Council for approval;
 - (c) study student's problems and bring them before the Council with its suggestions;
 - (d) allot duties to its members and may constitute Sub-Committees for specific purposes consisting of its own members or members of the Council/College

Union or any combination of members of the Executive Committee, its Council and the College Union as it deems necessary and appoint a Program Secretary for any specific purpose;

- (e) prepare the annual report of the Union and submit it to the Council for approval;
- (f) have such other powers and performs duties as may be assigned to it by the Council.

12. The Patron shall have the following powers namely:-

- a. To be present at any meeting of the Council or the Executive Committee and to address the members thereof;
- b. To decide all disputes arising out of election of the office bearers and other members thereof;
- c. To administer the oath of office to the members of the Executive Committee
- d. To announce any resolution or proceedings of the Council or the Executive Committee if he deems such resolution or proceedings to be beyond the legitimate functions of the Union or detrimental to the interests of the University
- e. To give directions to the Council or the Executive Committee in the interest of proper functioning of the Union and the Council or the Executive Committee, as the case may be, and shall act in accordance with such directions.
- f. To suspend the Council or the Executive Committee in the event of violation of the provisions of this ordinance by the Council or the Executive Committee;
- g. Such other powers as are vested in the Patron under this Ordinance.

13. The Adviser-Cum Treasurer shall:-

- a. Conduct the elections to the Council and the Executive Committee of University Students Union.
- b. Have the power to be present at any meeting of the Council or the Executive Committee and to advise the Council and the Executive Committee in regard to their activities;
- c. Be in-charge of the funds of the Union and ensure that no part thereof is spent without proper authority or for purposes other than those for which they are allocated;

- d. Bring to the notice of the Parton any resolution or proceeding or act of any of the bodies of officers or the Union which violates of the provision of this Ordinance or is likely to be prejudicial to the interests of the University.

ORDINANCE NO. 3

DEPARTMENTS

Name of Faculty & Department

(A) Faculty of Arts

1. English and other Foreign Languages
2. Sanskrit, Functional Sanskrit and Prachya Sanskrit
3. Pali, Prakrit
4. Hindi, Functional Hindi, Linguistics and Translation
5. Urdu, Arabic, Persian
6. Other Indian Languages
7. Philology
8. Philosophy
9. Music (Vocal, instrumental) and Dance
10. Fine Arts (Drawing and Painting)
11. Performing Arts (Theater and Sculpture)
12. Library and Information Science
13. Journalism and Mass Communication
14. Fashion Designing (in case there is no Faculty of Vocational studies)
15. Interior Designing (in case there is no Faculty of Vocational studies)
16. Jyotirvigyan

(B) Faculty of Social Science

1. History, Modern History, Medieval History.
2. Ancient Indian History Culture and Archaeology, Indology.
3. Political Science, International Relations. Public Administration, Human Rights.
4. Economics, Business Economics, Applied Economics
5. Sociology, Social work and Community, Demography and Population Science
6. Anthropology
7. Geography
8. Psychology
9. Military Science & Defense Studies
10. Rural Development

11. Home Science (if there is no separate Faculty of Home Science in the University).

(C) Faculty of Home Science

1. Home Science
2. Clothing and Textile/Fabric and Apparel Sciences
3. Food and Nutrition
4. Home management
5. Child development

(D) Faculty of Science

1. Physics, Laser Technology.
2. Chemistry, Industrial Chemistry, Environmental Chemistry, Pharmaceutical Chemistry, MICA
3. Mathematics
4. Geology, Remote Sensing, Earth Science
5. Statistics
6. Criminology and Forensic Science
7. Computer Science (if faculty of Engineering Science does not exist)
8. Oceanography, Meteorology

(E) Faculty of Life Science:

1. Botany, Ethno-biology, Forestry, Horticulture
2. Zoology, Fisheries, Aquaculture, Genetics, Neuroscience
3. Environmental Sciences / Environmental Biology, Limnology
4. Bio-Chemistry
5. Life Science/Bio- Science, Microbiology
6. Biotechnology, Seed Technology, Bio informatics, Food Technology.

(F) Faculty of Engineering (Only if UTD in University)

1. Civil Engineering
2. Mechanical Engineering
3. Electrical Engineering
4. Electronics and Tele-Communications
5. Chemical Engineering
6. Mining
7. Metallurgy
8. Planning and Architecture
9. Humanities and Social Sciences
10. Applied Physics
11. Applied Chemistry
12. Applied Mathematics
13. Applied Geology
14. Electronics and Instrumentation
15. Computer Engineering
16. Information Technology
17. Biotechnological Engineering

(G) Faculty of Law

1. Law

(H) Faculty of Commerce

1. Commerce

(I) Faculty of Education

1. Education
2. Physical Education, Yogic Sciences (Where there is no Faculty of Physical Education)

(J) Faculty of Physical Education

1. Physical Education
2. Yogic Sciences

(K) Faculty of Technology

1. Pharmaceutical Science

(L) Faculty of AYUSH

1. Sharir, Dosh Dhatu Mal Vigyan, Sanskrit
2. Dravyagun, Ras Shastra Vigyan
3. Kaaya chikitsa, Vikriti Vigyan and Swasthavritta.
4. Shalya Tantra, Shalakya Tantra, Prasuti Tantra Kaumaryabhritya, Agad Tantra and Vyavaharyurveda
5. Ashtang Sangrah, Charak Samhita, Padarth Vigyan, Ayurved ka Itihas
6. Sharir Rachna Vigyan, Sharirkirya Vigyan
7. Rog Vikriti Vigyan evam Swastha Vritta
8. Unani, Siddha
9. Homeopathy
10. Alternative Medicine (Accupressure, Magnetic therapy etc.)

(M) Faculty of Medicine

1. Anatomy, Physiology and Bio-Chemistry.
2. Pharmacology, Forensic Medicine and allied subjects.
3. Preventive and Social Medicine,
4. Pathology, Microbiology.
5. Medicine, Skin and Venereal diseases, Tuberculosis,
6. Psychiatry.
7. Neurology
8. Surgery
9. Anesthesiology
10. Orthopedics
11. Ear, Nose and Throat.
12. Gynecology
13. Pediatrics
14. Ophthalmolog
15. Radiology
16. Nursing
17. Physiotherapy

(N) Faculty of Dentistry

1. Dentistry

(O) Faculty of Non-Formal Education

1. Life Long Learning, Continuing and Extension Education
2. Population Education
3. Distance Education
4. Peace Education

(P) Faculty of Prachya Sanskrit

1. Ved
2. Darshan
3. Sahitya
4. Jyotish
5. Vyakaran
6. Dharma Shastra
7. Adhunik Bhasha
8. Adhunik Gyan-vigyan
9. Puran evam Etahas

(Q) Faculty of Management Studies

1. Business Administration/ Industrial Relations and Personnel Management/
Human Resource Development/ Financial Administration/ Foreign Trade/
Disaster Management
2. Tourism Administration
3. Chemical Sales and Marketing
4. Hospital Administration
5. E-Commerce

(R) Faculty of Engineering Sciences

1. Energy Studies, Environmental Science
2. Computer Science / Computer Applications/ Information Technology
3. Electronics
4. Instrumentation
5. Electronic Media
6. Data Science

(S) Faculty of Vocational Studies

1. Vocational Education courses (B.Voc, M.Voc)
2. Skill Development Courses (B.Voc, M.Voc)
3. Fashion Designing
4. Interior Designing

(T) Faculty of Rehabilitation Sciences

1. Special Education
2. Prosthetics & Orthotics
3. Audiology and Speech Language Pathology
4. Rehabilitation Science

On the recommendations of competent body any subjects may be added by the University as per the UGC to any faculty.

ORDINANCE NO. 4

QUALIFICATIONS AND THE CONDITIONS FOR APPOINTMENT OF TEACHERS AND OTHER ACADEMIC STAFF IN THE UNIVERSITY TEACHING DEPARTMENTS / SCHOOLS OF STUDIES IN VARIOUS FACULTIES / SUBJECTS

[(Refer section 37(XV))]

The minimum qualifications for appointment and other service conditions, including Career Advancement Scheme of teachers and academic staff (Librarians, Directors of Physical Education) in School of Studies/University Teaching Departments (UTD) shall be as per UGC regulations (Gazette notification dated 18/09/2010 amended upto 11/07/2016). The minimum qualifications amended time to time by the UGC in regard to eligibility for appointment and promotion shall become applicable after the approval of the Executive Council from the date of Gazette notification of the UGC. However, UGC recommendations related to financial implications such as revised pay scales shall be applicable only after approval from the State Government.

APPENDIX - I

AGREEMENT OF SERVICE BETWEEN THE TEACHERS OF THE UNIVERSITY AND THE UNIVERSITY

Agreement made this day of20

Between of the first part and the University of the second part where as the

University has engaged the party of the first constituted under the part (herein after called the executants) to serve it 1973, (here in after assubject to the condition and upon the terms here-in-after contained. Now this agreement witnessed that the party of the first part and the University hereby contract and agree as follows:-

1. That the agreement shall begin from the day of 20 and shall be terminable as here in after provided.

2. That the executants is employed on probation for a period of two years During the period of probation the executants shall be paid a monthly salary of Rs. in the scale

He shall be entitled to annual increment of the grade, during the period of probation.

Provided further that the executants shall not be confirmed in the service of the University till he has submitted the necessary documents in proof of his age and the same has been accepted by the Executive Council.

3. That after confirmation the University shall continue the executants' service in the scale of Rs.

Provided that no increment of the executants shall be withheld or postponed save by a resolution of the Executive Council on reference made to it by the Kulpati after the Executant has been given sufficient opportunity to make his written representation and the same has been duly considered by the Kulapati.

4. That the executants will be entitled to the benefit of CPF/Pension, Gratuity and Family Pension benefits in accordance with the Statutes of the University for the time being in force, and as amended from time to time.

5. That the age of superannuation shall be sixty five years.

Provided that on a reference by the Kulpati made either on his intrastate or on the request of the of the Executant, the Executive Council in special case may grant though the Executant who has reached the age of superanum also and extension for a further period exceeds five years, if the Executive Council is satisfied that such extension is in the interest of the University.

6. That the executants shall be entitled to such leave as may be due in accordance with the rules of the University for the time being force, and as amended from time to time.
7. That the Executants shall devote his whole time to the duties of his appointment and shall not engage, directly- or indirectly, in any trade or business without the sanction of the Executive Council, or take up any occupations which, in the opinion of the Kulpati are likely to interfere with the duties of his appointment.
8. After confirmation, the service of the Executants can be terminated only on the following grounds.
 - a. Misconduct.
 - b. Permanent physical or mental unfitness to be determined by a medical Board constituted by the Executive Council,
 - c. Breach on any of the terms of the contract,
 - d. Abolition of the post.
9. Except when termination of service has taken place under clause 8(a) above neither the Executants nor the University shall terminate this agreement when entitled to terminate it, except by giving to the other party three months notice of his intention to do so or a sum equivalent to three times the monthly salary, which the Executants is then earning, in lieu thereof, unless in a special case the Executive Council agrees to release the Executants of his obligation under this clause. The period of three month's notice on the part of the Executants may, however, be reduced or waived altogether by the Executive Council.
10. Nothing in this agreement shall affect the right of the executants of the University to refer any difference or dispute arising out of this agreement to the Kuladhipati for reference to a Tribunal of Arbitration constituted under the provisions of section 59 of the Adhiniyam.

11. Notwithstanding anything contained in the aforesaid terms, the executants shall be bound by the provisions of the various sections of the Act, Statutes, Ordinances and Regulation for the time being in force and as framed from time to time

Signed this day of20.....

Signature

In the presence of

1.....

2.....

Registrar

ORDINANCE NO. 4 (A)

MERIT PROMOTION SCHEME OF UGC: Repealed

ORDINANCE NO. 4 (B)

CAREER ADVANCEMENT SCHEME OF UGC

Repealed and merged with Ordinance No. 4.

ORDINANCE No. 4 (C)

CONTRACTUAL APPOINTMENT OF TEACHERS UNDER SELF FINANCING SCHEMES

1. Definition : In this ordinance unless the context otherwise require:
 - (a) “Adhiniyam” means the Madhya Pradesh Vishwavidyalaya Adhiniyam 1973.
 - (b) “University Resources” shall mean the resources generated by the university through self financing courses.
2. Applicability: This ordinance will apply to all the universities constituted under Madhya Pradesh Vishwavidyalaya Adhiniyam 1973.
3. Any appointment under this ordinance shall be made on contract basis against a post constituted by the university under self financing schemes, subject to the availability of the funds in the scheme and as per Exit policy of the Govt.
4. Appointment to various posts under this ordinance shall be governed by the law or rules of the State Govt. for the time being enforced for reservation of SC/ST/OBC/Physically handicapped and for women.
5. All the appointments to the various categories of the posts shall be made by the Executive Council of the university on the basis of the recommendation of the selection committee.
 - (a) The selection committee shall consist of the following persons:

• Vice Chancellor or Nominee	-	Chairman
• Dean of the concerned faculty	-	Member
• Head of the Concerned Department	-	Member
• Two Subject experts not connected to the University be nominated by the Chancellor	-	Member
• Member belonging to SC/ST/OBC to be nominated by the Vice Chancellor		

Presence of One Subject Expert is mandatory.

- 6 (a) If a person happens to be retired teacher from the university/ Scientist of a national laboratory, she / he shall not be required to face any selection committee. To appoint a superannuated person, the university may ask willingness / biodata from the person to be appointed. Thereafter, on the recommendation of a committee constituted by the Vice Chancellor, the Executive Council of the university shall make the appointment.
- (b) If a person appointed happens to be a retired teacher, the tenure shall be of Three years. His/her next tenure shall be of two years. In no circumstances he/she will be given the extension after the age of 70 years.

7. (a) The tenure of any teacher appointed on contract basis shall be for five years with annual incentive of five percent subject to annual assessment by a Committee constituted by the Vice Chancellor. If the assessment committee does not recommend the continuation, the appointment shall be treated as cancelled. After the completion of five years a person shall be eligible for reappointment through fresh selection process. Such a candidate shall be eligible to the pay which shall be five percent more than the pay drawn in the previous tenure in the same cadre.
- (b) The review committee shall consist of the following persons:
- Dean of the Faculty - Member
 - Head of the concerned Department - Member
 - One Subject experts to be nominated by the Vice-Chancellor - Member
8. Any person appointed under this ordinance on contract shall be entitled for a fixed monthly salary in accordance with the provision of SCHEDULE of this ordinance.
9. The selection of the teachers under this ordinance made from retired professors / Scientist will be paid fixed per month honorarium which will be decided by the university. This will be in addition to his superannuation benefit which she/he getting after the retirement. Other teachers appointed in accordance to the provision of this ordinance shall also get fixed emoluments of as decided by the University from time to time.
10. Person appointed on any post under this ordinance shall not be entitled to any DA, HRA, Gratuity, loan from the university and any other benefit as applicable to permanent/regular employee of the university. However, they will be entitled to fixed medical allowance and travelling allowance at par with other regular employees of the university and their teaching experience shall be counted for any regular appointments.
11. Any person appointed under this ordinance shall be entitled to such provident fund benefit as may be determined by the university from time to time; however she/he will not be entitled to any pensionary benefits.
12. Person appointed shall be entitled 13 casual leave, 10 Medical leave, 15 academic leave in an academic year. She/he shall not be entitled to any other kind of leave. However, the female employee will be entitled for maternity leave as applicable to other university employees.
13. The services under this ordinance may be terminated at any time before the expiry of contract by serving one month notice by either side or one month payment in lieu thereof.

14. Any other condition of service shall be such as may be specified in the appointment order and agreement before she/he enters upon her/his duties.
15. The monthly payment of such contractual teacher, minimum and maximum age and necessary / desirable qualification shall be as specified in the schedule appended.
16. An undertaking should be taken from the Contract Teacher at the time of joining that (a) he/she will have no claim for the post (b) he/she will not claim any benefits normally available to regular teachers.
17. The regular selection on these posts will automatically terminate the contractual appointment against such posts.
18. Notwithstanding anything contend foregoing para shall not supersede any contract act passed and issued by Govt. of Madhya Pradesh.

Schedule

S. No.	Post	Age limit		Qualification	Fixed Payment per month
		Min.	Max.		
1	Assistant Professor	21	65	As per UGC Regulations	Rs. 35000/- or as modified by the university from time to time
2	Associate Professor	28	65	As per UGC Regulations	Rs. 50000/- or as modified by the university from time to time
3	Professor	35	65	As per UGC Regulations	Rs. 60000/- or as modified by the university from time to time
4	Professor after Superannuation	65	70	As per UGC Regulations	Rs. 60,000/-

FORM OF AGREEMENT

This Agreement made on the day of between Shri (hereinafter called the "Employee") on the one part and the Registrar of theUniversity for and on behalf of thethe other part, and has agreed to appoint the employee asfrom theday ofon the following terms and conditions in addition to the conditions provided in the Ordinance No.4 (c) of the contractual appointment of teacher.

Now, it is agreed between both the parties as follows:-

1. Shri/Smt/Ku.....Son/Daughter/Wife of.....resident ofshall be contractually employed by the University and the employee shall serve the University from the day of
2. The employee shall serve the University for a period of five years (from the day of joining subject to earlier termination as herein after provided.
3. During the term at his employment the employee shall be paid a fixed amount of Rs. per month.
4. The employee shall devote his whole time to the duties of the service and will not engage directly or indirectly in any trade, business or occupation on his own account and will not (except in the case of accident or sickness certified by the competent medical authority) absent himself from his duties without obtaining prior permission of concerned Head of Department of the University.
5. The employee shall make his headquarter at the place of posting.
6. This Agreement may be at any time during the continuance thereof be terminated by either partly giving to the other party at least one month notice in writing to that effect and any such notice given by or on behalf of the University shall be deemed to be sufficient if addressed to the employee and sent by registered post to his last known place at residence.

Provided that, the services of the employee may be terminated without one month notice and in lieu that employee shall be paid equivalent to one month salary by the University.

Provided further that, if the Agreement is terminated by the employee before the expiry of the contract period without giving the requisite one month notice, he shall pay one month's salary to the University.

7. The services of the employee may be terminated at any time by issuing a show cause notice and giving a reasonable opportunity to be heard. If the employee commits any misconduct or any breach or neglect of the terms of this agreement or his duties or any of the duties which may from time to time be assigned to him.
8. The employee shall not be entitled to any benefits.
9. Notwithstanding anything contained in clause 6 of this agreement, it shall be lawful for the University to terminate the services of the employee at any time during the existence of this Agreement if it is satisfied on the report of a duly constituted advisory medical board that the employee is unfit and is likely for a considerable period to continue to be unfit by reason of ill health for the discharge of his duties, his services shall be terminated after giving one month notice to him/her. In the event of such termination the University shall not be liable to pay any compensation to the employee for the unexpired period of the contract.

In witness whereof the Parties here in have executed this agreement on theday ofherein above written and signed and the seal of theUniversity have been affixed here to

In the presence of -

1. Signature

Name

Address

Signature of the Registrar

with seal of office.

2. Signature

Name

Address

Signature of the Employee

Name

Address

ORDINANCE No. 4 (D)

CONTRACTUAL APPOINTMENT OF TEACHERS AGAINST SANCTIONED POSTS

(Minutes Approved by Coordination Committee held on 26 June 2006)

1. Contract Teacher can be appointed against the sanctioned and vacant post only through advertisement.
2. Selection procedure and consolidated Pay may be approved by the respective EC. However the Contract Teacher will normally be paid as per provisions of Ordinance No. 4 (C), higher consolidated pay may be offered to candidates with higher qualifications and also to teachers in professional courses with prior approval of EC.
3. Selection will be by a Selection Committee comprising of
 - a. Kulpati or his Nominee Chairman
 - b. Dean of the concerned faculty to be nominated by the Kulpati
 - c. Two subject experts not related to the University be nominated by the Kuladhipati
 - d. Member belonging to SC/ST/OBC to be nominated by the Kulpati

Presence of one subject expert is essential.

4. Qualifications will be as per UGC norms in force. However, University can set higher criterion for short listing.
5. Contractual appointment should be made for a period of six months. Attempt should be made to fill the post as early as possible. In the event of non-filling of the post, the contract may be renewed for another period of six months or less. A duly constituted Assessment Committee by the Kulpati will assess the performance of the Contract Teacher for renewal of contract after one year. If the Assessment Committee does not recommend continuation, the post is to be re- advertised. In no case, this arrangement would continue beyond three years and a fresh advertisement should be given to appoint Contract teachers thereafter. Appointment to these posts shall be automatically get terminated once the regular teachers have been appointed.

6. Similar procedure for appointment of Contract Teacher shall be applicable as per Ordinance 4(c).
7. Contract Teacher shall be appointed against the sanctioned positions as per the Roaster. If it is not possible to fill the reserved position, the university may appoint Guest Faculty against these posts. Their monthly remuneration will be decided by the Executive council of the University from time to time.
8. Contract can be terminated by giving fifteen days notice by either of the party.
9. The Contract Teachers at the time of joining that (a) he will have no claim for the post, (b) he will not claim any allowance and benefits normally available to regular teachers. A contract shall be signed by the parties as given in appendix.
10. Attempt should be made to fill the sanction posts so as to relieve the contract teacher.

FORM OF AGREEMENT

This Agreement made on the day of between Shri (hereinafter called the "Employee") on the one part and the Registrar of theUniversity for and on behalf of thethe other part, and has agreed to appoint the employee asfrom theday ofon the following terms and conditions in addition to the conditions provided in the Ordinance No.4 (D) of the contractual appointment of teacher.

Now, it is agreed between both the parties as follows :-

1. Shri/Smt/Ku.....Son/Daughter/Wife of.....resident ofshall be contractually employed by the University and the employee shall serve the University from the day of
2. The employee shall serve the University for a period of 06 months from the date of joining or termination as per clause-6of the contract whichever is earlier.
3. During the term at his employment the employee shall be paid a fixed amount of Rs. per month.
4. The employee shall devote his whole time to the duties of the service and will not engage directly or indirectly in any trade, business or occupation on his own account and will not absent himself/herself from his duties without obtaining prior permission of concerned Head of Department of the University.
5. The employee shall make his headquarter at the place of posting.
6. This Agreement may be at any time during the continuance thereof be terminated by either party giving to the other party at least 15 days notice in writing to that effect and any such notice given by or on behalf of the University shall be deemed to be sufficient if addressed to the employee and sent by registered post to his last known place at residence.

Provided that, the services of the employee may be terminated without 15 days notice and in lieu that employee shall be paid equivalent to salary by the University.

Provided further that, if the Agreement is terminated by the employee before the expiry of the contract period without giving the requisite 15 days notice, he shall pay 15 days salary to the University.

7. The services of the employee may be terminated at any time by issuing a show cause notice and giving a reasonable opportunity to be heard. If the employee commits any misconduct or any breach or neglect of the terms of this agreement or his duties or any of the duties which may from time to time be assigned to him.
8. The employee shall not be entitled to any benefits and (a) he will have no claim for the post, (b) he will not claim any allowance and benefits normally available to regular teachers.
9. Notwithstanding anything contained in clause 6 of this contract, it shall be lawful for the University to terminate the services of the employee at any time during the existence of this contract if it is satisfied on the report of a duly constituted advisory medical board that the employee is unfit and is likely for a considerable period to continue to be unfit by reason of ill health for the discharge of his duties, his services shall be terminated after giving fifteen days notice to him/her. In the event of such termination the University shall not be liable to pay any compensation to the employee for the unexpired period of the contract.

In witness whereof the Parties here in have executed this agreement on theday ofherein above written and signed and the seal of theUniversity have been affixed here to

In the Presence of -

- | | | |
|----|-----------|----------------------------|
| 1. | Signature | |
| | Name | Signature of the Registrar |
| | Address | with seal of office. |
| 2. | Signature | Signature of the Employee |
| | Name | Name |
| | Address | Address |

ORDINANCE NO. 5

CONDUCT OF EXAMINATION

(Refer clause vi of section 37)

1. All arrangements for the conduct of examinations to be held by the University shall be made by the Registrar in accordance with such directions as may be issued by the Executive Council in consultation with the Academic Council.
2. The Controller of Examination under the supervision of 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.

The dates of commencement of examination together with the detailed programme of each examination shall be published every year by the end of August. The dates of examination once announced will not be changed without the permission of the Vice-Chancellor.

3. The Kulpati shall constitute a committee consisting of three members as:
 1. One Professor who is a member of EC
 2. One Senior Principal of a College
 3. One Dean of Faculty (seniority by rotation)

This committee will recommend the Centers of Examination. List of examination Centers will be reported to the Executive Council. The determination of Examination Centers will be as per norms approved by Coordination Committee and/or instructions of the State Government from time to time. The Principal of the College shall act as Senior Superintendent of the Examination. He/ She shall be overall in-charge of the Conduct of examination at their respective Center.

The Controller of Examinations shall in consultation with the Head of the Institution where there is an examination Center appoint Senior Superintendent, Superintendent and assistant Superintendents, if any, for the examination Center and shall issue instructions for their guidance.

Provided that:- (i)

- (a) the Principal/Professor/Reader of UTD as the case may be, will be the Senior Superintendent for all the three shifts. A person other than the Principal can be appointed as Senior Superintendent only when the University comes to the conclusion that the Principal there, for identified reasons, is not suitable to be the Senior Superintendent.

- (b) there will be an Assistant Superintendent if the number of examinees exceeds 300 in a shift and an additional Assistant Superintendent for every 500 thereafter upto a maximum of 3 Assistant Superintendents.
- (c) the remuneration of the Senior Superintendent/ Superintendent/ Assistant Superintendent for conducting final (main) examination and the supplementary examination will be decided by Co-ordination Committee from time to time.
- (d) the Senior Superintendent who is also the shift Superintendent will not get any remuneration for the shift
- (e) there would be remuneration for additional two days (one day for preparation and one day for closing) after the examination is over.
- (ii) The Senior Superintendent or the Superintendent whichever is applicable, of the Examination at each Center 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. However the question papers must be kept in safe custody of the concerned Police Station/ Treasury as per instructions of the University, if required.
- (iii) The Senior Superintendent/Superintendent shall supervise the work of invigilators and shall conduct of the examinations strictly according to the instructions issued to him by the University.
- (iv) The Senior Superintendent or Superintendent of the Examination shall, whenever necessary, send a confidential report to the Controller of Examinations about the conduct of examination, mentioning therein the performance of the invigilators and the general behaviour 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 examination 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 of advance money received and expenditure incurred in connection with the conduct of the examination to the Controller of Examinations of the University.
- (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 Center Superintendent may get police assistance. Where a candidate is expelled, the Controller of Examinations shall be informed immediately.
 - (vi) Unless otherwise directed, only teachers of college/University Teaching Department and Schools of Studies shall be appointed as Invigilators by the Senior Superintendents. In special circumstances senior office staff/officer, retired teachers, guest faculty, contract teachers, teachers from schools, academic counselors and registered research scholar may be assigned as an Invigilator.
 - (vii) The principal of the College or the Center Superintendent of the Examination Center fix the premises of the examination Center within the periphery of 100 metres and restrict entry of unauthorized persons as per provisions of the examination Act 1937 (as amended).
4. It shall be the duty of the Centre Superintendent to ensure that an examinee is the same person who had filled in the form of application for appearing at the examination, by way of checking the photograph pasted on the form of all candidates and verifying their signatures, or any other mode of identification as decided by the university (one already on the form and the other to be obtained in the examination hall).
 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 an examinee who is unable to write himself/herself on account of severe short sightedness or sudden illness or fracture in writing hand, provided that such an amanuensis shall be a man/woman possessing qualification of atleast one class/examination lower than the examinee concerned.
- Provided also that amanuensis and visually challenged person be given additional time of 20 minutes per hour (subject to maximum of one hour) for writing the examination on production of medical certificate from Chief Medical Officer.
7. The Kulpati may appoint Flying Squad to inspect the Examination Centers consisting of one or more persons. The Flying squad so appointed shall have the powers to visit and inspect any Examination Center at any time and have the powers to take personal search of the examinees if so required. The Flying Squad will report the cases of unfair means if noticed during their visit to the Center Superintendent of Examination for necessary action. The Flying Squad shall submit its report immediately to the Controller of Examinations, who shall take such action or steps as may be considered necessary. During the course of inspection of the Examination Center the members of the Flying Squad shall act as invigilators.

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 instructions, 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, alter or modify rules and procedure about the conduct of examination.
11. (1) The Result Committee for each of the Faculties will be constituted by the Academic Council/ Standing Committee of Academic Council.

(2) The functions of the Result Committee shall be as follows:-
 - (i) To scrutinize and pass the results of the examination 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 Kulpati the action to be taken in any case where the result is unbalanced.
 - (ii) To scrutinize complains 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 decide cases of mistakes made by the paper setters, moderators, examiners, Invigilators, Supttd. Of examination center, tabulators, Collators, Co-ordinators and any other persons concerned with examinations whose cases are referred to the committee.
 - (vi) To exercise such other powers as the Academic Council may delegate to it from time to time provided that the Result Committee shall have the powers to scrutinize and revise the results before declaration and in special cases after declarations of results.
 - (vii) If any action is to be taken against any Examiner, Centre Superintendent or Invigilator the matters shall be referred to the Executive Council through the Kulpati with the recommendation of the Result Committee.
12. The Kulpati shall appoint two tabulators or 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 result of the examination, if necessary. However if the result are computerized the Kulpati may appoint Coordinator and Assistant Coordinator for preparation of the results.

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 Controller of the Examination 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 Controller of the Examination 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, authorize the Controller of Examination to publish the results of the examinations as passed by the Result Committee on the notice board of the office of the University and/or on the website of the University. The results, when published, shall simultaneously be communicated along with mark sheet to the Principals of the colleges concerned.
17. The remuneration of the Examiners, Senior Superintendents, Superintendents, Assistant Superintendents, Invigilators, Coordinators, Assistant Coordinators, Observers, Tabulators and Collators and the deductions to be made in remuneration due to errors noticed shall be as given in the Appendix I.
18. No examinee shall leave the examination hall within half an hour of the start of the commencement of examination for any purpose whatsoever and no late comer will be permitted for the examination after half an hour from the commencement of examination.
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 in spite of the warning by the invigilator, the answer-book of such examinee shall be withdrawn and a second answer-book supplied. Only the second answer-book shall be sent for valuation. The first answer-book shall be cancelled and sent to the controller of the examination by the Center Superintendent.
21. The Center Superintendent of an examination centre shall take action against an examinee who is found using or attempting to use unfair means in the examination hall or within the premises of the examination centre during the hours of examination, in the following manner :-
 - (i) The examinee shall be called upon to surrender all the objectionable material found in his or her possession including the answer-book and a memorandum shall be prepared with date and time.
 - (ii) The statement of the examinee and the invigilator shall be recorded.

- (iii) The examinee shall be issued a fresh answer-book marked 'Duplicate-Using Unfair Means' to attempt answers within the remaining time prescribed for the examination.
- (iv) All the material so collected and the entire evidence along with a statement of the examinee and the answer-book duly initialed shall be forwarded to the Controller of Examination by name, in a separate confidential sealed 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 answer-book collected while using unfair means and the other supplied afterward, will be sent to an expert in the subject appointed by the Kulpati by the controller of Examinations 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) While evaluation, if the Examiner finds similarity in the answers in many answer-books or he finds cash, cheque etc. in the answer book, this would be considered a case of unfair means.
- (vii) The cases of the use of unfair means at the examination as reported by the Centre Superintendent along with the report of the Examiner shall be examined by a Committee to be appointed by the Executive Council on the recommendations of the Kulpati every year.

"The Committee shall consist of:

- (a) One teacher member of the Executive Council, one of the Deans of Faculties, one teacher who is a member of the Academic Council, and one Senior Principal of Government Colleges nominated by the Kulpati;
- (b) Controller of Examinations or his nominee not below the rank of Deputy Registrar – (Secretary)

The Kulpati shall appoint one of the members included under (a) to be the Chairman of the Committee.

- (viii) The Committee shall after examining the cases, 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.
 - (ix) Once the decision of the UFM committee is approved by the Executive Council it will not change in any case.
22. (i) Student can apply for seeing his own answer books to the University by paying an amount per answer book as decided by the Executive Council from time to time.

- (ii) Student can apply for re-totaling of marks of his answer books to the University by paying an amount per answer book as decided by the Executive Council from time to time.
- (iii) There shall be no revaluation in the semester PG & UG examinations i.e. M.A., M.Sc., M.Com., M.Ed., M.H.Sc., M.S.W., B.Com., B.Sc., B.A., B.H.Sc., (regular and honours courses), Diploma, P.G.Diploma only re-totaling is allowed.
- (iv) In the courses where revaluation is allowed a candidate applies for revaluation the answer-book in which revaluation is sought will be send for valuation by the Kulpati to two examiners (other than the one who initially valued it at least one of whom shall be from a place outside the jurisdiction of the University). 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 answer-book concerned in the light of standard set by the examiner and the memorandum of instructions. Each of the two examiners shall receive a remuneration of Rs. 20 for the revaluation of an answer-book.

Central revaluation may be arranged if the number of the examinees is more.

- (v) If the marks awarded in the paper by any of the two examiners varies from the marks given by the original examiner by more than 10% of the maximum marks in the paper. The average of the marks awarded by two of the examiners and the original examiner 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% 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 for arriving the correct valuation.

Provided further that as a result of revaluation if the candidate awarded marks more than 20% of the maximum marks, the Kulpati shall send such answer books to a senior teacher outside the jurisdiction of the University alongwith the marks given by original as well as both the revaluates. The marks given by the senior examiner will be treated as final.

- (vi) The candidates who apply for revaluation may in anticipation of their result of revaluation apply for admission to the ensuing examination (before the last date fixed for the propose with prescribed fee) for the class in which they have failed. In case such a candidate is declared pass as a result of revaluation his application form shall be transferred to next higher class on payment of the difference of fee, if any, but such candidate shall not be permitted to apply for admission to an examination after the last date fixed for the purpose.

APPENDIX I

REMUNERATION FOR EXAMINATION WORK

The scale of remuneration to Paper Setters/Examiners and other work related with examination work shall be as determined by the competent authority from time to time.

EXAMINATION:	Rates Rs.
1. For Ph.D., D.Sc. & D.Lit. Exam.	
(a) Reading a Ph.D. / D.Sc./D.Lit Thesis	2500
(b) Practical and Viva- voice exam. for Ph.D./D.Sc/D.Lit.	1000
(c) For setting question paper for entrance examination MCQ type questions per question	30
2. All PG Examinations – M.Phil., MA., M.Lib. Sc., M.Pharm., M.Sc., M.Sc. (Engg. Faculty), M.Com., M.Tech., M.E., LL.M., P.G. Diploma, MBA, MCA, etc. Exam.	
(a)Setting of question paper including translation, if needed.	1200
(b)Valuation each answer book (Min 300/-)	20
(c) Practical exam. each candidate (Min. 500/-)	20
(d) Valuation of Dissertation and Viva-voice there of for each candidate of M.Ed./M.B.A./M.Sc./M.Com./LL.M./M.Lib.Sc./P.G.Diploma (Min. 500/-)	100
(e) Valuation of Dissertation and Viva-voice there of for each candidate of M.Phil. /M.Tech./ M.E./ M.Pharm. (Min.500/-)	200
(f) External and internal of project in MA. M.Com, M.Sc, per student (Min.300/-)	25
3. All UG Examinations – B.A./ B.Sc./ B.Com/ B.H.Sc./LL.B/ B.ED./B.P.Ed./ B.Lib., BBA & B.Pharm., etc.	
(a)Setting of Question Paper Including Translation	1000
(b)Valuation of each Answer book (Min.300/-)	15
(c) Conducting practical exam and viva-voce per candidate (Min.500/-)	15
(d) Valuation of Dissertation and Viva voice & BBA (Min 300/-)	25
(f) External of Project in BA/ B.com/B.Sc/ BHSc (Min.300/-)	20
4. Faculty of Medicine, Ayurved, Homeopathy and Allied Faculty For. MBBS/BDS/BPT/BMLT/BSc(Nur.) BUMS/ BHMS/BAMS Exam	
(a) Setting of Question Paper Including Translation	1000
(b) Valuation of each Answer book (Min.500/-)	20
(c) Conducting practical exam per candidate (Min.500/-)	20
(d) Viva- Voice Practical Examination per candidate (Min.500/-)	20
For MD/MS/MCA Exam	
1. Setting of Question Paper including Translation	1200
2. Valuation each Answer book (Min.500/-)	30
3. Conducting practical exam per candidate (Min.500/-)	100
5. For all Diploma Courses in any Faculty	
1. Setting of Question Paper Including Translation	800
2. Valuation each Answer book (Min.200/-)	20
3. Conducting practical exam per candidate (Min.200/-)	20
4. Viva-Voice Practical Examination (Min. 200/-)	20
6. Faculty of Engineering (UG Programmes)	
1. Setting of Question Paper including Translation	1000
2. Valuation each Answer book (Min.300/-)	20
3. Conducting practical exam per candidate (Min.500/-)	20
4. Viva-Voice Practical Examination (Min.500/-)	20
7. Miscellaneous.	
(a) Remuneration of Head examiner valuation for a quanta of two days	1000
(b) (i) Rem. for Co-ordinator for Valuation work (Per day)	400
(ii) Rem. for Asst. Coordinator observer for valuation work (per day)	300
(c) Remuneration of Flying Squad	
(i) Co-ordinator 1000/- per day	
(ii) Member 500/- per day	

(d) Drafting details memorandum of instruction by paper setter or examiner appointed by Kulpati (For Account, Maths & other numerical paper)	200
(e) Minimum Rem. For examining answer book.	300
(f) a) Re-valuation of per answer book min 200 (non-professional)	20
b) Re-valuation of per answer book min 300 (professional)	25
c) Co-ordinator Re-valuation (out of jurisdiction) Minimum 1000 or Re 1 per AB or 100 per packet whichever is greater	
d) Co-ordinator valuation (out of jurisdiction) @ Re 1 per AB or 100 per packet	
e) Maximum Rem. Payable to any single examiner in an academic session: for all faculties (Per Odd/Even Semester Exam.)	1,00,000
(g) Incidental and daily Allowance to examiners engaged for examination work (As per T.A. Rules of Govt. of M.P.)	30
(h) Internal Examination in all the practical and viva voice examination. (Be paid at the same rule as external examiner)	20
(i) For duplicating questions paper where necessary.	
(j) Superintendent of Exam./ Supervisor (per paper code)	
(k) Comparer (per paper code)	
(l) Typist for cutting stencil (per paper code)	
(m) Multigrapher photographer for duplicating of question paper (per paper code)	
(n) Postal expenses /Rly. Charges for sending question paper/ answer books/thesis etc. (Actual Expenses Support by receipts)	
8 Tabulation etc	
(a) Tabulation of result per 100 candidates (Manual) (Per result)	200
(b) Tabulation of result per candidates.	
1. Out sourcing (As per tender approved) (Computer)	
2. In hours 100 per result	
1. Collation per result	
2. Checking per result	300
3. Writing statement of marks of all exam	15
4. Checking of statement of marks of all exam	15
5. Writing each degree and diploma	15
6. Checking of each degree and diploma	15
9. Invigilation work etc.	
(a) Senior Superintendent (Per Shift) (Principal / Coordinator) (Max. Rs. 500 per day).	200
(b) Superintendent each of examination (per shift) (Max. Rs. 400 per day).	175
(c) Assistant Superintendent each of examination (per shift) (Max. Rs. 300 per day).	150
(d) Invigilation (Per Session)	100
(e) Class III and IV staff of the college/ Deptt. Engg among themselves:	
Class III per Candidate (Min. Rs.300 per employee)	04
Class IV per Candidate (Min.Rs.200 per employee)	03
10. For Practical Examination	
(a) Laboratory Staff engaged in practical exams. of Graduate and Post Graduate course in all faculties except engineering and medicine Lab Tech./Asst. (Per day)	300
Class IV per candidate lab/ attendant (per day)	200
(b) Practical Exam. In faculty of Engineering	
1. Mechanics & Laboratory	300
2. Helper e.g. laboratory attendants peons	200
(c) Practical Exam of clinical subject under medicine faculty	
i) Each assistant to examiners Subject to maximum number of a assistant in a subject (per shift) (per day)	150
ii) Each patient examined (Minimum Rs. 400/-)	50
iii) Technical Staff ----- Total amount Rs. 1000/- (per day) to be divided amongst technical staff engaged.	

Note:

(a) 1. The actual postal / courier expenses incurred by the examiners in sending the packets of answer-books and the award list to the University shall be paid by the University.

2. Local conveyance shall be paid to the local examiners for bringing or sending the answer-books and award lists to the University.

- (b) 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. 1,00,000/-. All excess amounts over and above the said limit shall lapse to the University. Provided that where sufficient numbers of examiners are not available in any subject, the Vice Chancellor may relax the maximum limit for reasons to be recorded in writing.

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

- (c) 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 Exam Controller Rs. 30 for each day for delay.
- (2) Delay in return of answer-books, Rs. 30 for each day of delay.
- (3) Entry of marks against wrong Roll Number Rs. 5 per mistake.
- (4) Wrong entry of marks (e.g. 20 instead of 25), Rs. 5 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 per mistake.
- (7) Omission to mark a question or part of a question, Rs. 10 per.
- (8) Mistake in totaling of marks, Rs. 10 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.

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. 4.
1. University shall receive fees at the rate decided by the Executive Council of the University for conduction of the examination in addition to examination fee. A part of this fee shall be transferred to the examination centres to meet out the expenses involved in the conduction of examinations such as payment of invigilation charges, practical examination, payment to supporting staff and other contingent expenses as approved by the Executive Council.

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.

2. 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.
3. The rates of remuneration for the work relating to examination and declaration of results shall be prescribed by the concerned university after the approval of the Co-odination Committee.

ORDINANCE NO. 6

EXAMINATIONS (GENERAL)

(Refer Clause (iii) of Section 37)

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 particular examination, unless there is anything repugnant in the subject or context:-
 - (i) **“Regular Candidate”** means a person who has completed a regular course of study in a University Teaching Department, School of Studies or the affiliated 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 thereat 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 other than as a regular candidate or ex-student candidate.
 - (iv) **“A regular Course of Study”** means:-
 - (a) In case of Faculties other than the Faculties of Medicine, Ayurveda and Engineering, attendance at least seventy five percent of lectures and practical separately.
 - (b) In case of the Faculties of Medicine and Ayurveda attendance at least seventy five percent of lectures and eighty five percent of practicals and clinical separately.
 - (c) In case of the Faculty of Engineering attendance 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 choose for an examination.

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

- (v) **“Correspondence Course”** means
 - (a) A course formulated and organized by Distance Education Cell of the University.
 - (b) The Candidate shall be enrolled by the Distance Education Cell of the University under various faculties,
 - (c) The candidates shall be supplied the course materials and reply sheets etc. The reply sheets shall be periodically evaluated and their performances communicated to the candidates. Only those enrolled candidates shall be allowed to take the examination who obtain at least 30% marks in periodic assessments.
 - (d) In subjects involving practical work the candidate shall have to complete the practical work at a college and the same shall be evaluated as per provision of 8(iv) of this Ordinance.

(vi) **“Forwarding Officer” means:-**

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

(vii) **“Attested”** means attested by the Forwarding Officer.

PART – II

Admission of regular candidate to an examination of the University

- (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 ordinance.
 - (ii) Possesses the minimum academic qualification for admission to the examination to which he seeks admission and has prosecuted a regular course of study for that examination.
 - (iii) 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 seeks 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 fulfilment of the condition regarding prosecution of regular course of study.
 - (i) Universities should strictly follow the prescribed academic calendar. This should be ensured for all affiliated colleges as well. Minimum 90 day in a semester for actual teaching made available.
 - (ii) Universities should strictly follow the prescribed academic calendar. This should be ensured for all affiliated colleges as well. Minimum 90 day in a semester for actual teaching made available.
 - (iii) Attendance at lectures delivered and practical's / sessional, if any held during the academic session shall be counted.
 - (iv) Attendance at any lecture delivered or practical / clinical / sessional held within fourteen days proceeding the first day of written examination which shall be treated as preparation leave, shall not be counted.

- (v) Attendance kept by a regular candidate in higher class shall be counted towards the percentage of attendance for the examination of lower class to which he may revert as a result of his failure to pass in the supplementary/ second examination.
 - (vi) Attendance at NCC/NSS camp during the session shall be taken as full attendance at lectures / practical on each such day of camp and the day of such days of camp and the day of journey to such camp.
 - (vii) 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.
- (4) The aggregate number of lectures delivered and practicals/clinical/seasonal hold in an academic session in a university teaching department school of studies or college for a post graduate degree examination in the faculties of arts social science, life science, Home Science and commerce and LL.B. examination shall not be less than 90 days in a semester in any case. The principals of the colleges and the Heads of the schools of studies shall see that the teaching work is continued without any gap and the prescribed courses of studies in each subject are completed by the end of February every year.

In order to concentrate on the studies in the colleges and the schools of studies all extracurricular activities in the colleges and the School of studies shall be completed each year as per Schedule given by state Govt. University. The colleges and the School of studies shall follow faithfully the annual academic calendar, which shall be issued by the University after approval by the coordination committee every year in the beginning of the session.

The allotment of periods, shall be as per the guideline of the UGC / State Govt. / University. For teaching work load in the Schools of studies/ UTDs the norms prescribed by the University Grants Commission be followed. UTDS/ Colleges/Institutes offering professional courses the norms prescribed by AICTE/DCI/CCIM/PCI/CCH etc be followed. This will be in addition to research work. Provided that the aggregate number of lectures to be delivered in an academic session to student offering thesis for M.A. final examination shall not be less than 70 days in that semester.

- (5) For special reasons such as prolonged illness, percentage of attendance not exceeding fifteen percent of the total number of lectures delivered and practical / seasonal held in each subject may be condoned by the Kulpati.
- (6) Except as otherwise provided a regular candidate for an examination shall on or before the last date of notification by the principal of the college or head of the university teaching department /school or 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 as prescribed by the University for the supply of marks obtained by him in each paper at the examination.
 - (iii) affix his/her latest passport size photograph duly attested by the Principal/Head School of Studies/UTD on the Application form and Admission card.
- (7) (i) Applications submitted by regular candidates together with the examination fees and marks fees shall be forwarded by the Principal of the College/ Head of the University Teaching Department of 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 ten days before the commencement of the examination concerned three separate lists as detailed below:-

LIST – A

Of those candidates who have attendance 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 ward-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 Kulpati. The Principal or the Head of the University Teaching Department / School of Studies concerned are required to give specific reasons for condonation of shortage along with their recommendation.

LIST – C

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

Provided that in case of participation in NSS/NCC/Sports/Youth Festival/Adult Education Camps/Meets/Cultural Teams sponsored or recognized by the University, a

maximum of 30 days for state level and 45 days for international level events in one session would be reduced from the denominator (i.e. the total number of teaching days) while working out percentage of attendance for such candidates.

Provided further that in case of participation in an international meet the Executive Council shall take appropriate decision in each individual case, keeping in view the merits and circumstances.

- (8) (1) The Principal of a College or Head of the University Teaching Department or School of Studies may detain a regular candidate from taking an Examination if he does not pay outstanding college dues or does not return the college property and all the articles and uniform issued to him for sports or NCC or does not pay the cost there of in case of loss by the 15th of November / may preceding the examination or if the conduct of the student has been unsatisfactory between the time of submission his application form to the Registrar for admission to the examination and the date of the commencement of the examination.
- (2) A regular candidate shall be required to fulfill the following conditions before he/she is permitted to appear at the examination:
- (i) She / He must clear internal evaluation as prescribed by concerned B.O.S. in each subject separately at the first degree level and in each paper at the post graduate level.
 - (ii) The record of continuous internal evaluation shall be kept with the Principal of affiliated college. Head, University Teaching Department/School of Studies till the final result of the examination concerned.
 - (iii) The university shall select at least 5 percent scripts of internal evaluation at the first degree level and at least 10 percent at the Post Graduate level and get them examined as a process of academic auditing.
 - (iv) Scripts of continuous internal evaluation shall be made available to the students for feed back and improvement.
 - (v) The CCE at the graduate and post graduate level will be carried out as per respective ordinances.
 - (vi) She/ He must secure minimum marks as per the respective Ordinance.
 - (vii) The awards of continuous internal evaluation and practical evaluation shall be sent to the Registrar at least ten days before the commencement of University 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 his 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 sessional.

10. An ex-student candidate for an exam 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 specified therein:
 - (a) Whether he is a candidate for the full examination or for supplementary/second 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/her application for admission to the examination his/her latest passport size photograph duly attested by the forwarding officer.
- (iv) Pay the fees prescribed for the examination together with an additional fee decided by the university time to time for the statement of marks obtained in each paper at the examination. Fees shall be paid through the manner prescribed by the university.

11. (i) An ex-student candidate shall choose the subjects or optional papers which he had previously chosen as a regular candidate unless on account of a change in the scheme of examination the subject/ paper chosen by him earlier cases to be part of the scheme of examination or syllabus for the examination and he is permitted by the University to choose 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 in the university.

13. (1) It shall be a pre-requisite condition for every non-collegiate examinee for any examination of the university that he/she should be a bona fide resident of a district within the territorial jurisdiction of the university or should have been residing on the date of submission of the application form for examination for atleast 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 within for his dependent the above mentioned period may be relaxed by the Kulpati.
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.H.Sc./ B.Com./ M.A/. M.Sc. (Mathematics) / M. Com. Examination and in all other examinations leading to a degree in the faculties of Arts, Social Science and Commerce.
Provided that as per State Government orders issued under clause (1) of Section 6 of the Adhiniyam, women candidates to appear as non-collegiate candidates in an examination leading to a Bachelor's degree in faculty of Law.
- (3) No non-collegiate candidate shall be admitted to an examination of the university unless such candidate has chosen a subject for such examination for which course of practical work is prescribed has completed such work in a University Teaching Department or School of studies or a College and submitted 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 candidate chooses 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 original statement of marks obtained at the

examination in which he/she desires to appear if he/she had failed at examination earlier.

- (ii) Certificate in original from the Collector, Deputy Collector, Tehsildar, Naib Tahsildar or any other competent authority included within the territorial jurisdiction of the university showing that he/she is bona fide 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 certificate of such residence in original from the Principal of College affiliated to the university duly supported by an affidavit, sworn in by candidate's father, mother, guardian or husband as the case may be.

Provided where a candidate requests for relaxation of the requirement relating to the period of residence on grounds 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 or the persons who are members of Navy, Air force, Army of gender, he/she 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 residence certificate shall not be necessary in case of a non-collegiate candidate who has taken a correspondence course of the university.

- a. "Provided further that those candidates who were regular students of the college affiliated to the University or UTD in the preceding year and who desire to appear as non-collegiate candidate at the subsequent examination, should be exempted from producing a certificate of bona fide residence of the districts included within the territorial jurisdiction of the university.
- b. Those candidates who had produced a certificate of bona fide residence and who appeared at an examination in the preceding year should not be required again to produce a certificate of bona fide residence for admission to the subsequent higher examination.

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

- c. Persons who are serving in Navy, Army, Air force and posted within the territorial jurisdiction of 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 Departments stating the employee has been working as Central/State Government employee in the district included within the territorial jurisdiction of the university. In case the wards of such employees a certificate should be from the head of the department stating the candidate is dependent on the employee and residing with him".

EXPLANATION:

(1) An examinee shall be deemed to be bona fide 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 a married women her husband is continuously residing in that district for not less than three years preceding the year in which the application for admission to the examination is submitted.
- b. He/She or his/her 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.
- c. The migration certificate, in original issued by the University from where he/she is migrating.
- d. An application for registration if he/she is not already registered for the examination concerned.
- e. In case the candidate has taken a correspondence course, 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/she is a candidate for the full examination or for supplementary examination.
- (ii) The subject or subjects in which he/she desires to appear for the examination.

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

(3) A non-collegiate candidate shall pay with his application for admission to an examination the following fees prescribed by the Executive Council from time to time

- i. Registration fee
- ii. Permission fee
- iii. Statement of marks fee
- iv. Forwarding fee
- v. Other fees, if required.

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 admission in correspondence course for the examination in the university.

Provided also that "Permission Fee" shall not be payable by the candidate if he/has taken admission in correspondence course for the examination in the university.

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

NOTE:

- a. Permission fee shall lapse to the university if the candidate, fails or does not appear at the examination for which such permission was granted by the university.
- b. All fees shall be paid through crossed bank draft drawn in favour of the registrar of the University or in any other manner prescribed by the University.
- c. Non- Collegiate candidate migrating from another university or board of secondary education shall with his application for admission to an examination the migration certificate from the university or Board from which is migrating and pay an immigration fee prescribed by the Executive Council.

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 conditions applicable to all candidates;

15. (a) Where there are four or six examination for any degree such as semester 1st to 6th or 1st to 4th examination and there are two or more alternative subject /course for a degree, a candidate for the degree must take the same subject/course in semester 5th and 6th / semester 3rd and 4th as he/ she has taken in the semester 3rd and 4th/semester 1st and 2nd examination respectively.
- (b) There shall be unitsystem in the course of studies in M.A., M.Sc., M.Com and B.A. B.Sc., B.Com and the question papers will be set according to unit system. The Boards of Studies while drafting the syllabi of the examinations shall divide the courses of each paper in units. There shall be unit-wise division of the syllabus and the question will be asked from each unit in the examination giving alternatives only within the units. Repetition of questions of previous years may be possible. The minimum passing marks in B.A., B.Sc. & B.Com. in each subject in theory and practicals separately and M.A., M.Sc. and M.Com. the minimum pass marks In each theory paper and in practical and minimum passing marks in the aggregate shall be as per the approved respectively ordinances.
- (c) In order to increase the number of working days and to minimize the span of theory examination period there shall be grouping and combination of subjects at the degree level in B.A. and B.Sc. examinations and at the Post Graduate level in the paper of M.A. examination and the candidates will have to offer only one subject or paper from group of combination. "Provided that for the examinations of B.A., B.Sc., B.Sc. (Home Science) and B.Com. semester-1st to 6th the candidates shall be required to obtain minimum marks in aggregate of foundation course, as per the respective ordinance".

- (d) The syllabus of each paper shall be decided by Central Board of Studies.
 - (e) All post-graduate courses both in UTD and Colleges will be run on semester basis. There will be two semesters in previous and two semesters in final year.
 - (f) Where there are under-graduate programs offered in UTD or School of Studies, they would also be mapped into semester system with two semesters in a year.
16. No candidate shall appear in more than one degree examination or in more than one subject of the Master's degree (Previous or Final) in one and the same year.
 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 Kulpati be admitted to the next higher examination of the University for the degree concerned provided the course 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 university but not later than fifteen days after such last date may be entertained on payment of a late fee as prescribed by the Executive Council.
 20. Notwithstanding anything contained in the ordinances relating to admission of candidates to an examination of the university, the Kulpati 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 respects to be entertained with the late fee as prescribed by the Executive Council even though the same is received after the expiry of the period fifteen days mentioned in the foregoing paragraph.
 - 21 (1) The Registrar shall issue an admission card in favour of a candidate, if:-
 - (a) The application of the candidate is complete in all particulars in accordance with the provisions applicable to him and is in order
 - (b) The candidate is eligible for admission to examination, and the fees as prescribed have been paid by the candidate.

“Provided that if a candidate is not able to comply with all the above conditions till last date prescribed for submission of application form for the examination provisionally and issue a provisional admission card to him for enabling him to fulfil the required condition by a prescribed date, subject to the conditions that if the candidate does not comply with such condition by the date prescribed for the provisional admission so given to the examinee shall be cancelled.”

- (2) Where the practical examination is held earlier than the examination in theory paper, a candidate shall not be deemed to have been admitted to the examination until he is issued an admission card for appearing in the examination.

Provided where the practical examination could not have been held before the theory examination the practical examinations in the schools of studies and colleges shall be held within 15 days after the completion of the theory examination as far as possible both at the degree and post graduate level.

- (3) The admission card issued in favour of 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 by mistake or the candidate was not eligible to appear in the examination.
- (b) Any of the particulars given or document submitted by the candidate in or with the application for enrolment, admission to a college, teaching department or school of studies or admission to an examination is false or incorrect

- (4) The Registrar may on the specific recommendation of the Principal and if he is satisfied that an admission card has been lost or destroyed, grant a duplicate admission card on payment of further fees as prescribed by the university from time to time. Such card shall show in a prominent place the word duplicate.

22. A candidate shall not be admitted into the examination hall unless he produces the admission card before the superintendent of examination centre or the invigilator or satisfies such officers that it shall be produced. A candidate shall produce his admission card whenever required by the superintendent or the invigilator. The superintendent and invigilators shall have all power of search and seizure.

23. (a) In the examination hall the candidate shall be under the disciplinary control of the center superintendent of the centre and he shall obey hi/his instructions. In the event of a candidate disobeying the instruction of the center superintendent or is guilty of indiscipline 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 examination by the centre superintendent of the centre.

- (b) if a candidate acts in a violent manner or uses force or makes a display of force towards the centre superintendent or any invigilator at the centre in its precincts endangering the personal safety of either of them or acts in a manner likely to hinder 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 a 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 centre 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.
- (e) In every case where action is taken by the superintendent under (a), (b) or (c) above a full report shall be sent to university and the Executive Council may according to the gravity of the offence further punish a candidate by concealing his examination and /or debarring him from appearing at the examination of the university for one or more years after giving the candidate an opportunity to show cause and considering any explanation submitted by the candidate.
- (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 book of some other candidate or helping or receiving help from any other candidate or keeping with him in the examination hall material connected with the examination or failure of an examinee to handover his answer book to superintendent / invigilator or taking away his own answer book out of the examination hall or in any other manner what so ever, 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 the examination of the university for one or more years according to the nature of the offence .
- (ii) The Executive Council may cancel the examination of candidate and /or debar him from appearing at an examination of the university for one or more years, if it is discovered afterwards that the candidate was in any manner guilty of misconduct in connection with his examination and/ or was instrumental in or has abetted the tampering of university 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 an examination of the University for one or more years, if it is discovered afterwards that candidate has obtained admission to the examination by misrepresenting facts or by submitting false or forged certificate /documents.
- (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 such candidates so disqualified shall be circulated to all the Universities in India requesting them not to admit the students during the period of their disqualification
- (g) Notwithstanding anything contained in the foregoing provision, the provision made under M.P Recognized Examination Act of 1984 shall be applicable to the candidates using unfair means at the examination. The Principal of the college and/or the center

superintendent of the examination centre shall report the cases of unfair means to the university under the provisions of the foregoing clauses of this ordinance or under the provisions of the Recognized Examination Act for both and shall inform the university of the action taken by him.

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/her fee. Provided that the Kulpati 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 deductions as prescribed by the Executive Council
- (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 must be sent 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 forgoing paragraph if he / she changes the faculty or his subject in case of post –graduate examination.

Provided further that if the fee is adjusted on medical grounds, the medical certificate should be issued by the competent medical office of Govt. hospital duly countersigned by the civil surgeon.

- (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 to be prescribed by the Executive Council from time to time.
- (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 submit the form within the prescribed date, necessary fees having been paid in the University account, may be refunded after deduction of a sum to be prescribed by the Executive Council from time to time.
- (4) The examination and mark sheet fee of a candidate who dies before appearing at the examination may be refund in full to his guardian or his successor.
- (5) The centre fees paid by a candidate whose application for appearing at an examination is cancelled on account of producing fraudulent documents or filing 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 the fee decided by the Executive Council.
- Provided that for purpose of this paragraph each paper of postgraduate examination in a subject and also L.L.B. B.E. B.Arch. B.P.Ed. and REd. Examination shall be reckoned as a subject.
- (3) A candidate shall not be entitled to a refund of the fee.
- (4) The result of the scrutiny shall be communicated to the candidate.
- (5) If as a result of scrutiny 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.
26. Student can apply for seeing his own answer books to the Registrar / Exam Controller by paying an amount per questions paper as decided by the Executive Council from time to time as per guidelines issued by the university.
- 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 certification of passing the examination of the University. Such application shall be accompanied with prescribed fee.
- 28 No person who is under sentence of expulsion or rustication from a UTD, School of Studies or College or from the university or is debarred 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 prescribed fee:
- i. Marks list
 - ii. Migration Certificate
 - iii. Provisional Certificate
 - iv. Transcript Verification in confidential cover mark sheet or certificate.
30. Duplicate or University Degrees/Diplomas shall not be granted except in cases in which the Kulpati is satisfied by the production of an affidavit on a stamped paper of proper value required by law being in force, that the applicant has lost his Degree/Diploma or that it has been destroyed, and the applicant has real need for a duplicate. In such cases a duplicate of Degree/Diploma may be granted on receipt of the prescribed fee.

31. The name of first ten successful candidates in each final semester other than second full and supplementary examination who obtain First division shall be declared in order of merit for each class/ subject as the case may be.

Provided that in the subject where examinations are conducted under semester system the name of first five successful candidates in each final examination shall be declared separately.

32. Not with standing anything contained in the concerned ordinance an examiner, who fails by a total of not more than one mark in any of the B.A./B.Sc./B.Sc.(HOMESCIENCE)/B.COM/B.Ed./ B.P.Ed. /B.P.Ed./L.L.B./B.Lib./B.D.S./B.P.T./B.M.L.T./B.V.Sc. and other graduate examination except where it is held on a semester basis but secures more than the minimum aggregate marks required shall be given one grace marks to enable him to pass the examination.

Provided also that in case of MBBS, BHMS, BAMS, BUMS, BE, B.Pharm, B.Tech., B.Arch. number of grace marks in one subject to pass the examination will be 5 if the candidate secures minimum passing aggregate marks in total. The grace marks are only notional and are not added in the aggregate as to change the percentage.

33. The Kulpati may award one grace mark in case the candidate is failing by one mark or missing a division by one mark where the deficiency is so condoned, one mark shall nowhere be added.

Provided that the benefit under this paragraph shall not be allowed to enable a candidate to get the benefit under paragraph 32.

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. (i) The rule for ATKT examination will be followed as per the respectively ordinances or the direction given by State Govt. time to time. Every candidate desirous of appearing at the ATKT examination shall submit an application as indicated in this ordinance with requisite fee. The results of the candidates appearing in the ATKT examination shall be declared in accordance with the provisions of this ordinance.
- (ii) Such candidates as are eligible to appear in the ATKT supplementary examination may be provisionally admitted in the next higher class in attendance in the higher classes shall be counted in case they are declared successful at the ATKT examination.
- (iii) The candidate of ATKT examination will be given as per the respective ordinance otherwise they have to appear in all the appears of their examination again. As per respective ordinance.
- (iv) In the case of a subject for ATKT examination in which there is also a practical test candidate shall be required to appear in the written paper only has passed the

examination in practical only/ and if he has passed in the written papers. A candidate who has failed both in the written paper and practical shall be examined in both the parts of the subject.

36. (i) The following shall be eligible to appear at ATKKT examination:-

- (a) Candidate who failed at any B.A./B.Sc./B.Sc.(HOME SCIENCE) /B.COM (and any other graduate courses where ATKKT examinations are prescribed in the respective ordinances) examination in not more than two subjects as prescribed in the respective ordinances.
 - (b) Candidates for examinations other than those enumerated in (a) above who are declared eligible to appear at a ATKKT examination in accordance with the provision of the respective examination ordinance.
- (ii) Except when provided otherwise in the Ordinance concerned, a candidate who has been declared eligible for ATKKT examination may appear as a ATKKT examination candidate in the two examination as prescribed in the respective ordinances and thereafter he shall be required to appear in all the paper at the next examination.
- (iii) A candidate appearing in the ATKKT examination shall be declared to have passed the examination if he secures the minimum pass marks in the subject and the marks obtained by him in the ATKKT examination shall be taken into account in determining the division at the examination. Such candidates shall however not be considered for inclusion in the merit list.
- (iv) A candidate who has failed in one or more subjects or group of subjects and opts to appear in all the subjects prescribed for the examination shall not be entitled to get his previous marks of the subject/subjects or group of subjects which he has passed to be carried over.
- (v) A student who appears in the ATKKT examination will be entitled to take provisional admission in the next higher class subject to the availability of seats except Post Graduate and Technical Course but he will not be entitled to be admitted to the next higher examination unless he passes the lower examination.
- (vi) A Student who appears in more than one subject shall be required to pay full examination fee and other fees.

37. (i) The following shall be eligible to appear at supplementary examination:-

- (a) Candidate the who have failed at any B.A./B.Sc./B.Sc.(HOME SCIENCE) or B.COM (and any other graduate courses where supplementary examinations are prescribed in the respective ordinances) examination in not more than one subject as the case may be.
- (b) Candidates for examinations other than those enumerated in (a) above who are declared eligible to appear at a supplementary examination in accordance with the provision of the respective examination ordinance.

- (ii) Except when provided otherwise in the Ordinance concerned, a candidate who has been declared eligible for supplementary examination may appear as a supplementary examination candidate in the two examination as prescribed in the respective ordinances and thereafter he shall be required to appear in all the paper at the next examination.
 - (iii) A candidate appearing in the supplementary examination shall be declared to have passed the examination if he secures the minimum pass marks in the subject and the marks obtained by him in the supplementary examination shall be taken into account in determining the division at the examination. Such candidates shall however not be considered for inclusion in the merit list.
 - (iv) A candidate who has failed in one or more subjects or group of subject and opts to appear in all the subjects prescribed for the examination shall not be entitled to get his previous marks of the subject/subjects or group of subject which he has passed. to be carried over.
 - (v) A student who appears in the supplementary examination will be entitled to take provisional admission in the next higher class subject to the availability of seats except Post Graduate and Technical Course but he will not be entitled to be admitted to the next higher examination unless he passes the lower examination.
 - (vi) A Student who appears in more than one subject shall be required to pay full examination fee and other fees.
- 38 Regulations of the Regulatory Bodies such as BCI, MCI, DCI, AICTE etc. will have precedence over this Ordinance and amendments in this Ordinance will automatically take place as and when Regulatory Bodies amend their regulations from time to time.
- 39 Notwithstanding anything contained in the ordinance relating to examinations the Executive Council shall have power to re-consider or reject or cancel an examination of any candidate who is provisionally permitted (subject to fulfilment or certain conditions) to appear at any examination of the University.

ORDINANCE NO.7

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

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

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

Admissions in the Teaching Department will be regulated on merit and according to norms prescribed by the rules of admission, either through common entrance test (CET) or through criteria prescribed time to time. Admission in affiliated colleges both government and non-government shall be regulated according to the rules of admission made by the State Government from time to time. The Executive Council of the University shall frame rules for admission to the School of Studies applying general conditions of admission laid down in the admission rules of the State Government.

3 The application for admission shall among others be accompanied by

- (i) the School or College Leaving Certificate signed by the Head of the Institution last attended by the student,
- (ii) true copy of the statement of marks showing that the applicant has passed the qualifying examination, and in the case of a student who passed the examination as private candidate, a certificate signed by two responsible persons certifying to the good character of the applicant. If an applicant for admission, as aforesaid, has passed the qualifying examination from a Board other than the Board of Secondary Education, Madhya Pradesh, or a university other than this university, he shall submit in addition to the school or college leaving certificate an eligibility or a Migration Certificate from the Secretary or Registrar of such Board or university as the case may be together with immigration fee of rupees as prescribed by the Executive Council.

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

- 4
- (1) No student shall be admitted to an institution for pursuing a course of study for the initial year of the first degree under any faculty unless he has passed the final examination held under the Madhya Pradesh Madhyamik Shiksha Adhiniyam 1965 (23 of 1965) or an examination declared equivalent to such examination by the University or such other qualifying examination as may be prescribed from time to time.
 - (2) No student enrolled in the University shall be admitted to any subsequent higher class / semester in any institution unless he has passed the semester examination qualifying him to appear for the examination for which he will be preparing. Provided that a student who is eligible to appear at supplementary second examination or ATKT examination may be provisionally admitted to a subsequent higher class but he shall revert to the lower class, if he is not declared successful at such examination.

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

- (i) who qualify for admission as a result of revaluation and who seek admission within 15 days from the date of declaration of the result their attendance to be counted from the date of such admission.
- (ii) Candidates coming on transfer from other universities because of the transfer from of their parents/guardians beyond the last date for admission is given

above on the clear understanding that their attendance shall be counted from the date of commencement of the session.

- (iii) No student migrating from any other university shall be admitted to any class in an institution unless he has passed the examination which has been declared by the University as equivalent to the qualifying examination for a student of the university.
 - (iv) Without prejudice to the provision contained in sub-clause (3) above, no student migrating from any other University shall be admitted to any class in an institution without the previous permission of the Executive Council wherever by any general or special direction, such permission is necessary.
 - (v) An applicant for admission to a course leading to a Bachelor's Degree shall not be so admitted unless he is prepared to appear in all the subjects prescribed for the particular degree examination.
5. (1) No student who has passed a part of any degree or post-graduate examination from another University shall be admitted to subsequent higher class for such examination in any institution without the approval of the Kulpati in consultation with the Dean of the Faculty in case of degree examination and the Chairman of the concerned Board of Studies in case of post-graduate examination.
- (2) No person who is under sentence of rustication or has been disqualified from appearing at the examinations from another university or a teaching institution connected with that university shall be admitted to any course of study in any institution maintained by or affiliated to this university during the period of rustication or disqualification.
6. (i) Admission of students to all institution except those for Ayurveda, Engineering, Pharmacy, and Medicine in case academic year shall be completed by the first day of the academic session concerned.

Provided that the Head of an institution may, in his discretion, admit a student to the institution till the as per the date specified by the State Government and for special reason 15 days will be extended with permission of the Kulpati.

Provided also that if procedure of admission demands different set of dates as decided by the state Govt. of M.P. Higher Education the dates may be followed as decided for the purpose.

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

Higher Education Department from time to time.

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

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

- (ii) A complete list of all students admitted to the institution by 15th September shall be forwarding by the Head of the Institution to the Registrar of the University by the last Monday in August collage of Engineering, Ayurveda, Pharmacy and Medicine shall forward such list by the next Monday of the Last date of the admission as prescribed /decided by the State Govt. of Madhya Pradesh Higher Education Department from time to time.
 - (iii) Admission to various courses being regulated by different regulatory bodies in affiliated colleges shall be made as per the guidelines circulated by the MP Higher Education, however, the number of seats in such courses shall be decided by the University. In no case candidates admitted by the college more than the seats allotted to the college concerned shall be allowed to appear in examinations by the university and the college concerned shall be solely responsible for violating these rules.
- 7. (1) A student shall be enrolled as a member of an institution as soon as he is admitted by the Head of the institution and has paid the prescribed fees.
(2) A student seeking admission to an institution after the commencement of the session shall be required to pay tuition fees from July of the year unless he migrates from another institution in the university and paid his fees in the former institution upto the preceding month.
 - 8. The Head of the Institution may permit a student to change his optional subjects for a course or with the approval of the Kulpati, to change the Faculty till 15th September. No change thereafter shall be permitted.
 - 9. No student shall be allowed to migrate from one institution to another under the jurisdiction of this university without a transfer certificate and no transfer from one such institution to another shall in any case be permitted after the date on which the application of a student for admission to the ensuing examination has been forwarded to the university.

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

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

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

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

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

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

- 11 A student migrating from one institution to another under the jurisdiction of the university shall not be required to pay such installments of tuition fees as he has already paid in the Institution from which he is migrating.

- 12 Every student in the university shall at all times be of good behavior, show diligence in studies, maintain decorum and dignity, take proper interest in co-curricular activities and observe all rules of discipline of the Institution of which he is a student and of the university.

- 13 (1) When a student has been guilty of breach of discipline within or outside the precincts of the university or an institution or persistent idleness or has been guilty of misconduct, the Head of the Institution at which such student is studying the Kulpati, the registrar, the Dean of the student welfare may according to the nature and gravity of the offence:-

(a) Suspend such a student from attending classes for not more than a week at a time; or

(b) Expel such a student from his institution;

(c) disqualify such a student from appearing at the next ensuing examination; or,

(d) rusticate such a student.

- (2) Before inflicting any punishment as aforesaid, the Head of the Institution shall give the student concerned an opportunity of personal hearing and record the reasons of inflicting the punishment in writing.

- (3) The Head of the Institution, concerned shall have power to suspend for such time as may be necessary a student temporarily from the Institution pending inquiry into his conduct in connection with an alleged offence.
 - (4) The period, during which a student remains suspended for completion of an enquiry, shall be reckoned in the calculation of his attendance for appearing at an examination provided he is found innocent.
 - (5) A student who has been rusticated shall not be admitted to another institution within the jurisdiction of this university. Ordinarily, the period of rustication shall not exceed two year. Other universities shall be informed of the fact of the rustication.
 - (6) The rustication of a student from an institution shall entail the removal of his name from the register of enrolled students.
- 14
- (1) There shall be a Proctorial Board whose constitution/powers/duties shall be such as may be prescribed by Regulations.
 - (2) There shall be an Academic Flying Squad consisting of the following members, which shall visit the UTD, School of Studies and Colleges to see if the education standards are maintained;

(i) DCDC or Senior Professor nominated by VC if there is no DCDC	Chairman
(ii) Any three Deans of faculties	Member
(iii) Principal of a College	Member
(iv) Additional Director (HE) or nominee	Member
(v) Nominee of Vice-Chancellor	Member

Minimum three members can visit to any College/UTD/School of Studies. The Academic Flying Squad will be constituted every three years. It may discharge duties to improve standard of education, which may be assigned by the Executive Council from time to time.
- 15
- There shall be a code of conduct for students as may be prescribed by Regulations. It shall be compulsory for all students comply with its provisions. In the event of non-observance of the code by a student, it shall be the duty of the Principal of the college / Head of University school of studies/Registrar of the University to take disciplinary action against him under paragraph 13 above.

ORDINANCE NO. 8

ENROLMENT OF THE STUDENTS AND THEIR ADMISSION TO COURSE OF STUDY

(Refer clause (i) of Section 37)

1.
 - (a) 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.
 - (b) A candidate who after passing Higher Secondary School Certificate Examination (10+2) of M.P. Board of Secondary Education, Bhopal or any other equivalent Examination recognized by a university shall be eligible for appearing at the B.A./B.Sc./B.H.Sc B.Com Part I Examination.
2. Application for enrollment 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 as prescribed by the competent authority of the University. Such application shall be submitted through the Principal of the College/ Head of the UTD where the student has been admitted.

Provided also that a regular candidate shall submit examination form after getting enrolled. However attendance in the course shall be sent by the Principal of the College/Head of UTD as the case may be to the Registrar of the University on or before fifteen days of the commencement of the examination.
3. No student shall be deemed to have been admitted to any course of study as a regular student of the university unless his/her name is borne on the register of enrolled students. Except in a case in 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:-
 - (i) All application forms from students shall, together with the necessary fees, Migration Certificate, if necessary shall be submitted on the prescribed forms to University Registrar by 30th September of the academic year in which the students are admitted. "Provided that the last date for receipt of the forms along with fee and migration certificate of the student admitted in Medical,

Ayurved and Engineering Colleges after PMT, PAT and PET Examinations shall be 31st November."

- (ii) On payment of late fee as prescribed for the session by the Executive Council, the Kulpati 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 Kulpati 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/ Head of UTD shall send to the University a general certificate to the effect that he/she has inspected the certificate issued by the appropriate authorities and satisfied himself/ herself that in each case the student concerned has passed the examination which under the rules of the University entitles him/her to join the course to which he has been admitted in the college/ UTD.
5. No person who is under sentence or expulsion or rustication from another University shall be admitted to any course of study during the period for which the sentence is in operation.
6. (i) A student who is enrolled in the University may apply for a change, correction or alteration in own name or surname as per the procedure to the Registrar of the University with a fee as prescribed by the Executive Council from time to time provided a mistake has occurred in writing the name or change is warranted due to marriage etc.
- (ii) 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.
- (iii) 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.
- (iv) Under no circumstances shall any alteration be made in the University certificate, diploma, degree and other document issued in favour of the applicant prior to the order for change or correction in the name.
- (v) 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.

- (vi) 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 other shall be countersigned by two members of the Court or a First Class Magistrate and shall be supported by an affidavit.
- (vii) The fee deposited with the application, shall not be refunded to the student unless his application is rejected.

ORDINANCE NO. 9

AWARD OF FELLOWSHIP AND SCHOLARSHIP

(Refer clause (vii) of Section 37)

1. Every year the University shall invite applications through an advertisement in the newspaper for awards to be made.
All awards of Fellowships, Research Scholarships and other Scholarships shall be made on the recommendation of a committee consisting of :-
 - (i) The Kulpati or his/ her nominee - Chairman
 - (ii) Three Deans of Faculties appointed by the Executive Council - Member
 - (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 fellow/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 engage himself/ herself in any profession or trade during the period. He/she may, however, undertake assignment of not more than nine hours a week in the institution, where he/she is working without accepting any remuneration.
 - (iii) The Fellow/Scholar shall not join any courses of study or appear in any examination after commencing the fellowship/scholarship.
Provided that the Kulpati may, on the recommendation of the guide, permit the Fellow/Scholar to join a certificate course and appear in an examination thereof.
 - (iv) Unless permitted by the guide to work for a certain period at some other place, the Fellow/Scholar shall be expected to attend the institution, where he is working.

- (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/her an opportunity of being heard.
 - (vi) If at any time it is appeared to the University 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 addition to general holidays may be taken with the approval of the guide and the University. The holidays, however, do not include the vacation during summer or Dussehra, Diwali and X-Mas.
 (b) The fellow/Scholar in special circumstances, if permitted by the University may go on leave without pay/fellowship/scholarship for a period not exceeding three months during 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/she studies.
5. Post graduate scholarship instituted by the University shall ordinarily be tenable for two academic sessions, 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 July if the scholarship holder joins the college within one month of the date of 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 scholarship shall be made only on receipt of scholar's receipted bills duly recommended by his/her Supervisor and countersigned by the Head of the Institution where he/she studies. No Scholarship shall be drawn for a month unless the scholarship-holder has attended the institution regularly in that month.
 9. The scholarship shall be drawn in accordance with the procedure that may be laid down by the University.

10. A scholarship shall be cancelled in the final year if the scholarship-holder fails to secure at least 55% in the previous examination of the concerned Master's degree.
11. If a scholarship-holder is unable to appear in the previous examination on account of sickness or a 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 examination for reasons beyond control. Such a scholar shall not receive scholarship during the next session in the same class but shall be entitled to the scholarship during the studies for the final examination, if the scholar passes the previous examination with the requisite standard in the succeeding year in the first attempt.
12. A scholarship-holder shall at all times be of good behavior and obey all rules of discipline.
13. (i) A scholarship shall be liable to termination, if
 - (a) the scholarship-holder discontinues studies during the middle of a session;
 - or
 - (b) the Scholarship-holder, after he/she has been given a reasonable opportunity to explain his/her 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/her.
- (ii) The order of termination passed by the Executive Council shall be final.

ORDINANCE NO. 10

TRAVELLING ALLOWANCE AND DAILY ALLOWANCE

(Refer clause (xx) of Section 37)

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 travelling allowance and daily allowance as per the State Govt./ University Rules approved by Executive Council for attending meetings or for journeys connected with examinations or the affairs (other than convocation) of the Vishwavidyalaya.

ORDINANCE NO. 11

DOCTOR OF PHILOSOPHY

Revised in light of the University Grants Commission (Minimum Standards and Procedure for Awards of M.Phil./Ph.D. Degrees Regulations, 2016 published in the Gazette of India on July 05, 2016)

1. The Ordinance shall come into force with effect from the date of its notification by UGC in Gazette. With the enforcement of this ordinance, existing ordinance shall be repealed.

2. No Ph.D. scholar shall join any other course/study or appear at any other examination leading to a degree, except Certificate course(s), during his/her Ph.D. programme.

3. A candidate for the degree of Doctor of Philosophy must, at the time of application, hold a Master's degree or equivalent in the concerned or allied subject with at least 55% Marks (50% for SC/ST/OBC(non-creamy layer)/Differently-Abled and other categories of candidates as per the decision of the UGC from time to time, or for those who had obtained their Master's degree prior to 19th September, 1991.) of the University, a deemed University or other University incorporated by any law for the time being in force and recognized by the University.

*For Candidates belonging to the following faculties, eligibility of the candidate will be decided as follows:

- a. Faculty of Ayurved – As per CCIM norms.
- b. Faculty of Medicine –
 - I. Allopathy subjects – As per MCI norms.
 - II. Nursing subjects – As per INC norms.
 - III. Homeopathy subjects – As per CCH norms.
- c. Faculty of Dentistry – As per DCI norms.

4. A candidate shall ordinarily be permitted to work for Ph.D. Degree in the subject in which he/she has obtained his/her Master's Degree.

Provided that, research work leads to Ph.D. Degree may be allowed in allied subject of interdisciplinary nature of the same faculty or of allied faculties. In such cases, candidates may be permitted to work under one or two co-supervisors along with the supervisor.

5. Candidates shall be admitted through an entrance test followed by an interview. The students who have qualified UGC-NET with JRF / UGC-CSIR-NET with JRF / teacher fellowship holder or any other Government / Foreign research fellowship holder or have

passed M.Phil. programme (as per UGC Regulations 2009 or amended thereafter) with course work shall be exempted from the entrance test but they have to appear in the interview.

6. The university shall annually decide well in advance the number of seats available for Ph.D. programme in each subject. The university shall notify on its website and through advertisement in at least two (2) national newspapers, of which at least one (1) shall be in Hindi language, the number of seats for admission, subject/discipline-wise distribution of available seats, criteria for admission, procedure for admission, examination centre(s) where entrance test(s) shall be conducted and all other relevant information for the benefit of the candidates.

7. While assessing the number of vacancies under a supervisor, the actual date of submission of Ph.D. thesis under his/her supervision shall be taken into account.

8. Procedure of Admission:

- a. In response to the advertisement or notification of the university, the candidate desirous of seeking admission to Ph.D. programme shall be required to submit application on prescribed form (Appendix-I) along with demand draft of prescribed entrance test fee and supportive documents to the office of the Head of the proposed centre of entrance test within the given time period.
- b. Candidates shall be admitted through the **Doctoral Entrance Test (DET)**, which shall be conducted for each subject separately at the University Teaching Departments or other venues as decided by the University.

Provided that, the colleges which are approved research centers, shall be allowed to conduct the DET for the subjects not available in the University Teaching Departments.

Provided further that, the Vice Chancellor may assign to the allied or to any University Teaching Department to conduct the DET for the subjects available only in the colleges.

- c. The Vice Chancellor shall constitute a departmental Research Advisory Committee (RAC) to conduct the DET comprising of the following members:

- | | |
|---|-------------------------|
| 1. Dean of the concerned faculty | - Chairperson |
| 2. Chairperson, Board of studies | - Member |
| 3. Head of the Department/ Principal | - Member & Co-ordinator |
| 4. One subject Supervisor from the UTD (if available)
to be nominated by the Vice Chancellor | - Member |
| 5. One subject Supervisor from a College /
Research Establishment (if available) to be nominated
by the Vice Chancellor | - Member |

If the Dean of the faculty is not available, the Vice Chancellor shall appoint any other Dean or a Senior Professor of the University to chair the Research Advisory Committee.

Chairman and two other members shall form the quorum. In case quorum is not complete then the Vice Chancellor may nominate one or two subject experts in the relevant field(s) from the same university / other university to form the quorum. University may also conduct the **DET** in different subjects through a committee constituted by the Vice Chancellor.

d. The functions of the RAC shall be as follows:

1. To scrutinize the applications.
2. To arrange the Doctoral Entrance Test.
3. To conduct the interview.
4. To submit the final list of candidates.
5. Any related work assigned by the Vice-Chancellor.

9. (a) Entrance Test:

The Doctoral Entrance Test will have the question paper in two parts. Part-A shall consist of 50 objective type compulsory questions of 1 mark each based on research methodology. It shall be of generic nature, intended to assess the research aptitude of the candidate. It will primarily be designed to test reasoning ability, data interpretation, and quantitative aptitude of the candidate. Part-A may be common within the same faculty. Part-B shall also consist of 50 objective type compulsory questions of 1 mark each based on the subject of the research. The syllabus of both parts of the question paper shall be approved by the concerned Board of Studies. The Paper shall be prepared by a panel of examiners recommended by the Examination Committee of the concerned subject and approved by the Vice Chancellor.

The duration of the Doctoral Entrance Test will be of two hours. There will be no negative marking.

The candidates must score minimum 50% marks (45 % for SC/ST/OBC) in the entrance test to qualify for the interview. A list of the eligible candidates for interview shall be prepared by the RAC on the basis of the result of the Doctoral Entrance Test and the same shall be submitted to the Registrar to notify.

(b) Interview:

The successful candidates of the Doctoral Entrance Test shall have to appear in the interview. The interview shall be conducted by the Research Advisory Committee.

The candidates are expected to bring the No Objection Letter from the proposed Supervisor and Co-supervisor (if applicable) duly forwarded from the Head of the research centre (s).

The candidates are required to discuss their research interest / area through a presentation before a duly constituted Research Advisory Committee. The interview/*viva-voce* shall also consider the following aspects, viz. whether:

- the candidate possesses the competence for the proposed research;
- the research work can be suitably undertaken at the research centre;
- the proposed area of research can contribute to new/additional knowledge.

The evaluation in interview will be based on 100 marks to be allocated in the following criteria, each of 25 marks:

- (i) Research plan
- (ii) Research potential/ aptitude
- (iii) Communication skills
- (iv) Subject knowledge in the respective area of research.

The RAC shall decide the cut-off marks in interview for admission for Ph.D

The Chairperson, RAC, will allocate the marks in each of above criterion after consensus. In case of disagreement among the members the average of the marks given by individual member will be the final marks in the criterion. Merit list will be prepared on the basis of the marks obtained out of 100 marks in the interview and the decided cut-off marks.

The RAC shall finalize the list of the candidates to be admitted to the Ph.D. programme in the concerned subject as per the merit and availability of seats. It shall also allot the Research centre, Supervisor, Co-Supervisor (if any), and approve the tentative area of the proposed research work. The final list shall be submitted to the Registrar. After the approval of the Vice Chancellor, the list shall be notified.

Note: (i) While granting admission to Ph.D. programme, the RAC will pay due attention to the State Reservation Policy.

(ii) The RAC should also see that only the predetermined number of students shall be admitted to Ph.D. programme.

10. Allocation of Supervisor:-

The allocation of the supervisor for a selected student shall finally be decided by the RAC in a formal manner depending on the available seats with the supervisor, the available specialization among the supervisors and the research interest of the student as indicated during the interview.

In case Supervisor is not working at the research centre a Co-supervisor may be allotted from the research centre to guide and monitor the research scholar at the centre. In case Supervisor / Co-supervisor belongs to the Research Laboratory recognized by the University as research centre through MoU then respectively Co-supervisor/ Supervisor will be allotted from the UTD with which Research Laboratory has the MoU.

In case of topics which are of inter-disciplinary nature where the RAC feels that the expertise in the research centre has to be supplemented from outside, the RAC may appoint a Research Supervisor from the research centre, who shall be known as the Research Supervisor, and a Co-Supervisor from outside the Research centre/ Faculty / College/ University on such terms and conditions as may be specified and agreed upon by the consenting Institutions/Colleges.

11. Course Work:-

(a) The candidates selected for Ph.D. programme are required to apply for the Ph.D. registration on prescribed proforma downloadable from the university website (Appendix-II). The duly filled registration form along with the necessary documents and certificates shall be forwarded by the research centre after verifying the payments of the following fees:

- (i) Registration fee
- (ii) Ph.D. Course work fee
- (iii) Research Centre fee for six months
- (iv) Research Centre Caution Money (payable once only and refundable)
- (v) University Library fee for six months
- (vi) University Library caution money (payable once only and refundable)
- (vii) IT Infrastructure fee for six months
- (viii) Research Laboratory fee for six months (where laboratory work is involved)
- (ix) Identify card fee
- (x) Any other fee as decided by the university.

Duly forwarded Ph.D. registration form should be submitted to the University and a photocopy of the same form and documents should be submitted to the Research Centre.

The candidates already completed the course work with at least 55% of marks in M.Phil. and admitted to the Ph.D. programme shall be exempted from the Ph.D. course work and its fee. All other candidates admitted to the Ph.D. programme and submitted the Ph.D. registration form shall be required to complete the course work of 16 credits as prescribed by the University/ Research Centre during initial one or two semesters. The course work shall be treated as prerequisite for Ph.D. preparation. All courses prescribed for Ph.D. course work shall be in conformity with the credit hour instructional requirement and shall specify content, instructional and assessment methods. The examination and evaluation scheme for Ph.D. course work shall be as per the examination and evaluation scheme of the University applicable to the other programmes of the UTDs.

The Ph.D. course work shall contain the following courses:

- | | |
|---|-----------|
| (i) Research Methodology | 4 credits |
| (ii) Review of Published Research in the relevant field | 3 credits |
| (iii) Computer Applications | 3 credits |
| (iv) Advance course in the relevant subject | 3 credits |

The course on Research Methodology should cover areas such as statistical research methods, research ethics, research report writing, etc. The course on Review of Published Research in the relevant field will be undertaken under the supervisor or the regular teacher of the centre of course work and the candidate has to consult the library or other resources to carry out the literature review. At the end of the semester the candidate has to submit a brief report on the literature review for evaluation, which will be done by the two examiners. The course on computer applications will include the computer applications helpful in the relevant subject. The advanced course in the relevant field shall comprise the topics related to the subject of research. The syllabus of the courses on research methodology, computer applications, and advanced course shall be decided by the concerned Board of Studies.

The final grades shall be submitted to the University. The University shall issue the certificate of the Ph.D. course work in the prescribed format (**Appendix-III**).

(b) The course work shall be conducted in the University Teaching Departments/ Research centers as approved by the Vice chancellor.

(c) A combined course work for M.Phil. and Ph.D. students may be conducted for a single / group of subjects wherever possible.

(d) If found necessary, course work may be carried out in sister UTD/ Institute within the University for which due credit will be given.

(e) If a student obtains F or Ab Grade in a course/ subject, he /she will be treated to have failed in that course. He / she have to reappear in the examinations of the course as and when conducted or arranged by the UTD in the next semester. Marks obtained earlier in continuous assessment may be carried forward and added to the marks obtained in repeat end-semester examination to decide the grade in the repeat course. The student has to pay the prescribed fee for repeating the course. If he/she further fails in the course, he/she shall not be given another chance and he/ she shall be out of the Ph.D. programme. No student shall be allowed to repeat the course to improve the grade if he/ she pass the course.

(f) The candidate has to obtain a minimum of 55% of marks or its equivalent grade points in aggregate in the course work in order to be eligible to continue in the Ph.D. programme.

12. Registration of the student:

After successful completion of the Ph.D. course work the students shall submit the copy of the certificate of the course work and synopsis of the proposed research work in the prescribed Proforma (Appendix-IV) to the University within two months from the date of declaration of result of the Ph.D. course work.

The University shall conduct the meeting of the **Research Degree Committee (RDC)** consisting of the following members:

- (i) Vice Chancellor or his nominee - Chairman
- (ii) Dean of the Faculty.
- (iii) Head of the University Teaching Department/School of Studies in the subject.
- (iv) Chairman, Board of Studies in the Subject.
- (v) One external subject expert of the rank of University Professor to be appointed by the Vice Chancellor, ordinarily out of a panel of 5 experts given by the Chairman of the Board of Studies concerned. The term of panel shall be coterminous with the Chairman Board of Studies.

External expert and two other members shall form the quorum.

The candidate shall make an oral presentation of his/ her proposed research work before RDC.

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

The RDC shall recommend the topic of research and the date of registration of the candidate for the Ph.D. degree. On approval by the RDC, the candidate shall be registered and enrolled as a Ph.D. student from the date on which candidate deposited the registration fee or as decided by RDC whichever is later. Candidate will also be required to pay regular tuition, library, IT centre and laboratory fees (six monthly) during his research tenure.

Provided that, if the RDC approves the topic and suggests a minor change, then the candidate shall be allowed to submit a revised synopsis through the Chairperson, BOS and Dean of the faculty.

13. If the RDC does not approve/recommend a candidate for registration to Ph.D. Candidate shall be allowed to make an oral presentation again in the next RDC. In such cases, date of registration shall be as per the recommendation of RDC.

Provided that, if candidate fails to be present or satisfy the RDC for the second time, his / her case will be rejected / cancelled. In such case, the caution money deposited by the candidate shall be refunded.

14. A candidate shall pursue his/her research at the allotted research centre.

15. In case of any dispute in the RDC regarding allied subjects of interdisciplinary nature, the case should be referred to the Academic council. The Vice Chancellor may constitute a committee in this regard and the report of the committee should be placed before the Academic council/standing committee for decision.

16. The meeting of the Research Degree Committee shall be held in the University Office twice a year preferably in a gap of six months. The committee shall recommend the eligibility of the person for the appointment as Supervisor/ Co-supervisor and prepare a list accordingly. This list shall be available with the Registrar.

Provided that, a candidate permitted to work in a research establishment recognized by the university shall be required to take one Supervisor/ Co-Supervisor from the institution/ research establishment where the candidate is actually working.

Also provided that, a candidate may be permitted to carry out his practical work in a Research Institution/Research Laboratory/Laboratory of a University for the purpose, under the supervision of a Scientist/ Teacher of the Institution who may or may not be the Co-supervisor of the candidate.

17. Eligibility of Supervisors/Co-supervisors:

(i) A regular Professor of the University/College or Professor equivalent Scientist of the Research Establishment/Laboratory with at least five research publications in refereed journals and a regular Associate Professor (Reader) or equivalent Scientist /Assistant Professor (Lecturer) or equivalent Scientist of the university/college/ Research establishment with a Ph.D. degree and at least two research publications in refereed journals may be recognized as Research Supervisor/ Co-supervisor.

(ii) Only a full time regular teacher of the concerned University/ College or scientist of the research establishment recognized as research centre can act as a supervisor. The external supervisors are not allowed. However, Co-Supervisor can be allowed in inter-disciplinary areas from other departments of the same institute or from other related institutions with the approval of the RDC.

(iii) A Research Supervisor who is a Professor or equivalent Scientist, at any given point of time, can guide upto a maximum of Eight (8) Ph.D. scholars. An Associate Professor or equivalent Scientist as Research Supervisor can guide upto a maximum of six (6) Ph.D. scholars and an Assistant Professor or equivalent Scientist as Research Supervisor can guide up to a maximum of four (4) Ph.D. scholars.

(iv) Maximum number of Ph.D. students can work under a Co-Supervisor will be same as under Supervisor mentioned above in column (iii). However, the Vice-Chancellor may increase the number of Ph.D. students under a Co-Supervisor under very special circumstances.

(v). In case of relocation of a Ph.D. woman scholar due to marriage or otherwise, the research data shall be allowed to be transferred to the University to which the scholar intends to relocate provided all the other conditions in these regulations are followed in letter and spirit and the research work does not pertain to the project secured by the parent institution/ supervisor from any funding agency. The scholar will however give due credit to the parent guide and the institution for the part of research already done. Such

cases shall be decided by the RDC. The candidate has to pay prescribed fees to the university where she is being transferred.

*For persons belonging to the following faculties, eligibility of Supervisors/ Co-Supervisors will be decided as follows:

- | | | |
|--------------------------|---|--------------------|
| a. Faculty of Ayurved | - | As per CCIM norms. |
| b. Faculty of Medicine | - | |
| I. Allopathy subjects | - | As per MCI norms. |
| II. Nursing subjects | - | As per INC norms. |
| III. Homeopathy subjects | - | As per CCH norms. |
| c. Faculty of Dentistry | - | As per DCI norms. |

(vi) A recognized Supervisor/ Co-supervisor who fails to publish any research paper over duration of five years shall not be eligible to enrol any new candidate under his / her Supervision.

(vii) A regular teacher/ scientist/ scholar who wants to get himself / herself recognized as a Supervisor/Co-Supervisor shall apply in the prescribed format duly forwarded by the relevant Head/Principal/Director.

Provided that, the regular teacher who has been recognized as Supervisor/Co-supervisor under the repealed ordinance shall continue to be recognized as Supervisor /Co-Supervisor.

Provided further that, a person who is registered for Ph.D. degree in any University shall not be eligible to act as Supervisor/ Co-supervisor or member of any committee mentioned in this Ordinance.

18. The candidate shall pursue his research at the approved place of research under the supervisor/Co- supervisor on the approved subject.

The candidate shall put in at least 200 days attendance after completing course work in the Institution concerned or with the Supervisor.

The candidate shall be permitted to submit his/her thesis not earlier than three years and not later than six calendar years, from the date of registration. In case a candidate does not submit his/ her thesis within six calendar years from the date of registration and does not apply for extension in time, his/her registration shall stand automatically cancelled.

The women candidates and Persons with Disability (more than 40% disability) may be allowed a relaxation of two years for Ph.D. in the maximum duration. In addition, the women candidates may be provided Maternity Leave/Child Care Leave once in the entire duration of Ph.D. for up to 240 days.

Provided that the period for submission of thesis can be extended by one year by the Vice Chancellor, if he/she applies for extension at least one month before the expiry of registration period together with a prescribed fee. In case the candidate does not submit his/her thesis within the extended period his/her registration stand automatically cancelled.

Provided also that, Vice Chancellor may permit a candidate to get re-registered on the same topic on payment of re-registration fee. The minimum period of three years and attendance shall not apply to such reregistered candidates.

19. A candidate may be allowed to change the Supervisor by the Vice Chancellor on the recommendation of the RAC or Chairman BOS and Dean of the faculty under special circumstances. No major change in the topic of research will be permitted due to change of supervisor.

20. (a) The University shall obtain every six months a record of attendance, receipt of fees paid and a progress report on a prescribed format (**Appendix-V**) of the work of the Research Scholar from his supervisor.

(b) If the progress of work is not found satisfactory in two successive reports or no reports are received for a period of one year and the candidate fails to deposit the fee, the Vice Chancellor may order the removal the name of the Scholar from the list of those registered for the Ph.D. Degree.

21. Evaluation and Assessment Methods, minimum standards for award of the degree:

The candidate shall submit a draft dissertation / thesis to the research centre prior submission of the research summary and the scholar shall make a presentation in the research centre open to all faculty members and other research scholars. The feedback and comments obtained from them may be suitably incorporated into the draft dissertation / thesis in consultation with the supervisor/ co-supervisor.

On the advice of the Supervisor and Co-Supervisor (if any) minor changes in the thesis title may be approved by the Research Advisory Committee.

22. Ph.D. scholars must publish at least one (1) research paper in refereed journal and make two paper presentations in conferences / seminars before the submission of the thesis for adjudication, and produce evidence for the same in the form of presentation certificates and/or reprints.

23. (a) The candidate shall submit six copies of the summary of the thesis together with a list of research papers published/communicated for publication, if any, through his Supervisor to the Registrar about three months prior to the anticipated date of submission of thesis.

(b) The Supervisor shall submit a panel of at least six names of examiners actively engaged in the concerned area of research not below the rank of Associate Professor

(Reader) or college Professor in a sealed envelope to the Registrar. Provided that the panel of examiners shall be obtained from the Head University Teaching Department/School of Studies/chairman Board of Studies of the subject concerned, in case the candidate is related* to the Supervisor.

(c) On the receipt of the panel of examiners from the Supervisor and summary from the candidate, the Registrar shall call a meeting of Examination committee of the subject concerned. Considering the panel submitted by the Supervisor/Head University Teaching Department/School of Studies/Chairman, Board of Studies, and the committee shall prepare a panel of six examiners.

(d) The Vice Chancellor shall appoint out of the panel submitted by the Examination Committee, four examiners in order of preferences. Out of which at least two shall be from out of the state. The consent of examiners shall be obtained by sending them the summary and list of publications.

Note: - Supervisor/Head of the department/Chairman Board of Studies as well as Examination Committee can recommend the name of foreign examiners. In case a foreign examiner appointed by the Vice Chancellor and the candidate wishes the thesis to be sent by AIR MAIL he/she shall have to bear the charges on AIRMAIL.

*The term relations shall include: Father, Mother, Wife, Husband, Daughter, Son, Grandson, Granddaughter, Brother, Sister, Nephew, Niece, Grandnephew/ Grandniece, Uncle, Aunt, Son-in-law, sister-in-law, father-in-law, mother-in-law, first cousin-in-law etc.

24. The candidate shall submit three copies of hardbound thesis and soft copy in the form of CD along with the following:-

(a) Minimum one Research Paper published in a referred journal and two research papers presented in conferences / seminars along with evidence for the same in the form of presentation certificates and/or reprints.

(b) The University shall evolve a mechanism using well developed software and gadgets to detect plagiarism and other forms of academic dishonesty. While submitting the thesis for evaluation, the thesis shall have a declaration from the research scholar, forwarded by the Supervisor and/ or Co-Supervisor), stating the originality of the work, vouching that there is no plagiarism, work done under the Supervisor / Co-supervisor at the approved place of the work for the required period as per the provisions of the Ph.D. Ordinance, and that the work has not been submitted for the award of any other degree/diploma of the same Institution where the work was carried out, or to any other Institution (Appendix– VI).

(c) The Certificate from the Supervisor together with Co-supervisors, if any, that the thesis fulfils the requirements of the ordinance relating to the Ph.D. Degree of the University (Appendix – VII).

(d) The candidate shall also remit with the thesis a prescribed examination fee.

25. On receipt of the thesis along with the certificates and fee, it shall be sent to the examiners. The Ph.D. thesis submitted by a research scholar shall be evaluated by his/her Research Supervisor and at least two external examiners, who are not in the jurisdiction of the University, of whom one examiner may be from outside the country.

26. The thesis to be accepted for the award of the Ph.D. degree must comply with the following conditions:

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

(b) It must be satisfactory in point of language and presentation of the subject matter.

27. The examiners shall categorically recommend in the prescribed proforma the acceptance/revision or rejection of the thesis together with detailed comments on the points spelled out in clause 26 of this Ordinance. The examiner must also give a list of the questions to be asked at Viva-voce examination.

28. The Vice Chancellor can recall the thesis from an examiner who fails to sent the report within two months of the date of dispatch of the thesis and appoint another examiner.

29. (a) In case both external examiners reject the thesis or one of them rejects the thesis and the other recommends a revision, the thesis shall be rejected.

(b) If both the examiners recommend for the revision of the thesis, the candidate shall be called upon to revise the thesis in the light of the observations of examiners.

(c) If one examiner approves the thesis and the other rejects it or recommends for revision the thesis shall be sent to the third examiner drawn from the panel of examiners approved by the Vice Chancellor without the reports of earlier examiners. The third examiner shall be asked to give his/her opinion and this opinion shall be final.

(d) In case both the original examiners accept the thesis for the award of the Ph. D. Degree or in the event of it being referred to the third examiner, the third examiner accepts the thesis for the award of the Ph.D. Degree, the candidate shall be called upon to appear at the viva-voce examination before a board of examiners comprising of the Supervisor / Co-supervisor (if any) and one of the two examiners (appointed by the Vice Chancellor) who have accepted the thesis for the award of the Ph.D. degree. Provided that the Vice Chancellor shall appoint Head Department/School of Studies or Chairman Board of Studies of the subject concerned to act as viva-voce examiner in place of the Supervisor, in case the candidate is related to the Supervisor.

(e) The Supervisor/Head University Teaching Department/School of Studies/ Chairman, Board of Studies of the subject concerned, as the case may be, shall be communicated the name of the external examiner appointed by Vice Chancellor to

conduct the viva-voce examination. The date fixed for the viva-voce be informed to the candidate and the Registrar.

Provided that (looking to the) in special circumstances, Vice Chancellor may appoint alternate viva-voce examiner if both the examiners are not in a position to conduct the viva-voce examination.

(f) The viva- voce examination shall be conducted at the University Teaching Department/School of Studies in the subject/ research centre / or at any place and also through Video Conference, in case the candidate is unable to give Viva at the centre, fixed by the University for the purpose. The date, time and place of viva-voce examination shall be notified by the Registrar at least a week in advance. At the time of viva-voce examination, the board of examiners shall be provided the reports of the examiners which shall be returned along with the report of viva-voce examination to the Registrar.

(g) The candidate shall present the work embodied in the thesis before the board of examiners, members of / faculty, research scholars and other interested persons. After the presentation of the research work, the Board shall ask questions together with those questions which have been given along with examiners reports. Others in the audience can also ask questions and the candidate shall reply only those questions which are permitted by the external examiner.

(h) In case the recommendations of the vivo-voce examiners differ from that of the thesis examiner or there is difference of opinion between the viva-voce examiners, the candidate shall reappear at a second viva-voce examination within six-months. If the candidate fails to satisfy the viva-voce examiners a second time, his/her thesis shall be finally rejected. Such candidates would be required to pay an additional prescribed fee for second viva-voce. The external examiner for second viva-voce shall be appointed by the Vice Chancellor.

30. If the examiners recommend that the candidate be asked to revise/improve his thesis, the candidate has to resubmit his thesis not earlier than six months and not later than eighteen months, the period being counted from the date of the issue of order to the candidate. The candidate shall be provided examiners(s) reports without disclosing the names of the examiners to enable him/her to improve the thesis. All the copies of thesis shall also be returned to the candidate.

In case the candidate is allowed to resubmit the thesis he/she will have to pay a prescribed fee afresh at the time of resubmission, but it shall not be necessary for him to reproduce any certificate of further attendance at the institution at which he/she carried out the work.

The resubmitted three copies with a soft copy in the form of CD of the thesis must make clear mention that it is a revised version.

The thesis shall be got examined as far as possible by the examiners who finally recommended for the revision.

In case both the examiners of revised thesis accepted the thesis for the award then the candidate shall be awarded the Ph.D. degree on successful viva-voce examination as per provisions of clause 29 of the Ordinance.

In case a candidate is asked to revise the thesis under clause 29(b) and one of the examiners recommends again for revision and the other accepts the thesis for award then the thesis shall be sent to the third examiner, if the third examiner rejects or recommends for revision the thesis shall stand rejected. If he accepts for the award then the candidate shall be awarded the Ph.D. degree on successful viva-voce examination as per provision of clause 29 of the Ordinance.

In case a candidate who has been asked to revise the thesis under clause 29 (c) and one of the examiners recommends again for revision and the other accepts the thesis for award then the candidate shall be awarded the Ph.D. Degree on successful viva-voce examination as per provision of clause 29 of the ordinance. If the revised thesis is required to be revised a second time, it shall automatically stand rejected.

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

32. After the viva-voce, the recommendation of the examiners shall be reported to the Executive Council for the award of Ph.D. degree to the candidate. One copy of the thesis will be kept in the University Library and another copy will be kept in the Departmental Library of the Institution where the research work was carried out, the third will be returned to the supervisor. After successful completion of the evaluation process and before the announcement of the award of the Ph.D. degree, the university shall submit an electronic copy of the Ph. D. thesis to the INFLIBNET, for hosting the same so as to make it accessible to all Institutions/Colleges.

33. After the declaration of the result the successful candidates may be provided the copies of reports of examiners who recommended for the award of the degree on payment of prescribe fee. The reports will not be disclosed the identity of the examiners.

34. On detection of any irregularity, the University shall take suitable steps to withdraw the degree as per provisions of Section 6 [12] of the Adhinyam.

The university shall develop appropriate methods so as to complete the entire process of evaluation of Ph.D. thesis within a period of six months from the date of submission of the thesis.

35. Academic, administrative and infrastructure requirement to be fulfilled by the Research Establishments / Colleges for getting recognition as Research Centre:

Research establishments/ laboratories of Government of India/ State Government with at least two Ph.D. qualified Scientists / other academic staff along with required infrastructure, supporting administrative and research promotion facilities as per this Ordinance, shall be considered eligible to recognize as research centre through MoU with the concerned UTDs.

Affiliated Post-graduate colleges may be considered eligible to offer Ph.D programmes only if they satisfy the availability of eligible Research Supervisors, required infrastructure and supporting administrative and research promotion facilities as per this Ordinance. Colleges should have the necessary recognition of the University under which they operate to offer Ph.D. programme.

Post-graduate Departments of the Colleges with at least two Ph.D. qualified teachers in the Department concerned along with required infrastructure, supporting administrative and research promotion facilities as per this Ordinance, shall be considered eligible to offer Ph.D. programmes.

Colleges with adequate facilities for research as mentioned below alone shall offer Ph. D. programme:

In case of science and technology disciplines, exclusive research laboratories with sophisticated equipment as specified by the university with provision for adequate space per research scholar along with computer facilities and essential software, and uninterrupted power and water supply.

In case of all other disciplines including S&T, earmarked library resources including latest books, Indian and International journals, e- journals, extended working hours for all disciplines, adequate space for research scholars in the Department/ library for reading, writing and storing study and research materials.

Colleges may also access the required facilities of the neighbouring Institutions/ Colleges, or of those Institutions/ Colleges/ R&D laboratories/ Organizations which have the required facilities.

36. Treatment of Ph.D. through Distance Mode/Part-time:

University does not conduct Ph.D. Programmes through distance education mode. However, part-time Ph.D may be allowed provided all the conditions mentioned in the extant Ph.D Ordinance are met.

37. Award of Ph.D. degree prior to Notification of these Regulations, or degrees awarded by foreign Universities:

Award of degree to candidate registered for the Ph.D. programme on or after July 11, 2009 till the date of Notification of these UGC Regulations 2016 shall be governed by the provisions of the UGC (Minimum Standards and procedure for Awards of M.Phil/Ph.D Degree) Regulation, 2009.

If the Ph.D. degree is awarded by a Foreign University, the university considering such a degree shall refer the issue to a Standing Committee constituted by the university for the purpose of determining the equivalence of the degree awarded by the foreign University.

38. Depository with INFLIBNET:

Following the successful completion of the evaluation process and before the announcement of the award of the Ph.D. degree, the university shall submit an electronic copy of the Ph. D. thesis to the INFLIBNET, for hosting the same so as to make it accessible to all Institutions/Colleges.

Prior to the actual award of the degree, the university shall issue a provisional Certificate to the effect that the Degree has been awarded in accordance with the provisions of the UGC Regulations, 2016.

39. If UGC notifies any change in future in its Regulations governing “Minimum Standards and Procedure for Awards of M.Phil./Ph.D. Degrees”, then the same will be incorporated in the existing Ordinance with the approval of the Executive Council of the University from the date of publication in Gazette by UGC.

40. The fee structure and remunerations related with Ph.D. programme shall be decided by the Executive Council of the University from time to time.



-----Name of the University-----

Website: -----

APPLICATION FORM FOR ADMISSION
IN Ph.D./ M.Phil. PROGRAMMES

Self Attested
Photograph

Academic Session: _____

Name of the Programme for Admission: _____

[(i) Ph.D. (ii) M.Phil. (iii) Both M.Phil. and Ph.D.]

Name of the Subject for Ph.D. / M.Phil.: _____

Subject for Entrance Test: _____ **Faculty:** _____

Proposed Research Centre: _____

Proposed Centre for Entrance Test: _____

1. Applicant's Name (in Hindi): _____

(in English): _____

2. Date of Birth: _____ **3. Gender:** _____

4. Domicile of M.P.: Yes / No _____ **5. Blood Group:** _____
(If yes, attach photocopy of domicile proof)

6. Category: Unreserved/ SC/ST/ OBC(non-creamy layer)/Differently-Abled:

(Please attach photocopy of proof of category of SC/ST/ OBC(non-creamy layer)/Differently-Abled)

7. Nationality: _____ **8. Enrolment Number (if available):** _____

9. Name of Father / Husband: _____

10. Name of Mother: _____

11. Annual Income of Parents: Rs. _____

12. Are you UGC/ CSIR NET with JRF Qualified? Yes/ No: _____

13. Do you have Teacher Fellowship for Research? Yes/ No: _____

14. Do you have Government/ Foreign Research Fellowship? Yes/ No: _____

15. Do you have M.Phil. degree (as per UGC Regulations 2009 or amended thereafter) with course work? (Yes/ No): _____

(in case of "Yes" in any of the above mentioned questions no. 12-15, please provide photocopy of the proof of the same)

16. Applicant's Address

(a) Permanent: _____

Mobile/ Phone no. of Father/ Husband: _____

(b) For Correspondence:

Mobile No. of the Candidate: _____ Email ID of the Candidate: _____

Aadhar No. of the Candidate: _____

17. Educational Qualifications (Enclose self-attested photocopies):

Class	Board/University	Year	Grade/ % of Marks	Division	Subjects
10 th					
12 th					
Graduation					
Post Graduation					
M.Phil.					
Any Other					

18. Fee Details:

Amount (Rs.): _____ **Demand Draft No.:** _____ **Date:** _____

Name of the Issuing Bank & Branch: _____

19. Teaching / Research Experience (if any): _____

20. Any other information: _____

Date:

(Signature of Applicant)

INSTRUCTIONS

1. The candidate is advised to apply for admission only if he/she fulfils the eligibility requirements.
2. Application form may be downloaded from the University website.
3. Duly filled application form should be submitted to the Head, Centre for Entrance Test along with self-attested copies of all relevant documents and prescribed application fee through a mode of payment as decided by the University.
4. The candidate should keep photocopy of the application form with him/ her. He/ she has to produce photocopy of the application form at the time of Entrance Test.
5. The candidate should bring his/ her valid photo ID.

Parents /Guardian Declaration

I, Father/ Mother / Guardian of _____ who is seeking admission in Ph.D./ M.Phil. at College/ School/ Institute _____, declare that my ward will act as per rules of the University, Program, Department etc. and not involved in any antisocial activities /ragging. We know that ragging is totally banned in the University. It is a cognizable offence. If my ward is found indulged in any type of ragging /in disciplinary activity, he/she will be punished by the Institute/ School as per the rules of the University. I take complete responsibility of his/her overall conduct at the research centre and University.

Date:

(Signature of Applicant)

(Signature of Parents/Guardian)

विश्वविद्यालय का नाम

पीएच. डी. पाठ्यक्रम में पंजीयन प्रवेश हेतु आवेदन पत्र

विषय.....

स्वयं
सत्यापित
छाया चित्र

भाग एक शोधार्थी का विवरण

1. आवेदक का पूरा नाम हिन्दी में
(अंग्रेजी के बड़े अक्षरों में)
2. आवेदक का स्थाई पता
3. पत्र व्यवहार हेतु पता
4. मोबाइल न./दूरभाष क्रमांक/ई-मेल आई. डी
5. पिता का नाम / पति का नाम
(विवाहित महिला होने की अवस्था में)
6. माता का नाम
7. नागरिकता
8. लिंग
9. रक्त समूह.....
10. विश्वविद्यालय का नामांकन क्रमांक
11. (क) यदि किसी स्थान/उपक्रम में कार्यरत
हो तो उसका विवरण
(ख) यदि (क) की जानकारी हों में हैं तो नियोक्ता
का अनापति प्रमाण-पत्र संलग्न करें।
12. (क) क्या आवेदक म.प्र. की अनुसूचित जाति/
अनुसूचित जनजाति / अन्य पिछड़ा वर्ग
चिकनी परत को छोड़कर/निःशक्तजन प्रवर्ग से हैं
(ख) यदि हों तो किस प्रवर्ग का हैं।
(प्रमाणपत्र की स्वयं सत्यापित प्रति संलग्न करें)

13. आवेदक की शैक्षणिक योग्यता:

क्रमांक	परीक्षा का नाम	शिक्षा बोर्ड / विश्वविद्यालय का नाम	वर्ष	ग्रेड / प्राप्तांक प्रतिशत	श्रेणी	विषय
1.	सेकंडरी / हाई स्कूल 10					
2.	हायर सेकंडरी 10+ 2					
3.	स्नातक					
4.	स्नातकोत्तर					
5.	एम. फिल					
6.	अन्य					

14. शोध कार्य के लिये प्रस्तावित शीर्षक

(Topic of Proposed Research Work)

अगर शोधार्थी ने उक्त शीर्षक पर कुछ शोध कार्य किया हो तो
उसका विवरण सहित प्रकाशित शोध पत्रों की प्रतियाँ संलग्न करें

.....
.....
.....
.....

15. क्या आवेदक अन्य किसी उपाधि के लिये संस्थागत /
असंस्थागत रूप में इस विश्वविद्यालय अथवा अन्य
विश्वविद्यालय द्वारा आयोजित किसी अन्य परीक्षा में
सम्मिलित हो रहा है। यदि हाँ. तो उसका पूर्व विवरण

हाँ / नहीं

.....
.....
.....

भाग दो- शोध निर्देशक का प्रमाणिकरण

मैं आवेदक को उनके शोध कार्य में मार्गदर्शन प्रदान करने के लिए सहमत हूँ। मेरे निर्देशन/सहनिर्देशन में निम्नलिखित शोधार्थी पंजीकृत है:

शोधार्थी का नाम	निर्देशन/ सहनिर्देशन	विश्वविद्यालय का नाम
1.
2.
3.
4.
5.
6.
7.

मैं प्रमाणित करता हूँ कि मेरे द्वारा विगत पाँच वर्षों में निम्नानुसार शोध पत्र प्रकाशित किये गये हैं:

क्र.	प्रकाशित शोध पत्र का शीर्षक	जर्नल का नाम	वाल्यूम एवं पृष्ठ संख्या

शोध निर्देशक के हस्ताक्षर.....

शोध निर्देशक का नाम.....

पद नाम.....

पता.....

.....

ई मेल.....

मोबाईल / दूरभाष क्रमांक.....

भाग तीन— शोध सहनिर्देशक का प्रमाणिकरण

मैं आवेदक को उनके शोध कार्य में मार्गदर्शन प्रदान करने के लिए सहमत हूँ। मेरे निर्देशन/सहनिर्देशन में निम्नलिखित शोधार्थी पंजीकृत है:

शोधार्थी का नाम	निर्देशन/ सहनिर्देशन	विश्वविद्यालय का नाम
1.
2.
3.
4.
5.
6.
7.

मैं प्रमाणित करता हूँ कि मेरे द्वारा विगत पाँच वर्षों में निम्नानुसार शोध पत्र प्रकाशित किये गये हैं:

क्र.	प्रकाशित शोध पत्र का शीर्षक	जर्नल का नाम	वाल्यूम एवं पृष्ठ संख्या

शोध निर्देशक के हस्ताक्षर.....

शोध निर्देशक का नाम.....

पद नाम.....

पता.....

.....

ई मेल.....

मोबाईल / दूरभाष क्रमांक.....

भाग चार— शोध केन्द्र का प्रमाण—पत्र

मैं यह प्रमाणित करता हूँ कि, उपरोक्त शोधार्थी के शोधकार्य से संबंधित पूर्ण सुविधा इस संस्था में उपलब्ध हैं। और उन्हें शोध कार्य करने हेतु सुविधाएँ उपलब्ध कराई जावेगी। यह संस्था शोध कार्य के लिए विश्वविद्यालय से मान्य है। अनुशंसा सहित आवेदन पत्र अग्रेषित किया जाता है।

प्रमाणित किया जाता है कि उपरोक्त शोधार्थी ने संस्था में निम्नलिखित शुल्क जमा करा दिया है:

1. शोध केन्द्र शुल्क विभागीय कम्प्यूटर प्रयोगशाला एवं पुस्तकालय शुल्क सहित
2. शोध प्रयोगशाला शुल्क यदि उपयोग किया जा रहा हो तो
3. शोध केन्द्र सुरक्षा निधि शुल्क
4. पहचान पत्र शुल्क
5. सूचना प्रौद्योगिकी इन्फ्रास्ट्रक्चर शुल्क

जिसकी प्राप्ति रसीद क्रमांक दिनांक..... है एवं रसीद की प्रति आवेदन के साथ संलग्न हैं

दिनांक.....

(शोध केन्द्र प्रमुख के हस्ताक्षर)
नाम एवं मुद्रा सहित

भाग पाँच— विश्वविद्यालय केन्द्रीय पुस्तकालय का प्रमाण पत्र

प्रमाणित किया जाता है कि शोधार्थी श्री / श्री मति / कुमारी..... ने निम्नानुसार शुल्क रसीद क्रमांक दिनांक द्वारा जमा कर दिया है।

1. पुस्तकालय शुल्क
2. पुस्तकालय सुरक्षानिधि शुल्क

दिनांक

(पुस्तकालयाध्यक्ष)
विश्वविद्यालय केन्द्रीय पुस्तकालय

भाग छ: — शोधार्थी द्वारा संलग्न प्रमाण

1. निर्धारित प्रपत्र में पूर्ण आवेदन — पत्र
2. शोध केन्द्र में जमा शुल्क की रसीद की फोटोप्रति।
3. विश्वविद्यालय केन्द्रीय पुस्तकालय शुल्क की जमा रसीद की प्रति।
4. यदि शोधार्थी किसी संस्था / उपक्रम में कार्यरत हैं तो अनापति प्रमाण—पत्र
5. मार्कशीट / ग्रेडशीट की स्वयं सत्यापित प्रतियाँ।
6. यदि शोधार्थी अनुसूचित जाति / अनुसूचित जनजाति / अन्य पिछड़ा वर्ग चिकनी परत को छोड़कर निःशक्तजन प्रवर्ग से हैं, तो सक्षम अधिकारी के प्रमाण पत्र की स्वयं सत्यापित प्रति।
7. गेप सर्टीफिकेट।
8. पात्रता प्रमाण—पत्र म.प्र. से बाहर के छात्रों के लिये।
9. प्रवजन प्रमाण—पत्र अन्य विश्वविद्यालयों के लिये।
10. शोध प्रस्ताव की सात प्रतियाँ, स्वयं हस्ताक्षरित, निर्देशक, सह— निर्देशक, शोध केन्द्र के प्राचार्य / विभागाध्यक्ष से हस्ताक्षर सहित।

भाग सात— शोधार्थी का घोषण-पत्र

मैं एतद् द्वारा घोषणा करता हूँ/ करती हूँ कि मैंने अध्यादेश 15 का अध्ययन कर लिया है एवं मेरी जानकारी के अनुसार इस आवेदन पत्र की प्रविष्टियों एवं दी गई जानकारी सच्ची एवं पूर्ण हैं। यदि पीएच. डी. डिग्री प्राप्त होने के पूर्व अथवा पश्चात् कोई जानकारी झूठी या असत्य पाई जाए तो विश्वविद्यालय द्वारा मेरे विरुद्ध कार्यवाही की जा सकेगी, जो मुझे मान्य होगी यह भी अभिवचन देता/ देती हूँ कि, मैं उक्त प्रस्तावित शोध कार्य के अतिरिक्त इस विश्वविद्यालय या अन्य किसी भी विश्वविद्यालय में स्वाध्यायी अथवा नियमित छात्र के रूप में न ही शोधरत हूँ और न ही किसी अन्य परीक्षा सर्टिफिकेट पाठ्यक्रमों की परीक्षाओं को छोड़कर में सम्मिलित हो रहा/ रही हूँ। यदि ऐसा पाया जाता है तो मेरा पंजीयन निरस्त कर दिया जाए।

आवेदक के हस्ताक्षर.....
आवेदक का नाम.....
पिता/ पति का नाम.....
पूरा पता.....
.....
ई मेल.....
मोबाईल / दूरभाष क्रमांक.....

पीएच.डी. आवेदन पत्रों की चैकलिस्ट

शोधार्थी श्री/ श्रीमति /कुमारीका संलग्नानुसार आवेदन प्राप्त हुआ है। आवेदन पत्र में प्रस्तावित:

1. शोध निर्देशक मान्यता प्राप्त हैं। (हाँ/नहीं)
2. शोध सह-निर्देशक मान्यता प्राप्त है। (हाँ/नहीं)
3. शोध निर्देशक के निर्देशन एवं सह-निर्देशन में पूर्व से क्रमशः—एवं— शोधार्थी कार्य कर रहे हैं।
4. शोध सह-निर्देशक के निर्देशन एवं सह-निर्देशन में पूर्व से क्रमशः— एवं — शोधार्थी कार्य कर रहे हैं।
5. शोध केन्द्र मान्यता प्राप्त है। (हाँ/नहीं)

कैश काउन्टर

कृपया उपरोक्त शोधार्थी का निम्नानुसार शुल्क जमा करें:

1. शोध पंजीयन शुल्क की जमा रसीद।
2. अर्न्तवास शुल्क म. प्र. से बाहर के विश्वविद्यालयों के छात्रों के लिये।
3. शोध के केन्द्र द्वारा अग्रेषित नामांकन प्राप्त एवं शुल्क की रसीद।
4. नाम परिवर्तन के लिये यदि लागू हो शपथ-पत्र प्रस्तुत करें।
(शोध केन्द्र द्वारा अग्रेषित निर्धारित प्रपत्र में आवेदन-पत्र एवं निर्धारित शुल्क की रसीद के साथ)

(परीक्षक के हस्ताक्षर)

आवेदन पत्र प्राप्ति की अभिस्वीकृति

श्री / श्रीमति /कुमारीका शोध आवेदन पत्र दिनांक को प्राप्त हुआ।

(परीक्षक के हस्ताक्षर)

-----Name of the University-----

University
Logo

NAAC ACCREDITED “---” GRADE

Website: _____

Ph.D. COURSE WORK - GRADE SHEET & CERTIFICATE

Name & Address of the Institute/ School of Studies/ College where Ph.D. Course Work is Conducted	:	
---	---	--

Name of the Student	:	
Father's/ Husband's Name	:	
Mother's Name	:	
Enrolment No.	:	
Roll No.	:	
Academic Session	:	
Semester	:	
Examination Month & Year	:	

Course Code	Course Title	Credits	Grade	Grade Point	Credit Points (Credits x Grade Point)
	Research Methodology	4			
	Review of Published Research	3			
	Computer Applications	3			
	Title of the Advanced Course	3			
	Comprehensive Viva-Voce	3			
TOTAL		16	-		
ATTEPT				SGPA	
RESULT		EQUIVALENT PERCENTAGE		DIVISION	

* Grade in Repeat Examination.

Equivalent Percentage=SGPAx10

This is certified that Mr./Ms./Mrs._____ has successfully completed the Ph.D. Course Work as per UGC Regulations, 2016 and the Ph.D. Ordinance of the University.

Date of Result:

Co-ordinator	Head/ Director	Controller of Examinations
---------------------	-----------------------	-----------------------------------

Appendix-IV

PROFORMA FOR SYNOPSIS OF PROPOSED RESEARCH (Para 12)

The cover page should contain information of proposed research topic, name of the research scholar, name and affiliation of the supervisor and / or co-supervisor, and research centre.

The synopsis should contain following information:

1. Title of the Proposed Research
2. Introduction giving purpose of research (in about 200 words)
3. Literature Review
4. Objectives/hypothesis
5. Methodology
6. Expected outcome
7. Bibliography (in standard format)
8. List of publications of the candidate

Signature of the Candidate

Signature of the Supervisor
Name of the Supervisor:
Date:

Signature of the Co-Supervisor
Name of the Co-Supervisor:
Date:

Forwarded by
Head/ Principal, Research Centre
(with seal)

Date:

CONFIDENTIAL (Para 20a)
PROFORMA FOR PROGRESS REPORT

Six monthly progress report of the research work done during the period from _____ to _____ .

1. Name of the Research Scholar: _____

2. Subject: _____

3. Topic registered for Ph.D. degree: _____

4. Name of the Supervisor: _____

5. Name of the Co-Supervisor: _____

Description of the guidance on the topic:

Period with dates during which the research scholar has been with the Supervisor for research work (it may also indicate the date(s) of leave availed by the research scholar during the above period):

Remarks of the Supervisor on the work done by the research scholar:

Fees paid vide Receipt No. _____ date _____.

Signature of the supervisor

DECLARATION BY THE RESEARCH SCHOLAR (Para 24 b)

I declare that

1. the research work presented in the thesis entitled _____

_____ is my own work except as acknowledged in the text and footnotes.
2. there is no plagiarism in the research work reported in the thesis.
3. I completed the research work under the supervision of Dr. _____
(Supervisor) and Dr. _____ (Co-Supervisor) at the _____ (name
of the centre) _____ approved by the University.
4. I have put in more than 200 days of attendance after completing Ph.D. course work with the
Supervisor or at the centre.
5. to the best of my knowledge this thesis has not been submitted either in whole or in part, for
award of any other degree/ diploma at this University or at any other such Institution.

Besides this-

- (i) I have successfully completed the Ph.D. Course work as per UGC-Regulations, 2016 norms.
- (ii) I have also given a pre-Ph.D. presentation and successfully incorporated the changes suggested
on the basis of feedback and comments received.
- (iii) I have published ____ (number) ____ research paper(s) in referred journal(s) and presented
____ (number) ____ research papers in conferences / seminars from the research work of the
thesis. I have also produced evidence of the same in the form of reprints and/or presentation
certificates.

Date: _____

Signature of the Research Scholar

Forwarded by

Signature of the Supervisor

Signature of the Co-Supervisor

CERTIFICATE OF THE SUPERVISOR (Para 24 c)

CERTIFICATE

This is to certify that the work entitled _____ is a piece of research work done by Shri/Smt./Ku. _____ under my/our supervision for the award of degree of Doctor of Philosophy of -----Name of the University-----, India. That the candidate has put in an attendance, of more than 200 days after completing Ph.D. course work, with me.

To the best of my knowledge and belief the thesis:

1. embodies the research work done by the candidate himself/herself.
2. has duly been completed.
3. fulfills the requirements of the Ordinance relating to the Ph.D. degree of the University, and
4. is upto the standard both in respect of contents and language for being referred to the examiner.

Signature of the Supervisor

Signature of the Co-Supervisor

Forwarded

Signature of Head /Principal of the Research Centre

ORDINANCE – 12

DOCTOR OF LETTERS/SCIENCE/LAWS

I. INTRODUCTION

1. These Ordinances shall be called the Doctor of Science (D. Sc.)/ Doctor of Letters (D. Litt.)/ Doctor of Laws (LL.D.).
2. The degree of D. Sc./ D. Litt./LL.D. shall be conferred on the candidates who fulfill the requirements as specified in these ordinances.
3. The degrees assigned to various faculties are as detailed below:

D.Litt.: Arts, Humanities and Social Sciences, Education, Commerce, Management, Yoga and Physical Education.

D.Sc.: Science, Engineering, Medicine, Engineering Sciences, Ayurved, Home Science, Life Science and Technology.

LL.D.: Laws.

II. ELIGIBILITY

1. A candidate shall be eligible for registration for D. Sc./ D. Litt./LL.D. if he/she holds the degree of Doctor of Philosophy of at least five years standing of this university or any university/deemed university recognized by this university and must have published at least 10 papers in standard research journals or published work including books of high standard adjudged to be equivalent to published research papers by the Research Degree Committee.

III. APPLICATION

1. A candidate for D.Litt./D.Sc./LL.D. degree must apply for registration of his subject on the prescribed application form obtainable on payment of prescribed fee stating :
 - a. His qualification and experience.
 - b. Subject in which he/she propose to work
 - c. The topic of research.

The application shall also be accompanied by:

(a) Registration fee – As decided time to time by the University.

(b) A certificate from the Head of the University Teaching Department/School of Studies/Principal of the college affiliated to the university/Head of a Research Institute recognized for the purpose by the university, testifying that adequate

facilities exist and shall be provided to the candidate if registered. There shall be no supervisor of the candidate and he/she shall have to work independently.

Provided that a candidate, if he/she so desires, may have person (s) of merit in the subject as advisor (s).

- (c) Attested copies of the statements of marks of graduate and master's degree examinations and Ph.D. degree.
- (d) Migration certificate along with enrolment form and the requisite fee.
- (e) List of publications of the candidate together with a copy of each of the publication.
- (f) Ten typed copies of detailed synopsis of the proposed topic of research furnishing present State of- Arts, a review of literature, proposed line of investigation with detailed methodology and relevant bibliography. (App-1)
- (g) Application for registration may be submitted any time during the academic year.

IV. FACULTY RESEARCH COMMITTEE AND RESEARCH DEGREE COMMITTEE

1. Subject to the general superintendence of the Academic Council, a committee, namely, the Faculty Research Committee (FRC) shall deal with all matters connected with the D. Sc./ D. Litt./ LL. D. programme of the University in accordance with these Ordinances. However, the registration shall be formally approved only by a Research Degree Committee

The constitution of the FRC shall be as follows:

- | | |
|---|-----------|
| i. Dean of the faculty | Chairman |
| ii. Two experts from the concerned faculty, nominated by Kulpati | Members |
| iii. Minimum one external expert of the concerned field of the rank of University professor to be appointed by Kulpati from the panel of atleast four names given by the Dean | Member |
| iv. Concerned Head of the Department/ Coordinator of the School | Secretary |

2. The FRC shall scrutinize the applications of the candidates and shall recommend the eligible candidates for admission, to the Academic section of the University. The FRC shall also send the list of the names of the Advisors of the candidates to the Academic section for communicating to the concerned candidates.
3. The Academic section shall intimate each candidate recommended by the FRC to submit their synopsis.
4. Within three months after the receipt of the letter of scrutiny, the candidate after paying prescribed fee and shall be entitled for submission of synopsis.
5. The constitution of Research Degree Committee shall be as follow:
 - (i) The Kulpati
 - (ii) The senior most Professor of the University in the subject.
 - (iii) Dean of the Faculty.
 - (iv) Head of the University Teaching Department/School of Studies of the concerned subject.
 - (v) Chairman, Board of Studies in the subject.
 - (vi) Two external experts of the concerned field in the rank of University Professor to be appointed by the Kulpati from the panel at least four names given by the Dean of the Faculty after perusal of the detailed synopsis submitted by the candidate.

Two external subject experts and two other members i.e. four in all shall form the quorum. Meeting of Research Degree Committee shall be held in the University Office.

V. ADMISSION

1. The candidate will have to submit synopsis in 10 copies to the Academic Section of the University
2. The application of the candidate recommend by FRC for registration shall be placed before the Research Degree Committee and he/she shall make an oral presentation of the proposed work.
3. Committee shall recommend suitability of the topic of research and the registration of the candidate for the D.Litt/DSc./LL.D. degree, as the case may be. On approval the committee, the candidate shall be deemed to have been registered from the date the meeting or the date of the submission of application in the university.
4. The candidate shall finally be enrolled on payment of the first term fee to university.../or recognized centre or the college affiliated to the university where he/she will conduct the research after payment of the prescribed fee in case the proposal is approved by RDC.
5. Candidate shall ordinarily be permitted to work for D.Litt/D.Sc./LL.D. degree the subject in which he has obtained his Ph.D. degree. He/she may, however, be allowed in a subject, of interdisciplinary nature.

I. SUBMISSION OF THESIS

1. The candidate, after registration, shall send his six monthly progress report along with certificate of payment of six monthly fees from the Head of the Institution where he/she is working. If two subsequent reports together with the certificate of the payment fees are not received in the office the registration shall stand automatically cancelled.
2. The candidate shall not be allowed to submit the thesis for evaluation earlier than 3 years from the date of his/her registration and not later than 5 years. Further extension of one year may be granted by the Kulpati on valid reasons (s) on payment of a prescribed fee of to the university. After the expiry of this period of extension the registration shall be cancelled.
3. Six months before the candidate intends to submit the thesis after having published three research papers in standard Research Journals or publications of merit after registration for D.Litt./D.Sc./LL.D., the candidate shall inform the Registrar of his intention of submitting the thesis. The Registrar shall arrange for an oral presentation of work by the candidate before a Screening committee.

(a) Screening committee consisting of the following members :

- i. Kulpati
- ii. Senior most Professor of University Teaching department/School of Studies in the subject.
- iii. Dean of the Faculty.
- iv. Head of the University Teaching Department/School of Studies in the subject, if any.
- v. Chairman, Board of Studies of the subject.
- vi. One external subject expert nominated by the Kulpati preferably from amongst the experts of R.D.C. approving the registration of the candidate.

One external subject expert and two other members shall form the quorum for this purpose.

The presentation shall be made at the place/through video Conference facility and time fixed by the University.

(b) The Screening Committee shall have following powers:

- (i) To approve the work for the submission of thesis.

- (ii) To suggest modifications, if any along with reason (s) to be recorded by the committee.
- (c) The presentation by the candidate shall be open to all interested and shall be announced on the Notice Board at least a week in advance by the Registrar.
- 4. The work of the candidate shall comply with the following conditions to merit the award of the degree:
 - It must be a substantial work making a distinct addition to learning in the concerned subject of the discipline.
 - It must be original in the sense of opening up new fields of research, or of making a marked advancement on the results of previous investigations, or of giving a new interpretation of the facts already known.
 - It must be a scholarly work of high quality.
 - It must be the work done during the last five years before the submission of the thesis.
 - It must be the work published in reputed journals in the form of research papers and/ or published in the form of books/ monographs, chapter contribution to books/ monographs, etc., out of which at least two must be authored solely by the candidate.
 - It must not be the work, which has been previously submitted for a degree or a diploma in this or in any other University.
- 5. The candidate shall submit the thesis as per the following guidelines:
 - a. Five copies of the thesis in hardbound form.
 - b. The thesis shall contain a statement that the thesis has been submitted for the award of the concerned degree for which the candidate has been admitted.
 - c. A soft copy of the thesis in CD.
 - d. A declaration by the candidate that the thesis has not been submitted for any other degree or diploma, as per the format given in Annexure – A.
 - e. A certificate from the Advisor, Head of the Department/Coordinator of the School and the Chairman of the FRC that the thesis has been submitted for the award of the concerned degree of the University, as per the format given in Annexure – B.
 - f. The thesis shall be either in English or in Hindi except for the case where the subject of the thesis itself is a language. In such a case, the thesis may, at the option of the candidate, be in that specific language.
 - g. Three independent research papers published in standard journals or publications of merit on the subject of thesis

6. The Registrar shall obtain from the external expert of the Screening Committee a panel of at least six names including two foreign experts in the subject, not below the rank of University Professor who can be appointed examiners, in a sealed envelope for the consideration of Examination Committee constituted u/s 44 of the Adhiniyam.
7. After being permitted by the Screening Committee referred to above, the candidate shall submit four typewritten copies or photo copies of the thesis, six copies of approved synopsis and six copies of summary together with prescribed examination fee. The published papers/works must be incorporated either as a part of text or as appendix in the thesis. The candidate shall furnish a certificate to the effect that the work embodied in the thesis has not been submitted for the award of any degree either of this university or any other university or deemed university and that it contains his own work.
 - a. On receipt of the thesis the Registrar shall call upon the Examination Committee constituted u/s 44 of the Adhiniyam to draw a panel of six names, taking into consideration the panel submitted by the expert of the screening committee, of the experts in the field of research not below the rank of University Professor, including foreign experts.
 - b. The Kulpati shall appoint three examiners in accordance with the provisions of the Adhiniyam of which one should invariably be a foreign examiner.
 - c. The examiners appointed by the Kulpati shall be approached in writing for their consent to evaluate the thesis together with the copies of approved synopsis and the summary of the thesis. On receiving the acceptance the thesis shall be sent to the examiners.

Provided that if a foreign examiner is appointed by the Kulpati and the candidate wishes the thesis to be sent by AIR MAIL he/she shall have to bear the charges of AIR MAIL.
 - d. In the event of the report of the thesis not received within three months from the date of dispatch of the thesis, the Kulpati may cancel the appointment and such examiner shall be asked to return the thesis along with all the documents. The Kulpati shall appoint another examiner in place of such an examiner.
8. The examiner may seek clarification of the subject matter of the thesis from the candidate through the Registrar. The Registrar shall pass on the queries to the candidate without disclosing the identity of the examiner and the clarification obtained from the candidate shall be forwarded to the examiner. The provision shall be incorporated in the letter to be sent to the examiner while sending the thesis.

9. The examiners must give specific opinion on the following points :
- i. Whether the thesis embodies an original piece of research work characterized by the discovery of new facts or by a fresh approach towards interpretation of facts and theories.
 - ii. How far it evinces candidate's capacity for original thinking, critical examination and sound judgment ?
 - iii. Whether the thesis is satisfactory in point of language and presentation of subject matter.
 - iv. Whether the thesis be approved for D.Litt./D.Sc./LL.D. degree.
 - v. The examiner must also furnish a detailed report on the thesis together with a set of questions to be asked at the time of Viva-voce examination.
 - vi. In case the examiner suggests for an improvement of thesis, he must give a detailed report on the lines on which the thesis be modified and resubmitted.
10. The D.Litt./D.Sc./LL.D. degree shall be awarded on the basis of an original work embodied in the thesis submitted by the candidate alongwith atleast three independent research papers published in standard journals or publications of merit on the subject of thesis
11. (i) If all the three examiners approve the thesis, the candidate shall be called upon to appear at the viva-voce examination as per the provisions of the Ordinance.
- (ii) If two examiners approve the thesis and the third rejects/recommends revision, the thesis shall sent to a fourth examiner (without the reports of earlier examiners) appointed by the Kulpati for evaluation. The opinion of the fourth examiner shall be final.
- (iii) In case all the three examiners recommend revision/rejection or two examiners recommend revision/rejection and the third accepts, the thesis shall stand rejected.
- (iv) In case the candidate is asked by the fourth examiner to revise under section 14(ii) the candidate shall be permitted to revise the thesis on the lines suggested by the examiner(s). The comments of the examiner(s) shall be made available to the candidate without disclosing the identity of the examiner. The candidate shall submit the revised thesis not earlier than six months and not later than eighteen months from the date the candidate is asked to revise the thesis. He/she shall have to pay a fee as prescribed by the University at the time of resubmission.

In case one of the examiners of the revised thesis recommends for the award then the candidate shall be called upon to appear at viva-voce examination. In case both the examiners reject or one reject and the other recommend for revision or both recommend for revision the thesis shall be rejected.

12. (i) If the thesis is finally approved under sections 11 (i), (ii) and (iv) the candidate shall be called upon to appear for a viva-voce examination conducted by atleast two external examiners. All the three examiners shall be invited to conduct the viva-voce examination.
 - (ii) The viva-voce examination shall be conducted at the University Teaching Department/School of Studies on the date, time and place notified by the Registrar which shall be put on the notice board at least a week in advance.
 - (iii) The candidate shall present the work embodied in the thesis before the board of examiners, faculty members, research scholars and other interested person. After the presentation, the examiners appointed for the viva-voce examination shall ask questions to the candidate. Others may submit their questions in writing to external examiners. Who may put such of those questions to the candidate as they deem fit. The examiners may also ask question beyond the scope of the thesis in order to satisfy themselves that the candidate has adequate knowledge of the subject on which he has submitted the thesis.
 - (iv) In case of divergence of opinion between the thesis examiners an viva-voce examiners or the divergence of opinion between the viva-voce examiner the candidate shall be asked to reappear at a second viva-voce examination within six months. He shall have to pay an additional fee of Rs. 400.00 for second viva-voce. If the candidate fails to satisfy the viva-voce examiners at the second examination, his thesis shall finally be rejected.
13. After the viva-voce examination the recommendations shall be reported to the Executive Council for approval. After the approval of Executive Council for the award of D.Litt./D.Sc../LL.D. degree to the candidate, one copy of the thesis shall be kept in the University Library, another in the Library of the Institution where he/she prosecuted his/her research work, and the remaining two copies shall be returned to the candidate.

The year of award of the degree shall be the year of submission of the thesis provided the thesis is accepted without revision. In case of revision, the year of award of the degree shall be the year of submission of the revised thesis.

14. After the declaration of the result, the successful candidate on payment of a fee as prescribed by the University may be provided the copies of reports of the examiner without disclosing their names.

15. The candidates who have already been registered for D.Litt./D.Sc./LL.D. degree under the repealed Ordinance will continue to be governed by the provisions of the repealed Ordinance.

The candidate who have applied for registration but have not been registered till this Ordinance comes into force shall be governed by the provisions of this Ordinance.

16. On detection of any irregularity, the University shall take suitable steps to withdraw the degree as per provisions of section 6(12) of the Adhiniyam.

DECLARATION BY THE RESEARCH SCHOLAR

I declare that

1. the research work presented in the thesis entitled

—
is my own work except as acknowledged in the text and footnotes.
2. there is no plagiarism in the research work reported in the thesis.
3. I completed the research work under the supervision of Dr. _____
(Supervisor) and Dr. _____ (Co-Supervisor) at the _____
(name of the centre) _____ approved by the University.
4. I have put in more than 200 days of attendance after completing Ph.D. course work with the
Supervisor or at the centre.
5. to the best of my knowledge this thesis has not been submitted either in whole or in part, for
award of any other degree/ diploma at this University or at any other such Institution.

Besides this-

- (iv) I have successfully completed the Ph.D. Course work as per UGC-Regulations, 2016 norms.
- (v) I have also given a pre-Ph.D. presentation and successfully incorporated the changes suggested on the basis of feedback and comments received.
- (vi) I have published ___(number)___ research paper(s) in referred journal(s) and presented ___(number)___ research papers in conferences / seminars from the research work of the thesis. I have also produced evidence of the same in the form of reprints and/or presentation certificates.

Date: _____

Signature of the Research Scholar

Forwarded by

Signature of the Supervisor

Signature of the Co-Supervisor

CERTIFICATE OF THE SUPERVISOR

CERTIFICATE

This is to certify that the work entitled _____ is a piece of research work done by Shri/Smt./Ku. _____ under my/our supervision for the award of degree of Doctor of Philosophy of -----Name of the University-----, India. That the candidate has put in an attendance, of more than 200 days after completing Ph.D. course work, with me.

To the best of my knowledge and belief the thesis:

1. embodies the research work done by the candidate himself/herself.
2. has duly been completed.
3. fulfills the requirements of the Ordinance relating to the Ph.D. degree of the University, and
4. is upto the standard both in respect of contents and language for being referred to the examiner.

Signature of the Supervisor

Signature of the Co-Supervisor

Forwarded

Signature of Head /Principal of the Research Centre

ORDINANCE NO. – 13

MASTER OF PHILOSOPHY

(Revised in light of the University Grants Commission (Minimum Standards and Procedure for Awards of M.Phil. /Ph.D. Degrees Regulations, 2016 published in the Gazette of India on July 05, 2016)

General Instructions

1. The Ordinance shall come into force with effect from the date of its notification by UGC in Gazette. With the enforcement of this ordinance, existing ordinance shall be repealed.
2. No M. Phil, scholar shall join any other course/study or appear at any other examination leading to a degree, except Certificate course(s), during his/her M. Phil, programme.
3. A candidate for the degree of M.Phil. must, at the time of application, hold a Master's degree or equivalent in the concerned or allied subject with at least 55% Marks (50% for SC/ ST/ OBC (non-creamy layer)/ Differently-Abled and other categories of candidates as per the decision of the UGC from time to time, or for those who had obtained their Master's degree prior to 19th September, 1991.) of the university, a deemed university or other university incorporated by any law for the time being in force and recognized by the University.
4. A candidate shall ordinarily be permitted to work for M. Phil. Degree in the subject in which he/she has obtained his/her Master's Degree. Provided that, a candidate having Master's Degree in other subject may be allowed for admission in M.Phil. degree in allied subject of interdisciplinary nature of the same faculty or of allied faculties.
5. Candidates shall be admitted through an entrance test followed by an interview. The students who have qualified UGC-NET with JRF / UGC-CSIR-NET with JRF / teacher fellowship holder or any other Government / Foreign research fellowship holder shall be exempted from the entrance test but they have to appear in the interview.
6. M.Phil. programme shall be of two (2) consecutive semesters / one year.
7. The university shall annually decide well in advance the number of seats available for M. Phil. programme in each subject. The number of seats so decided, shall be notified by the university on its website and/or through advertisement in at least two (2) national newspapers, of which at least one (1) shall be in Hindi language, the number of seats for admission, subject, criteria for admission, procedure for admission, examination centre(s) where entrance test(s) shall be conducted and all other relevant information for the benefit of the candidates.
8. A Research Supervisor/Co-supervisor who is a Professor, at any given point of time, cannot guide more than three M.Phil. Scholars. An Associate Professor as Research

Supervisor can guide up to a maximum of two M.Phil. Scholars and an Assistant Professor as Research Supervisor can guide up to a maximum of one M.Phil. Scholar.

9. Procedure of admission

- a. In response to the advertisement or notification of the university, the candidate desirous of seeking admission to M.Phil. programme shall be required to submit application on prescribed form (Appendix-I) along with demand draft of prescribed entrance test fee and supportive documents to the office of the Head of the proposed centre of entrance test within the given time period.
- b. Candidates shall be admitted through the Entrance Test, which shall be conducted for each subject separately at the University Teaching Departments.
- c. The Vice Chancellor shall constitute a departmental Research Advisory Committee (RAC) to conduct the Entrance Test.
- d. The functions of the Research Advisory Committee (RAC) shall be as follows:
 - i. To scrutinize the applications.
 - ii. To arrange the Entrance Test.
 - iii. To conduct the interview.
 - iv. To submit the final list of candidates.
 - v. Any related work assigned by the Vice-Chancellor.

10 (a) Entrance Test:

The question paper of the entrance test will have two sections A & B, each consisting of 50 objective type compulsory questions. The section A will represent a component of “**Research Methodology**”, whereas section B shall be “**Subject Specific**”. Each question will carry 1 mark. The part A shall be of generic nature, intended to assess the research aptitude of the candidate.

- i. There will be no negative marking.
- ii. The syllabus of both parts of the question paper shall be approved by the concerned Board of Studies. The Paper shall be prepared by a panel of examiners recommended by the Examination Committee of the concerned subject and approved by the Vice Chancellor. The board can also opt for the common paper/ syllabus for **Section A** within the faculty.
- iii. The duration of the Entrance Test will be of two hours.
- iv. The candidates must score minimum 50% marks in the entrance test to qualify for the interview. A list of the eligible candidates for interview shall be prepared by the concerned Heads of the Research Centres and shall be notified after seeking approval from the Registrar and Hon’ble Vice Chancellor.

(b) **Interview:-**

- i. The successful candidates of the entrance test shall have to appear for an interview. The interview shall be conducted by the “Research Advisory Committee (RAC)”, which shall be duly nominated by Kulpati. The Research Advisory Committee shall review the research potential of the candidate and allocate the Research centre, Research Supervisor and Co-Supervisor, if any to the candidate.
- ii. The **Research Advisory Committee**, duly appointed by the Vice Chancellor, will comprise of the following members:

- | | |
|---|-------------------------|
| 1. Dean of the concerned faculty | - Chairperson |
| 2. Chairperson, Board of studies | - Member |
| 3. Head of the Department/Principal | - Member & Co-ordinator |
| 4. One subject Supervisor from the UTD (if available)
to be nominated by the Vice Chancellor | - Member |
| 5. One subject Supervisor from a College (if available)
to be nominated by the Vice Chancellor | - Member |

If the Dean of the faculty is not available, the Vice Chancellor shall appoint any other Dean or a Senior Professor of the University to chair the Research Advisory Committee.

- iii. The candidates are expected to discuss their research interest/area, choice of supervisor and co-supervisor, if any and tentative title of their dissertation before a duly constituted Research Advisory Committee.
- iv. The evaluation in the interview/*viva-voce* shall be based on the following aspects, viz. Whether: the candidate possesses the competence for the proposed research; the research work can be suitably undertaken at the research centre; the proposed area of research can contribute to new/additional knowledge, etc.
- v. The RAC shall finalize the list of the candidates to be admitted to the M.Phil. programme in the concerned subject as per the merit and availability of seats. The final list shall be submitted to the Registrar. After the approval of the Vice Chancellor, the list shall be notified.

Note:

- a. While granting admission to M.Phil. programme, the RAC will pay due attention to the State Reservation Policy.
- b. The RAC should also see that only the predetermined number of students shall be admitted to M.Phil. programme.

- vi. Chairman and two other members shall form the quorum. In case quorum is not complete then the Vice Chancellor may nominate one or two subject experts in the relevant field(s) from the same university / other in the relevant field(s) from the same university / other university to form the quorum.

Note: The HOD/Principal will be the coordinator.

11. Fees: After the candidate has been provisionally admitted to the course he/she shall have to pay the fees as decided by the University.

12. Allocation of supervisor: The allocation of the supervisor for a selected student shall finally be decided by the RAC in a formal manner depending on the available seats with the supervisor, the available specialization among the supervisors and the research interest of the student as indicated during the interview.

13. Course work

- i. After having been admitted, each M. Phil. student shall be required to undertake course work of one semester of 24 credits as prescribed by the University/ School of Studies/ Departments.
- ii. The course work of M.Phil. program will comprise of –
Research Methodology should cover areas such as statistical research methods, research ethics, research report writing, etc. Review of published research in the relevant field. It will be undertaken under the supervisor or the regular teacher of the centre of course work. The course on computer applications will include the computer applications helpful in the relevant subject. The one advanced courses in the relevant subject shall comprise the topics, which shall be decided by the concerned Board of Studies.
- iii. The course work shall be conducted in the University Teaching Departments / college for M.Phil. Research centers as approved by the Vice chancellor.
- iv. A combined course work for M.Phil. and Ph.D. students may be conducted for a single / group of subjects wherever possible. If found necessary, course work may be carried out in sister UTD/ Institute within the University for which due credit will be given.
- v. The candidate has to obtain a minimum of **55%** of marks or its equivalent grade points in the course work in order to be eligible to continue in the M.Phil. programme and submit the dissertation/thesis.
- vi. As approved by the Executive Committee of the University, the examination and evaluation scheme for M.Phil. course work shall be according to the examination and evaluation scheme of the University as applicable to the other programmes of the UTDs.

- vii. A student who is unable to earn minimum number of credits as per the relevant Ordinance of the university will be declared as failed and he has to leave the course. If a student obtains F or Ab Grade in any subject/paper, he /she will be treated to have failed in that paper. He / she have to reappear in the examination of that subject/paper as and when conducted or arranged by the UTD in the next semester. Marks obtained earlier in continuous assessment may be carried forward and added to the marks obtained in repeat end-semester examination to decide the grade in the repeat course. The student has to pay the prescribed fee for repeating the course.
- viii. No student shall be allowed to repeat the course to improve the grade if he/ she pass the course. If he/she further fails in the course, he/she shall not be given another chance and he/ she shall be out of the M.Phil. Programme.

14. Syllabus:

The overall minimum credit requirement, including credit for the course work, for the award of M.Phil. degree shall not be less than 48 credits. The syllabus for M. Phil course shall be prepared by the concerned Board of studies and approved. However, the Board of studies shall be instructed to prepare the syllabus in the following manner:

First Semester: The credits of the M.Phil. Course work (24 credits) will be as under:

I. Research Methodology	(4 credits)
II. Review of Published Research in the relevant field	(4 credits)
III. Computer Applications	(4 credits)
IV. One Advance subjects in the relevant field	(4 credits)
V. Synopsis submission	(4 credits)
VI. Comprehensive Viva-Voce	(4 credits)

Second Semester:

Upon satisfactory completion of course work, the M.Phil. scholars shall be required to undertake research work (dissertation/thesis) in the second semester (24 credits). Along with some seminars and presentations as prescribed below-

I. Seminar	(4 credits)
II. Term Paper/ Assignment	(4 credits)
III. Final Dissertation/ Project Presentation	(12 credits)
IV. Comprehensive Viva-Voce	(4 credits)

15. Scheme of examination:

As approved by the Executive Committee of the University, the examination and evaluation scheme for M.Phil. course work shall be according to the examination and evaluation scheme of the University as applicable to the other programmes of the UTDs.

The M. Phil. course run in affiliated colleges should adopt the marking system, wherein each paper will be of 100 marks in each semester. The marks thus obtained in each paper will be converted into grades as per the scheme of the examination.

16. Supervisor:

Only a full time regular teacher of the concerned University/affiliated Colleges can act as a supervisor. However, Co-Supervisor can be allowed in inter-disciplinary areas ~~from other departments/ institutions with the approval of the Research Advisory Committee.~~

17. Change of Supervisor

Only under special circumstances, the candidate may be allowed to change the supervisor by the Kulpati on the recommendation of the Head of the Department/Principal.

18. Pre-submission requirement

Prior to submission of the dissertations, the candidate shall prepare a draft dissertation and shall make a Pre-M.Phil. presentation. The presentation shall be open to all the faculty members and research students and its aim will be to get feedback and comments, which may be suitably incorporated into the draft dissertation under the advice of the supervisor.

19. Submission of dissertation

- a. The candidate shall submit his/her dissertation for M. Phil degree before the date as notified by concerned Head of the department/ Principal of the college.
- b. The finalized dissertation shall be type set on a computer using standard software like MS-word.
- c. The candidate shall submit three hard bound copies of the dissertation and two soft copies in the form of CD to the university

20. Appointment of examiners

The M.Phil. dissertation submitted by a research scholar shall be evaluated by his/her Research Supervisor and at least one external examiner who is not in the employment of the Institution/College. The Vice Chancellor shall appoint one examiner out of the panel of 4 external examiners submitted by the Examination Committee for evaluating

the dissertations. Provided that the Vice Chancellor may add any name in the panel, if he/she feels necessary.

21. Viva-voce examination

The viva-voce examination shall be conducted by both the internal (Supervisor / Co-supervisor) and External Examiner.

22. Award of M. Phil.

After the successful viva-voce examination the result of the M. Phil examination shall be announced by the Registrar. Thereafter, the award of the M. Phil. degree shall be notified. A provisional certificate shall be issued by the Registrar to the successful candidates certifying to the effect that the M. Phil. degree has been awarded in accordance with the provisions of the UGC (Minimum standard and procedure for awards of M. Phil. /Ph. D. degree) regulation 2016.

22. Depository with UGC

Following the successful completion of the evaluation process and before the announcement of the award of the Ph.D. degree, the university shall submit an electronic copy of the Ph. D. thesis to the INFLIBNET, for hosting the same so as to make it accessible to all Institutions/Colleges. The candidate shall submit three copies of hardbound thesis and soft copy in the form of CD.

It is mandatory for the students to present minimum one “Research Paper” in a conference / seminar. The evidence for the same must be submitted in the form of presentation certificates

23. Withdrawal of degree

The University shall evolve a mechanism to detect **plagiarism** and other forms of academic dishonesty. A certificate from the research scholar & Research Supervisor about the originality of the work (no plagiarism) shall be mandatory.

On detection of any irregularity, the University shall take suitable steps to withdraw the degree as per provisions of section 6(12) of the Adhinyam



-----Name of the University-----

Website: -----

APPLICATION FORM FOR ADMISSION
IN Ph.D./ M.Phil. PROGRAMMES

Self Attested
Photograph

Academic Session: _____

Name of the Programme for Admission: _____

[(i) Ph.D. (ii) M.Phil. (iii) Both M.Phil. and Ph.D.]

Name of the Subject for Ph.D. / M.Phil.: _____

Subject for Entrance Test: _____ **Faculty:** _____

Proposed Research Centre: _____

Proposed Centre for Entrance Test: _____

1. Applicant's Name (in Hindi): _____

(in English): _____

2. Date of Birth: _____ **3. Gender:** _____

4. Domicile of M.P.: Yes / No _____ **5. Blood Group:** _____
(If yes, attach photocopy of domicile proof)

6. Category: Unreserved/ SC/ST/ OBC(non-creamy layer)/Differently-Abled: _____
(Please attach photocopy of proof of category of SC/ST/ OBC(non-creamy layer)/Differently-Abled)

8. Nationality: _____ **8. Enrolment Number (if available):** _____

16. Name of Father / Husband: _____

17. Name of Mother: _____

18. Annual Income of Parents: Rs. _____

19. Are you UGC/ CSIR NET with JRF Qualified? Yes/ No: _____

20. Do you have Teacher Fellowship for Research? Yes/ No: _____

21. Do you have Government/ Foreign Research Fellowship? Yes/ No: _____

22. Do you have M.Phil. degree(as per UGC Regulations 2009 or amended thereafter) with course work? (Yes/ No): _____

(in case of "Yes" in any of the above mentioned questions no. 12-15, please provide photocopy of the proof of the same)

16. Applicant's Address**(b) Permanent:** _____

Mobile/ Phone no. of Father/ Husband: _____

(b) For Correspondence: _____

Mobile No. of the Candidate: _____ Email ID of the Candidate: _____

Aadhar No. of the Candidate: _____

21. Educational Qualifications (Enclose self attested photocopies):

Class	Board/University	Year	Grade/ % of Marks	Division	Subjects
10 th					
12 th					
Graduation					
Post Graduation					
M.Phil.					
Any Other					

22. Fee Details: Amount (Rs.): _____ DemandDraft No.: _____ Date: _____

Name of the Issuing Bank & Branch: _____

23. Teaching / Research Experience (if any): _____**24. Any other information:** _____**Date:****(Signature of Applicant)**

INSTRUCTIONS

6. The candidate is advised to apply for admission only if he/she fulfils the eligibility requirements.
7. Application form maybe downloaded from the University website.
8. Duly filled application form should be submitted to the Head, Centre for Entrance Test along with self-attested copies of all relevant documents and prescribed application fee though a mode of payment as decided by the University.
9. The candidate should keep photocopy of the application form with him/ her. He/ she has to produce photocopy of the application form at the time of Entrance Test.
10. The candidate should bring his/ her valid photo ID.

Parents /Guardian Declaration

I, Father/ Mother / Guardian of _____ who is
seeking

admission in Ph.D./ M.Phil. at College/ School/ Institute

_____ ,

declare that my ward will act as per rules of the University, Program, Department etc. and not involved in any antisocial activities /ragging. We know that ragging is totally banned in the University. It is a cognizable offence. If my ward is found indulged in any type of ragging /in disciplinary activity, he/she will be punished by the Institute/ School as per the rules of the University. I take complete responsibility of his/her overall conduct at the research centre and University.

Date:

(Signature of Applicant)

(Signature of Parents/Guardian)

ORDINANCE NO. 14

CHOICE BASED CREDIT SYSTEM

(As per UGC Guidelines on Adoption of Choice Based Credit System and UGC-Credit Framework for Online Learning Courses through SWAYAM, Regulation, 2016)

1. The Ordinance will provide flexibility in designing curriculum and assigning credits based on the course content and hours of teaching in University Teaching Departments (UTDs) and Autonomous colleges affiliated to University. Hence, here after it is referred as an Ordinance for academic programmes in UTDs.
2. The Ordinance will be applicable to all regular full-time and part-time undergraduate and post-graduate programmes conducted in UTDs.
3. The UTD of the University will be responsible for Instituting, Planning, Monitoring, and Assessing their educational programmes. The departmental committee of the concerned UTD will take such decisions.
- 4.1 New academic programmes, in UTDs, will be introduced and governed by the Regulations duly approved by the Executive Council of the University.
- 4.2 The existing academic programmes will be modified by the departmental committee of the UTD and/ or concerned Board of Studies.
5. Head of a concerned UTD will ADMIT students into different programmes as per the criteria evolved by the UTD/ University / Government.
- 6.1 The semester will consist of 16-18 weeks of academic work. One credit is equivalent to one hour (60 minutes) of teaching (lecture or tutorial) or two hours (120 minutes) of practical work/ field work per week in a semester. The credits associated with the courses will be valid credits, while credits associated with comprehensive viva-voce will be virtual credits.
- 6.2 The concerned UTD must work out the required minimum number of Credits for the award of the degree on an average of valid 20 credits per semester for all the programmes, except B.E./ B.Pharm. / Honours programmes where required minimum number of credits will be worked out on an average of valid 24-26 credits per semester. The distribution of the credits among theory, practical, field work, project work, etc. in a semester will also be worked out by the concerned UTD.

In case of admissions through lateral entry in some programmes, the required minimum number of credits for the award of the degree will be calculated in the same manner as described above but for remaining duration of the programme.
- 6.3 The required minimum number of credits for each programme may be distributed among the courses under Core, Ability Enhancement and Skill development, Electives-Discipline Centric and Generic categories and notified by the concerned UTD.

- 7.1. The UTD will offer the courses of 20-30 credits for full-time programmes and 12-18 credits for part-time programmes in a semester.
- 7.2 The UTDs will offer elective-generic courses in each programme to its own students and the students of other programmes under choice on first come first served basis. The number of seats in the course will depend on available facilities in the UTD.
- 7.3 The students will have the choice to opt a course in each semester under elective-generic category available within the UTD or in other UTDs but from same level of the programmes. An alternate choice will also be available to the students to opt a course in each semester under elective-generic category including skill development course from Massive Open Online Courses (MOOCs) available at SWAYAM (Study Web of Active Learning by Young and Aspiring Minds) platform.
- 7.4 The students can also opt a course under elective-Discipline Centric category from Massive Open Online Courses (MOOCs) available at SWAYAM (Study Web of Active Learning by Young and Aspiring Minds) platform.
- 7.5 The university will take a decision for allowing the online courses of SWAYAM if:
- (i) Suitable teaching staff is not available in the Institute/ School for running the course.
 - (ii) The facilities for offering the elective courses sought for by the students are not available in the institution but available on the SWAYAM platform.
 - (iii) The courses offered on SWAYAM would supplement the teaching-learning process in the institution.
- 7.6 Every student opting a course available on SWAYAM platform would be required to register for the course at SWAYAM. The student will pay the fee to SWAYAM for registering the course, if required.
- 7.7 While allowing the online learning courses offered by SWAYAM, it shall be ensured that the physical facilities like laboratories, computer facilities and library etc. essential for pursuing the courses shall be made available free in adequate measure by the institution. The parent institution must designate a course coordinator/ facilitator to guide the students throughout the course and to facilitate/ conduct the lab./practical sessions/ examinations.
- 7.8 The Institution can only allow up to 20% of the total courses being offered in a particular program in a Semester through the online learning courses provided through SWAYAM platform.
- 7.9 The requirement of project / dissertation, as notified by the respective UTD need to be undertaken by the candidate for the specified credits. The project may be undertaken in any of the National Laboratories / Institutes / Universities / Government approved Companies / Industries. Minor project in any semester should not exceed 4 credits while major project / dissertation should be of maximum of 12 credits in a semester.
- 7.10 The minimum duration of a programme shall be as per guidelines of the UGC and other statutory bodies like AICTE/ BCI/ NCTE/ PCI etc. The maximum duration of a programme shall be twice of the minimum duration of the programme.

8. Requirement of attendance will be as per University Ordinance governing the examinations or the guidelines of the statutory body. In general attendance of atleast seventy-five percent of lectures and practicals separately will be required in each course to sit in the semester end examination.

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/sessional held in each course may be condoned by the Vice Chancellor.

9. A student will be eligible for award of a degree when he/ she earns minimum required number of valid and virtual credits specified for the programme within maximum duration of the programme, but not before minimum duration of the programme.
- 10.1 Each course will be assessed for 100 marks, out of which 60 marks will be for end-semester examination and 40 marks will be for continuous evaluation. In case of Laboratory / Field /Project work based courses, appropriate distribution of marks for Practical Record/ Project Report, Practical end-Semester exam, viva, if any be decided by the UTD.
- 10.2 During the semester, a teacher offering the course will do the continuous evaluation of the student at three points of time by conducting three tests of 20 marks each. Of these, two must be written tests and the third may be written test / Quiz / Seminar/ Assignment for theoretical courses. Marks obtained in two best tests out of three will be awarded to the student. In each course, there shall be End Semester Exam. of 60 marks. Each student has to appear in at least two tests and End Semester Examination; otherwise, the student will be awarded Ab Grade in that course.
- 10.3 The Teacher offering the course will be responsible for setting the question paper and evaluating the answer books of tests and end-semester examination of that course. If due to some unavoidable reasons, it is not possible, then the concerned Head / Director will make an alternate arrangement in consultation with Chairman, BOS for the conduct of examination.
- 10.4 Total of marks obtained in end-semester examination and best two tests under continuous evaluation will decide the grade in the course.
- 10.5 The grading will be made on 10-point scale as described below:

Letter Grade	Grade Points	Description	Range of Marks (%)
O	10	Outstanding	90-100
A+	9	Excellent	80-89
A	8	Very good	70-79
B+	7	Good	60-69
B	6	Above Average	50-59
C	5	Average	40-49
P	4	Pass	35-39
F	0	Fail	0-34
Ab	0	Absent	Absent

10.6 In case statutory bodies of the programme issue the guidelines regarding minimum passing percentage of marks then grading will be done in the following manner:

If the marks obtained by the student in a course are less than the minimum cut-off percentage of marks, then F grade will be awarded, otherwise the grades will be awarded as per above mentioned table.

10.7 If a student obtains F or Ab Grade in any course, he /she will be treated to have failed in the course. He / she has to reappear in the examinations of the course as and when conducted or arranged by the UTD. Marks obtained earlier in continuous assessment may be carried forward and added to the marks obtained in repeat end-semester examination to decide the grade in the repeat course.

10.8 The theoretical and practical courses can be repeated whenever offered or arranged by the UTD but within maximum duration of the programme. He / she can avail multiple repeat attempts to pass the course.

10.9 The UTD, where students from other UTDs are registered for choice based elective - generic category course(s), will send the Grade to the concerned UTD where the student is enrolled. The semester / final result will be declared by the UTD where the student has taken admission.

10.10 Evaluation and Certification of MOOCs:

The host institution and the PI shall be responsible for evaluating the students registered for the MOOCs course launched by him/her.

The evaluation should be based on predefined norms and parameters and shall be based on a comprehensive evaluation throughout the length and breadth of course based on specified instruments like discussions, forums, quizzes, assignments, sessional examinations and final examination.

Whereas an online examination would be the preferred mode, the PI shall be authorized to decide on the mode of conducting the final examination. This shall be announced in the overview of the Course at the time of offering the course.

In case, a pen and paper final examination is to be conducted, the same shall be offered through any college/school volunteering to conduct the same. The decision in this respect will be of the PI and the host institution.

After conduct of the examination and completion of the evaluation, the PI through the host institution shall award marks/grade as per the evaluation scheme announced.

The final marks/grade shall be communicated to the students as well as the parent institution of the student, within 4 weeks from the date of completion of the final examination.

The parent Institution shall, incorporate the marks/grade obtained by the student, as communicated by the Host Institution through the PI of the SWAYAM course in the

marks sheet of the student that counts for final award of the degree/diploma by the University with the proviso that the programs in which Lab/Practical Component is involved, the parent institution will evaluate the students for the practical/Lab component and accordingly incorporate these marks/grade in the overall marks/grade.

A certificate regarding successful completion of the MOOCs course shall be signed by the PI and issued through the Host Institution and sent to the Parent Institution.

The parent Institution shall give the equivalent credit weightage to the students for the credits earned through online learning courses through SWAYAM platform in the credit plan of the program.

11.1 The Semester Grade Point Average (SGPA) and Cumulative Grade Point Average (CGPA) will be calculated as weighted average of valid and virtual credit points secured by the student, except the credits of additional courses, if any. The SGPA and CGPA shall be rounded off up to 2 decimal places and reported in the grade sheet.

11.2 SGPA is a measure of performance of the student in a semester. It is ratio of total credit points secured by a student in various courses registered in a semester and the total course credits taken during that semester, i.e.

$$\text{SGPA (Si)} = \sum(C_i \times G_i) / \sum C_i$$

where C_i is the number of credits of the i th course in a semester and G_i is the grade point scored by the student in the i th course.

11.3 CGPA is a measure of overall cumulative performance of a student over all the semesters completed. The CGPA is the ratio of total credit points secured by a student in various courses in all the semesters completed and the sum of the total credits of all courses in all the semesters completed, i.e.

$$\text{CGPA} = \sum(C_i \times S_i) / \sum C_i$$

where S_i is the SGPA of the i th semester and C_i is the total number of credits in the i th semester.

12. On completing all requirements for award of the degree, the CGPA will be calculated and this value will be indicated on the degree along with Division. The Final degree should also indicate the Division obtained as per follows:

Division	Criterion
First division with distinction	The candidate has earned minimum number of credits required for the award of the degree in first attempt with CGPA of 8.00 or above
First division	The candidate has earned minimum number of credits required for the award of the degree with CGPA of 6.50 or above
Second division	The candidate has earned minimum number of credits required for the award of the degree with CGPA of 5.00 or above but less than 6.50
Pass division	The candidate has earned minimum number of credits required for the award of the degree with CGPA of 4.00 or above but less than 5.00

In case of B.Pharm./ M.Pharm. programmes first division will be awarded if the student obtains CGPA of 6.50 or above in first attempt. No pass division will be awarded.

13. The student will be promoted to the next semester if he/ she secures at least 12 valid credits in a semester. In case the student secures less than 12 valid credits in any semester, then the student will be declared fail in that semester and he/ she will be asked to repeat the entire semester and that semester will be treated as zero semester. In such cases the student will not be promoted to the next semester.

If a student passes in all the courses offered in any semester then will be declared pass in that semester. If a student secures at least 12 valid credits and fails in one or more courses offered in that semester then he/ she will be promoted to the next semester with ATKT (Allowed To Keep Term) in those courses in which he/ she fails.

In case of B.E./ B.Pharm. programmes the students will be promoted as per following conditions:

- The student should not carry more than 5 courses (combining theory and practical) in Ist year, IInd year or IIIrd year to be promoted to the next year.
- The student cannot be promoted to IIIrd year, if he/ she carry any course of Ist year with F or Ab grade.
- The student cannot be promoted to IV year, if he/she carries any course of IInd year with F or Ab grade.

- 14.1 Repetition of a theory / practical course is allowed only to those candidates who get F or Ab in the course. The student has to pay the prescribed fee for repeating the course.

- 14.2 On account of valid reasons, a student may withdraw from a semester. In such case the semester will be treated as zero semester.

- 14.3 In case of zero semester, the student will not be promoted to the next semester till he/ she clears that semester. The UTD may allow such a student to register in that semester again whenever it is offered by the concerned UTD. The student has to pay semester fee again in such cases. If the student withdraws within one month from starting of the semester then semester fee will not be charged again.

- 14.4 The practical course can be repeated as and when it is offered.

15. Evaluation will be internal with feedback system i.e., marked answer books will be shown to the student for his/her perusal and will be collected back by the teacher for record for six months after declaration of the result.

16. The decision of the teacher regarding the evaluation and the grade shall be final. However, a student can submit in writing for review of his Marks/Grade to the Head/ Director who will place the case before the Board of comprehensive *viva-voce*. The decision of the board will be final. Result of the review will be declared by the concerned Head/ Director. Review is effective only if the grade improves. Review will be allowed if -

- The prescribed fee is paid.
- The candidate applies within 7 days of the declaration of the grade in that course.

17. The practicals will be assessed continuously and at the end of each semester evaluation of practicals will be done by two examiners. The grades obtained in the practicals will be shown separately in the grade-sheet.
- 18.1 Dissertation / project report/ internship of 3-6 credits will be assessed by the internal supervisor, in general, however, UTD may get it assessed by an internal supervisor and an external expert.
- 18.2 The dissertation / major project/ internship report of 12-18 credits will be assessed by one external examiner to be appointed by the Vice-Chancellor from the panel of examiners suggested by Head/ Director and the supervising teacher / the examiner appointed by the Head/ Director of the UTD.
- 19.1 A comprehensive viva-voce of 4 virtual credits will be conducted at the end of each semester of the programme by a board of four examiners, at least ONE of whom shall be external. The Vice-Chancellor will appoint the external examiner in consultation with Head/Director of the UTD. Three will form a quorum. Head/Director will coordinate the comprehensive viva - voce. The grades awarded in the viva-voce shall be shown separately in the grade-sheet.
- 19.2 If a programme has large number of students then more number of boards may be constituted as per requirement. The board may include at least two experts including one internal and one external.
- 19.3 The external expert of comprehensive viva-voce board shall also conduct an academic audit and make an assessment of overall knowledge gain by the students in the semester, standard of the question papers, syllabus covered, marking in valuation of the answer books, etc. and shall submit its report to the Vice Chancellor through Head/ Director.
- 19.4 An honorarium of Rs. 2000/- per day shall be paid to each examiner of the Board of Comprehensive Viva-Voce. It may be revised by the Executive Council of the University from time to time.
- 20.1 The Grade sheet in each pre-final semester will be prepared in two copies and signed by the Programme Co-ordinator and Head/ Director. Out of the two one will be issued to the student and the other will be kept in the UTD office as record.
- 20.2 The Grade sheet in final semester will be prepared in Triplicate by the UTD. These will be signed by the Programme Co-ordinator, Head/ Director of UTD and the Controller of Examinations of the University. One copy will be kept by the Exam. Section of the University, the second one will be issued to the student and the third one will be kept for record in the UTD.
- 20.3 Suggestive formats of the Grade sheet for pre-final and final semesters are provided in the Annexure-A and Annexure-B. However, minor changes can be made by the concerned School/ Institute as per requirement of the programme.
21. The UTDs will manage their own examination expenditures 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 CGPA in to percentage will be as follow to facilitate its application in other academic matters:

$$\text{Equivalent Percentage} = \text{CGPA} \times 10$$

The percentage will be rounded off upto second decimal point.

24. The provisions herein will supersede the existing Ordinance(s)/ Regulations for regular UG and PG programmes in UTDs, to the extent herein prescribed.

25. The guidelines issued by the statutory bodies e.g. UGC/AICTE/BCI/NCTE/ PCI issued time to time will be adopted for implementation.

26. In matters not covered under this Ordinance, general rules of the University shall be applicable.

27. If UGC notifies any change in future in its Regulations governing Choice Based Credit System (CBCS)/ MOOCs, then the same will be incorporated in the existing Ordinance with the approval of the Executive Council of the University.

ANNEXURE-A

(sample copy A) Logo in water mark

University Logo	_____	Name of the University _____
	NAAC ACCREDITED “___” GRADE	

GRADE SHEET

Name of the Institute/ School of Studies:

Address of the Institute/ School of Studies:

Name of the Programme:

Batch: _____	Semester:
Enrolment No.:	Roll No.:
Name of the Student:	Examination: December-2015
Father's/ Husband's Name:	Mother's Name:

Course Code	Course Title	Credits	Grade	Grade Point	Credit Points (Credits x Grade Point)
	Course 1				
	Course 2				
	Course 3				
	Course 4				
	Course 5				
	Course 6				
TOTAL					
SGPA					

* Grade in Repeat Examination.

RESULT SEMESTER-WISE										
SEMESTER	I	II	III	IV	V	VI	VII	VIII	IX	X
CREDITS										
SGPA										
ATTEMPT										
RESULT										

SGPA: Semester Grade Point Average

Date of Result:

Co-ordinator	Head/ Director
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Name of the University_____University
Logo

NAAC ACCREDITED “____” GRADE

GRADE SHEET

Name of the Institute/ School of Studies:

Address of the Institute/ School of Studies:

Name of the Programme:

Batch: 2015-17	Semester:
Enrolment No.:	Roll No.:
Name of the Student:	Examination: December-2015
Father's/ Husband's Name:	Mother's Name:

Course Code	Course Title	Credits	Grade	Grade Point	Credit Points (Credits x Grade Point)
	Course 1	4	A	8	32
	Course 2	3	C	5	15
	Course 3	4	B+	7	28
	Course 4	4	O	10	40
	Course 5	3	B	6	18
	Course 6	6	P*	4	24
TOTAL		24	-		157
SGPA					6.54

* Grade in Repeat Examination.

RESULT SEMESTER-WISE										
SEMESTER	I	II	III	IV	V	VI	VII	VIII	IX	X
CREDITS										
SGPA										
ATTEMPT										
RESULT										

SGPA: Semester Grade Point Average

FINAL RESULT: PASS			
TOTAL CREDITS	CGPA	EQUIVALENT PERCENTAGE	DIVISION

Equivalent Percentage=CGPAx10
Average

CGPA: Cumulative Grade Point

Date of Result:

Co-ordinator	Head/ Director	Controller of Examinations
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ORDINANCE NO. 15

MEMORANDUM OF UNDERSTANDING (MoU) WITH NATIONAL/INTERNATIONAL PUBLIC/PRIVATE ORGANIZATIONS

1. Preamble:

With a view of sharing a common desire to explore, extend and strengthen the functional relationship between the Universities and National laboratories, Industrial houses, well established R &D set up(s) in order to share the facilities and expertise available with each of them, the educational Institutions may enter in to MoU on following broad understanding:

In general, there are three broad levels of cooperation with other Higher Education Institutions which may be supported and formalised through:

2.1. Letters of Cooperation or Agreement

2.2. Memorandum of Understanding

2.3. Strategic Alliances

2.1. Letters of Cooperation or Agreement

2.1.1. Letters of Cooperation or Letters of Agreement may be worked out between Schools/Faculties of the same University/Institution and those in other institutions. It may be defined as:

“An agreement between two or more Departments/Institutions/Industries/ parties on a specific area or narrow set of areas that do not constitute a legally binding document but instead can recognize that cooperating would be mutual benefit and would serve as an indication of continued interest in joint projects”

2.1.2. These Letters of Cooperation should be agreed by the rules set within the Universities/ Departments/Organizations. Letters of Cooperation are often signed in advance of an M.O.U. as a means of agreement on general cooperation.

2.2. Memorandum of Understanding

2.2.1. A Memorandum of Understanding (MOU) is an overall facilitating document linking the University/or any Educational organization or one of its designated units with another institution(s)/Industries.

2.2.2. An MOU is between the University and the other body on behalf of a School, Faculty or Centre. Recognizing that MOUs are intended to facilitate future cooperation, it is important to address potential obstacles at the time the MOU is being developed. A “Memorandum of Understanding” or MOU can be defined as:

“A legal document describing an agreement between parties----- it expresses a convergence of will between the parties, indicating an intended common line of action, but which can have a direct effect on the University including that of a legal commitment. It is more formal alternative to other mechanisms such as “Letter of consent” or “Letter of Cooperation”

2.2.3. An MoU may be signed between the collaborating Universities/institutions/organisations for a period as may be agreed to, spelling out the modalities of the collaboration/association on the types of activities.

2.2.4. Due Diligence for an MOU:

2.2.4.1. Due Diligence is the process by which the organisation that the University/Organization is proposing to work with is deemed to be a valid, suitable and timely partner. Where an organisation approaches the University/Educational organization with the intention of presenting joint programmes, a faculty member designated by the University will take responsibility for liaising with the institution, and will act as the ‘proposer’ for the partner, and must supply information with any MOU proposal.

2.2.4.2. The following issues should be covered clearly in the MOU process:

- Highlight the institutional background of the partner(s) e.g. date established, location of main branch (and other branches, if relevant), profit or non-profit, public or private, accreditation body, disciplines, level of qualifications offered, ranking (if appropriate), other partners (if known), recognition by a professional or statutory accrediting agency.
- Identify the type of linkage being proposed, objectives, resource implications, and fit with the University/Educational Organization’s strategic objectives.
- Outline the synergy between the proposed agreement and the Faculty/School/Centre/Unit’s mandate and direction.

2.3. Strategic Alliances

A University may enter into a strategic alliances with National and international partner Organizations.

2.3.1. The most in-depth agreement with another Higher Education Institution is the ‘Strategic Alliance’. Strategic alliances can be defined as:

“A mutually beneficial long-term formal relationship formed between two or more parties to pursue a set of agreed upon goals or to meet a critical organizational need while remaining independent organizations. It is a synergistic arrangement whereby two or more organizations agree to cooperate in the carrying out of a business activity where each brings different strengths and capabilities to the arrangement”

2.3.2. Strategic alliances are the highest value relationships a University/Educational Organization can have with other institutions. They usually involve agreed developments in a number of areas. Strategic alliance partners must have a ‘strategic fit’ with the university.

Having commitment and buy-in from the senior management of the partner institution is also vital.

2.3.3. International partnerships are solely based around a broad strategic fit with university strategy in potentially the following areas:

2.3.3.1. Research collaboration & pursuing funding opportunities

2.3.3.2. Academic collaboration in Learning Innovation

2.3.3.3. Targeting of students in graduation, post-graduation or postdoctoral recruitment

2.3.3.4. Joint ventures such as Public-Private partnerships

2.3.3.5. Other elements such as student, staff swaps, guest speakers, networking

3. Any understanding / collaboration with International Organisation should meet the criteria laid down by University Grants Commission, New Delhi from time to time.

ORDINANCE No. - 16

CONSULTANCY SERVICES

1. Preamble: Guidelines for undertaking Research & Consultancy work by the Academic and Technical Staff in M.P. Universities:

It is important 'to be the fountain head of new ideas and of innovators in technology and science' and with its general goal of 'to create an ambience in which new ideas, research and scholarship flourish and from which the leaders and innovators of tomorrow emerge'. In fulfillment of these points of importance, initiative to promote innovations and to facilitate protection of Intellectual Property (IP) thus generated.

In this document, the processes to support these efforts have been included. A formal framework to guide the implementation of consultancy processes is included in this document. This policy aims to lay down the processes for translating the creative works. Parties engaged in creations of original and innovative work include faculty, staff and other employees. To administer the policies included in this document, and maintain the relevant documents, with appropriate administrative and supporting staff.

1.1. The purpose of this Ordinance is to set out the principles and procedures governing Consultancy and other Outside Services undertaken by Staff Members of the University.

1.2. Staff Members of the University are encouraged to undertake University Supported Consultancy and other similar work provided it does not conflict with the interests of the University. This is because Consultancy:

1.2.1. increases the professional and/or academic competence and experience of the Staff Member and provides a continuing professional education opportunity in the world outside academia and research;

1.2.2. creates and enhances links between the University and external organisations that will aid the University in areas such as increasing research opportunities, and student recruitment and placement, and helps the University to achieve its mission of knowledge transfer to improve the local and regional economies; and

1.2.3. may generate additional income for the Staff Member and increased funding for the University.

1.3. This Ordinance applies to all academic and academic related Staff Members and administrative Staff Members at any grade.

2. “Consultancy” means generally the application of existing knowledge, expertise and skills, and includes other activities which are analogous to consultancy activities such as business partnership or ownership etc.

“University Supported Consultancy” means Consultancy provided through a contract entered into by the University or one of its subsidiaries with a third party, in which the Consultancy will be performed by a Staff Member within his or her area of academic, research or administrative expertise. This Consultancy is supported by the University and may involve the use of University resources, intellectual property and other resources.

3. GENERAL APPLICABILITY:

This Ordinance governs the Consultancy and other Outside Services engaged in by Staff Members.

4. UNIVERSITY SUPPORTED CONSULTANCY:

4.1. University Supported Consultancy arrangements are only permitted where the work is distinct from any project or other work undertaken on the University’s behalf (in order to avoid a Staff Member competing for contracts with the University).

4.2. A Staff Member may only agree to provide University Supported Consultancy services in accordance with terms and conditions approved by the Vice Chancellor.

4.3. A maximum of not more than 60 day per week may be devoted to University Supported Consultancy.

4.4. The Vice Chancellor’s approval is required to ensure compliance with cost recovery guidelines, protection of the University’s IP, and the appropriateness of contractual terms including those relating to liability and IP.

4.5. Charges for the use of University resources will normally be based on the full cost of the resources as determined by the University/College/ Department and agreed by the Staff Member and the Head.

4.6. When the Head denies a Staff Member authorization to perform the University Supported Consultancy, the Staff Member may appeal in writing to the Registrar. The Vice Chancellor will have wide discretion to resolve issues regarding Consultancy and final decision of Vice-Chancellor will be binding to obey it by both parties.

4.7. University Supported Consultancy will not be allowed in the following circumstances: -

4.7.1. When the Consultancy services are to support projects, such as research projects, being conducted by the University; or

4.7.2. When such Consultancy would contractually preclude the University or its Staff from engaging in other research or other Consultancy.

4.8. When the Consultancy calls for the rendering of expert opinion/evidence in Courts of Law, in Arbitrations, or before Parliamentary Committees, the Consultancy may only be undertaken with permission of the Vice-Chancellor.

4.9 Faculty/Staff Members must declare annually in their Declaration of Outside Interests the number of days spent on University Supported Consultancy services and comply with all relevant University Policies such as those governing conflicts of interest or intellectual property.

5. COMPENSATION FOR UNIVERSITY SUPPORTED CONSULTANCY:

Income from University Supported Consultancy will be allocated in the following manner:

- a. The University will receive 20 percent of the project cost, excluding overhead and service tax, for managing the Consultancy and providing the University's support.
- b. The Department will receive five percent of the project cost, excluding overhead and service tax, as an administrative fee.
- c. All expenses incurred in the project will not exceed 40% of the project cost, excluding overhead and service tax. Such expenses, for illustration purposes, could include payments to sub-contractors, procurement costs, leasing of supplies, consumables.
- d. The remainder (35%) will be paid to the Staff Member.

Payment of fees to Staff Members may, at the Staff Member's option, be made electronically through the University's central payroll system.

6. REPORTING:

Staff Members must report their Consultancy and Outside Services to their Head and Vice Chancellor annually, and to the extent required, make disclosures required by the Conflicts of Interest Policy or Declaration of outside Interests.

7. Accounting Procedure for the consultancy charges shall be applicable as per University financial procedure. The consultancy amount/charges will be deposited in the joint account of Director/Head and Registrar. Director/Head shall be authorized to release the funds for the expenditure during and after the consultancy period.

8. The amount to be distributed to the staff will be as per recommendation of the Principal Consultant approved by the Vice-Chancellor or any other person so authorized by him.

9. Out of the sales made for a patent emerging from consultancy work, an annual royalty will be divided equally between the Principal Consultant and the University.

10. In case of any ambiguity, the decision taken by the Vice-Chancellor shall be final.

ANNEXURE-I

(On Detailed Costing)

(A) Cost of Labour: This means the estimated OTA paid to technical / ministerial staff to the Department/ Centre(s) involved in the project and salaries for any specialized labour to be hired specifically for the project. If a staff member engaged on work is not eligible for OTA as per rules of the University, he will be paid honorarium from this provision.

(B) Cost of Material: An estimate cost of material to be specifically procured for the project.

(C) Overheads to the University for Use of University equipment: This includes charges for use of facilities depreciation, utilities and handling charges etc. and would be levied for all equipment except the computer and other sophisticated equipment / machines declared as central facilities.

(D) Computer charges and charge for use or Central Facilities: Charges for the use of these facilities will be budgeted as per the time-sharing rules of these facilities for outside parties as may be approved by the University from time to time.

(E) TA / DA for visits:

An estimated charge on the basis of rates settled with 'Client Firm' but if no rates are settled the payment will be as per University Rules.

(F) Contingencies: An estimated charge for any contingent expenses expected to be included.

(G) Administrative over-head charges: An amount will be levied for the hire of administrative staff for handling consultancy work or for payment of honorarium to the staff of the administrative office handling such work.

ANNEXURE – II

Consultant Certificate

1. Certified that this consultancy assignment shall not clash with my teaching in the department or any other official duty at the University.
2. That the interest of my department/University shall not suffer.
3. That the duration of my total consultancy work in a calendar year shall not be more than 60 days (60 days in a calendar year, including holidays)
4. That the total annual income of my all consultancy work shall not exceed my total emoluments for six months in the calendar year.

(Consultant's Signature)

Address (Office) (Residence)

_____	_____
_____	_____
_____	_____
_____	_____

Head's Recommendations

Head
Signature with official
stamp

Remarks of Director, Research Directorate

ANNEXURE–III

A Sample Costing for a Consultancy Project

A sample costing, disbursement, distribution of Deductions and Overheads for a consultancy project is shown in this Appendix.

A sample costing for a consultancy project

- a. Cost of consultants' time, including intellectual fee: 50,000*
- b. Cost of man days of the staff taking part in the project excluding consultant(s): 30,000**
- c. T.A and D.A (as per agreement with the client): 5,000
- d. Cost of inputs (like chemicals, raw material and other types of consumables) and equipment's: 10,000
- e. Usage charges on equipment (including depreciation and utilities, interalia): 0
- f. Payment to outside consultants: 0
- g. Cost of stationery: 1,000
- h. Computer charges: 2,000
- i. Miscellaneous: 2,000
- j. Overhead Charges (15% of a. to i. of this para): 15,000
- k. Service Tax Charges (as per government notification, say 15%): 17,250

Total project cost 1,32,250

* This will be limited to 20% of net project cost in case of testing projects.

** This will be limited to 30% of net project cost in case of testing projects.

Distribution of the Consultancy Charges:

University: 20,000

Department: 5,000

Expenses: 40,000

Principal Consultant: 35,000

Overheads: 15,000 (As defined in Annexure-I)

Service Tax: 17,250